

The City of Calgary

School Connections YYC

Enrollment & Login Guide

Request Assistance:

If you encounter any issues with SC YYC enrollment or login, please contact: facilitybooking@calgary.ca

Version 2.0 Updated April 2024

School Connections - First Time Login Process

Signing into the system for the first time may take 15-30 minutes depending on your internet connection and your experience with DUO Mobile – an authenticator tool used for Multi- Factor Authentication at CBE.

- If you are signing in for the 1st time, proceed with the following steps.
- If you have already completed enrollment steps and have been successful with signing-in, go to the <u>Subsequent Login</u> section. Subsequent logins are much quicker.
- 1. The City of Calgary has sent you an email invitation to enroll in the SC YYC database. The invitation is sent from <u>invites@microsoft.com</u>:

The City of Calgary invited you to access applications within their organization > Inbox x



- 2. Click on the 'Accept Invitation' link in the invitation email and you will be redirected to the landing page for the School Connections YYC login portal: <u>https://schoolconnections.calgary.ca</u>
 - *Note: All new users must not only accept the invitation, but also login to create a profile in the SC YYC database. Failure to login will result in having to complete in the enrollment process again.

3. Click on Sign In.



4. Click on **Azure AD** button. CBE staff will use their existing Active Directory accounts. Only Community organizations use their myID business accounts for sign-in.

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Calgary 🤹			<u>↑</u> <u>FAQ</u> Q	<u>Sign in</u>
Sign in Register	Redeem invitation			
Sign in with a local accour	nt	Sign in with an external account		
* Username		myID Azure AD		
* Password				
	Remember me?			
s	ign in Forgot your password?			

The screenshot below in step 4 may or may not appear, depending on your security settings and other factors, e.g. using VPN or working from home. If this screen doesn't appear, go to step 6.

Please note: CBE uses the <u>Duo Mobile</u> application for 2FA. You will need to download this on your mobile device (iOS or Android). The CBE's preferred method is to use the "Send me a Push" option.

For more information, please see the CBE 2FA page: <u>https://insite.cbe.ab.ca/system_tools/technology/2fa/Pages/default.aspx</u>

If you are using an Android device, you may have another Duo icon. Duo Mobile will be green.







5. Enter your CBE email and current password. Click Sign In.

You may also see a *Sign in* pop-up appear. Enter your CBE email and password. Click **Sign in**.

Sign in		
https://adfs.	:be.ab.ca	
Username		
Password		

6. Click on Send me a Push.



7. Review permissions and click Accept.





8. Set up Multi-Factor Authentication. Click Next.

9. Do not click on Next. Click on I want to use a different authenticator app link.



10. Click on Next.



11. Use **Duo Mobile** on your mobile device to scan the QR code and click **Next**. Go to <u>step 12</u>. [If needed, steps 11.1 to 11.5 outline how to scan and add into the Duo Mobile app]

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	Keep your account secure vour organization requires you to set up the following methods of proving who you are. Authenticator app Scan the QR code Use the authenticator app to scan the QR code. This will connect your authenticator app with your account. After you scan the QR code. choose "Next".	
	Can't scan image? Back Next	
	Lwant to set up a different method	

11.1.Open Duo Mobile on your mobile device, click the '+' sign.



11.2. Using the camera on your mobile device, scan the barcode shown on the computer screen. It should automatically move to the next step when scanned.





11.3. Click on MAYBE LATER to skip the password recovery setting.



11.4. Review the account setting then click on the "go-back" arrow to return to the DUO main screen.



11.5. You will see that a 6-digit code has been generated.

If the 6-digit code does not show up, make sure to click on the toggle down arrow.

*Note: The code will expire in 30 seconds. If the code is not entered within the timeframe, it will refresh, giving you a new code to enter within 30 seconds.



12. Enter the 6-digit code shown in **Duo Mobile** on your mobile device and click **Next**.

*Note: If your network connection is slow when entering the code, it could time out. You can go back to step 11.5 to generate a new code.

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13. Click Done.

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	۵	Microsoft Authenticator	Dore		

14. Your Profile page appears showing your *First Name, Last Name* and *E-mail*.

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Neel Raniga	Please provide some information a The First Name and Last Name y	bout yourself. ou provide will be displayed in yo	ur submissions as contact information.			
Profile	The Email Address and Phone n contact information.	umber are required and will be displayed in a	splayed in your submissions as			
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Security	Your Information					
Set password	First Name *	Last Name *	5			
Manage External Authentication	Your First Name	Your Last Name				
	E-mail	Business Phone				
	YourAccount @cbe.ab.ca					
	Position *					

15. Enter your CBE Position and Business Phone number then click Update.



How may we contact you? Select all that apply.

16. **Congratulations**! You have successfully signed into the system and can now use the **School Dashboard** to review Access Applications or search for programs via **Program Directory**.



School Connections YYC

Calgary's online hub for connecting not-for-profit and government organizations with schools. By connecting students and families with local supports, we are working together to build stronger, healthier and more economically stable communities. Through a collaborative partnership between the City of Calgary, the Calgary Board of Education (CBE), the Calgary Catholic School District (CCSD), and United Way of Calgary the School Connections YYC Framework was created.

The not-for-profit organizations listed on the Organization Database below have completed a pre-screening process with CBE and CCSD, so schools can easily reach out to them for programs and services.

The organizations have all met the following parameters:

- · Organization is a government or a registered not-for-profit organization
- · Organization has adequate Insurance, and will maintain coverage through the duration of the program
- Program can address an existing need of students and their families
- · All fees will be 100% waived upon request
- · At least one on-site staff member has a valid First Aid Certificate
- All program staff members and volunteers have completed a Police Information Check, including vulnerable sector search verification, and are cleared to work with children and youth

"Note: the pre-screening process does not assess the quality or value of a program or service.

Change Duo Mobile Authenticator Name to School Connections YYC (Optional and Recommended)

- Android Users complete step 17 below.
- iOS Users skip to step 18 to complete.

Android Users:

17. With your mobile device open **Duo Mobile**. Then **press and hold** anywhere in the new authentication area (Microsoft – Email portion). Select **Edit Account**.



17.1 Select all text in the Name field and delete it.



17.2 Type in **School Connections YYC** then select the Checkmark to apply.

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			\bigcirc
	Name	School Connections <u>YYC</u>	_
	lcon	Microsoft -	
	Туре	3rd Party Account	

17.3 You will now see the updated Name displayed in Duo Mobile.



iOS Users:

18. With your mobile device open **Duo Mobile**, click the **EDIT** button located at the top left of your screen.



18.1. Click anywhere in the new authentication area (Microsoft – Email portion)

*Do not select the red minus icon, it will remove the entry.



18.2. Select all text in the Account name field and delete it.



18.3 Type in School Connections YYC and click Save.



18.4 Select Done.



18.5 You will now see the updated Name displayed in Duo Mobile.



School Connections YYC - Subsequent Login Process

1. Go to the **School Connections YYC** landing page for the login portal: <u>https://schoolconnections.calgary.ca</u>

2. Click on Sign In.



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3. Click on **Azure AD** button. CBE staff will use their existing Active Directory accounts. Only Community organizations use their myID business accounts to login.

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Calgary 🚳			▲ FAQ Q Sign in
• Sign in Register	Redeem invitation		
Sign in with a local ac	count	Sign in with an external account	
* Username		myID Azure AD	
* Password			
	Remember me?		
	Sign in Forgot your password?		

4. Enter your email and click **Next**.



5. Enter your CBE email for Username and your current CBE password then click Sign In.

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	Sign in https://adfs.cbe.ab.ca Username Password Sign in Cancel			

The following screen may or may not appear, depending on your security settings and other factors, e.g. using VPN or working from home. **If this screen doesn't appear, skip to step 7**.

6.Click **Send me a Push** and **approve** the login. You will receive an approve/deny pop-up on your phone [If you do not see the pop-up appear, go into the Duo Mobile app to approve/deny]



7. You should receive a Microsoft **Verification Code** on your mobile device. In the Duo Mobile app, click on the toggle down arrow to display the authentication Code.

*Note: The code will expire in 30 seconds. if not entered within the timeframe the code will refresh, giving you a new code to enter within 30 seconds.

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	About passcodes		



8. Enter the **Code** into the prompt on your web browser and click **Verify**.

9. **Congratulations**! You have successfully signed into the system and can now use the **School Dashboard** to review Access Applications or search for programs via **Program Directory**.

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*Note: the pre-screening process does not assess the quality or value of a program or service.