



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

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 [Subsequent Login](#) 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 invites@microsoft.com:

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

Microsoft Invitations on behalf of The City of Calgary <invites@microsoft.com>
to me ▾

ⓘ Please only act on this email if you trust the organization represented below. In rare cases, individuals may receive fraudulent invitations from bad actors posing as legitimate companies. If you were not expecting this invitation, proceed with caution.

Organization: The City of Calgary
Domain: CalgaryCity.onmicrosoft.com

If you accept this invitation, you'll be sent to <https://portal.azure.com/calgary.ca>.

[Accept invitation](#)

[Block future invitations](#) from this organization.

This invitation email is from The City of Calgary (CalgaryCity.onmicrosoft.com) and may include advertising content. [Read The City of Calgary's privacy statement](#). Microsoft Corporation facilitated sending this email but did not validate the sender or the message.

Microsoft respects your privacy. To learn more, please read the [Microsoft Privacy Statement](#).
Microsoft Corporation, One Microsoft Way, Redmond, WA 98052



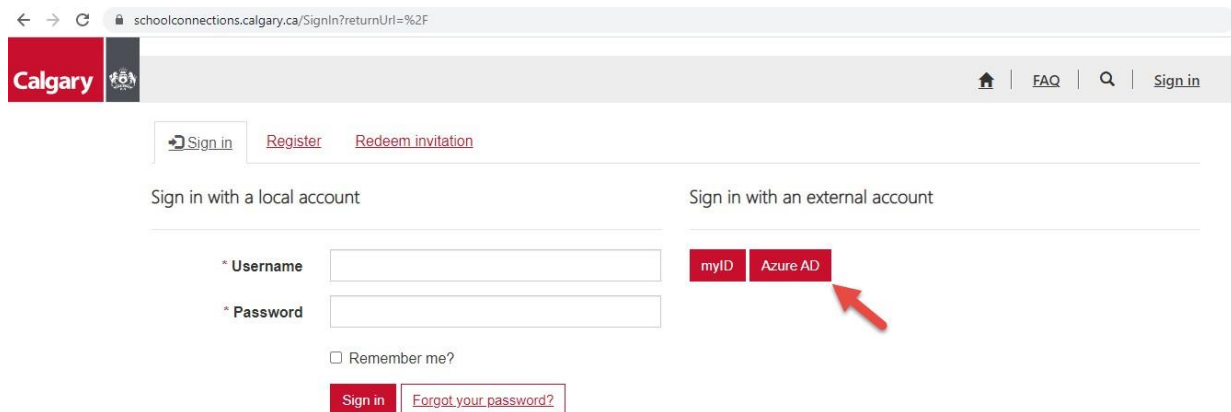
2. Click on the '**Accept Invitation**' link in the invitation email and you will be redirected to the landing page for the School Connections YYC login portal: <https://schoolconnections.calgary.ca>

***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.



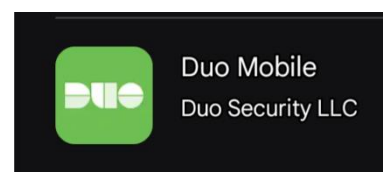
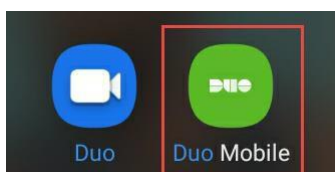
The screenshot below in step 4 may or may not appear, depending on your security settings and other factors, e.g. using VPN or working from home. If this screen doesn't appear, go to [step 6](#).

Please note: CBE uses the Duo Mobile 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.

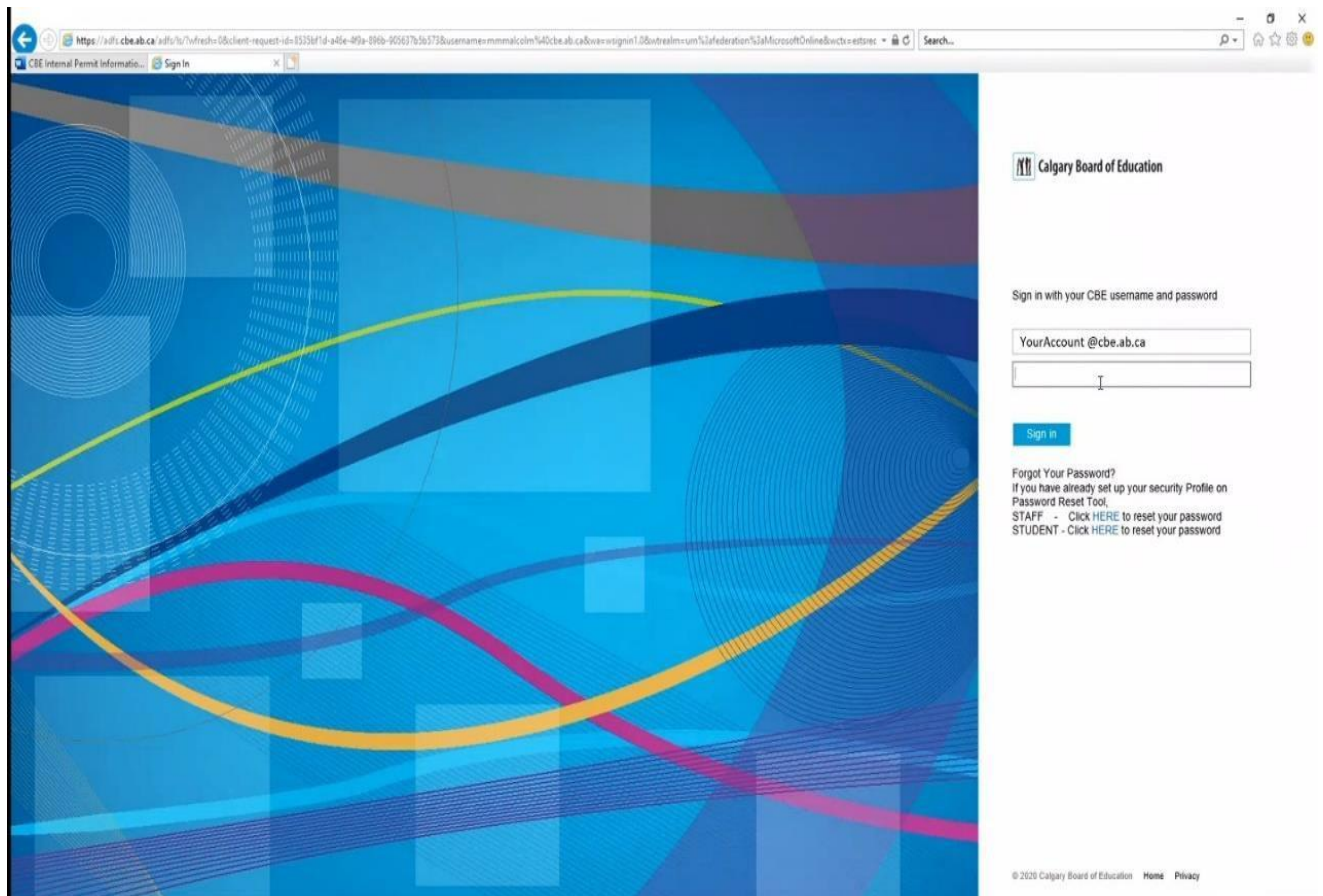
For more information, please see the CBE 2FA page:

https://insite.cbe.ab.ca/system_tools/technology/2fa/Pages/default.aspx

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**.



Calgary Board of Education

Sign in with your CBE username and password

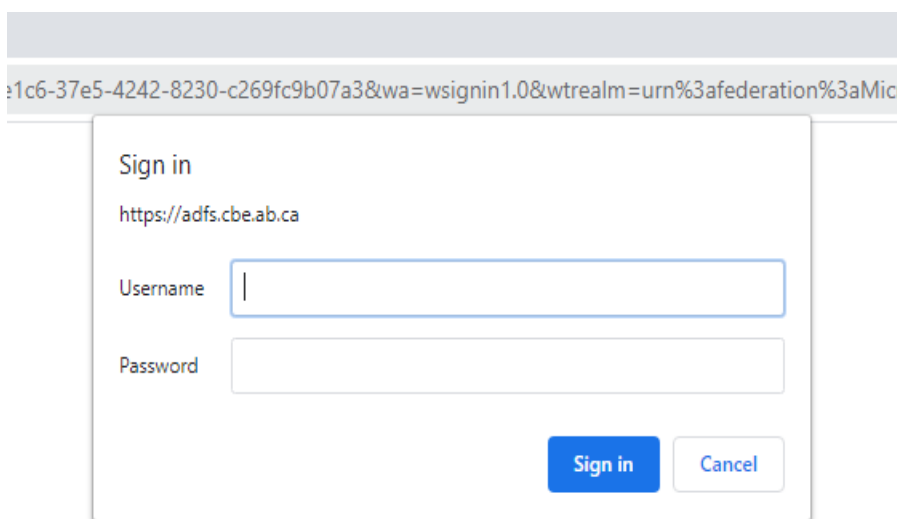
YourAccount @cbe.ab.ca

Sign in

Forgot Your Password?
If you have already set up your security Profile on Password Reset Tool:
STAFF - Click [HERE](#) to reset your password
STUDENT - Click [HERE](#) to reset your password

© 2020 Calgary Board of Education [Home](#) [Privacy](#)

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



Sign in

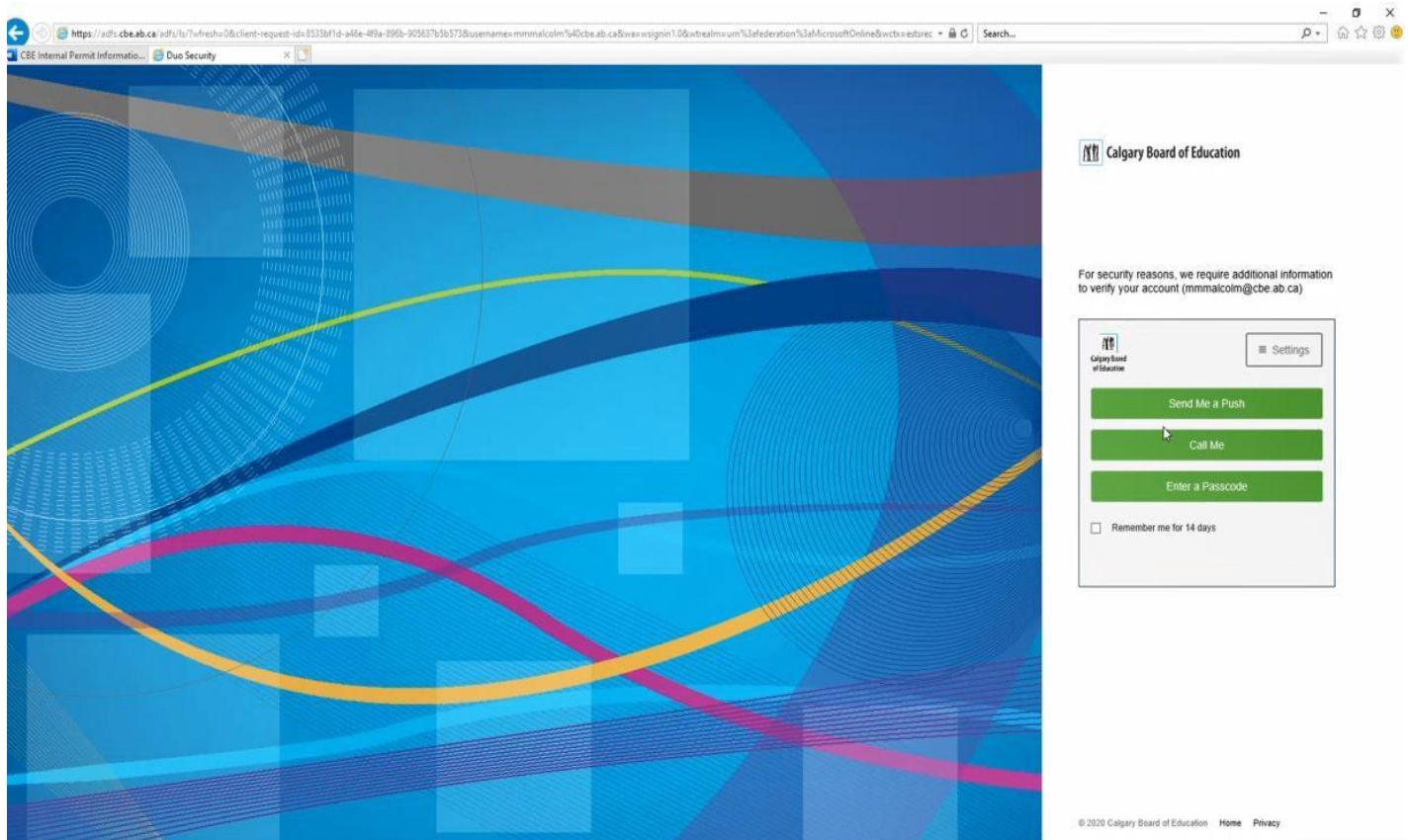
https://adfs.cbe.ab.ca

Username

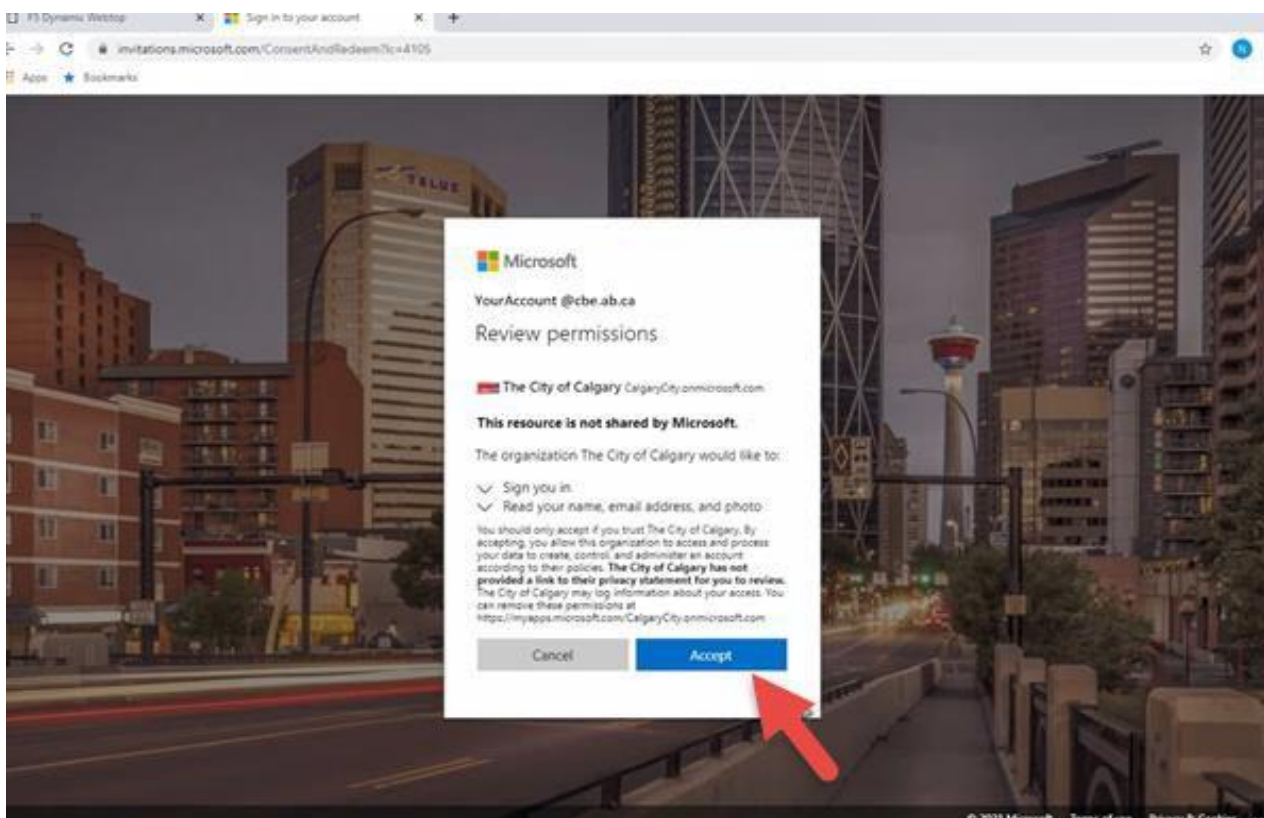
Password

Sign in Cancel

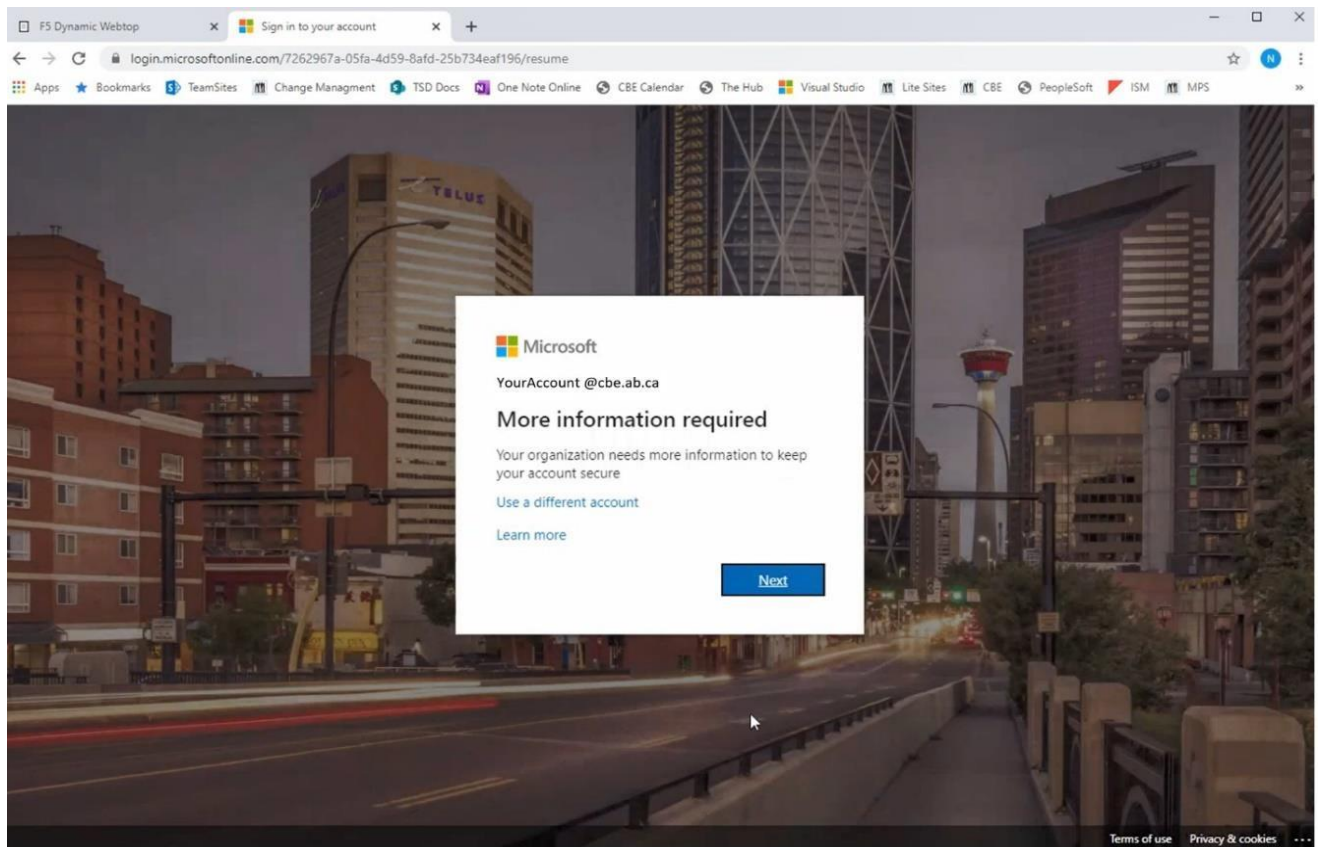
6. Click on **Send me a Push**.



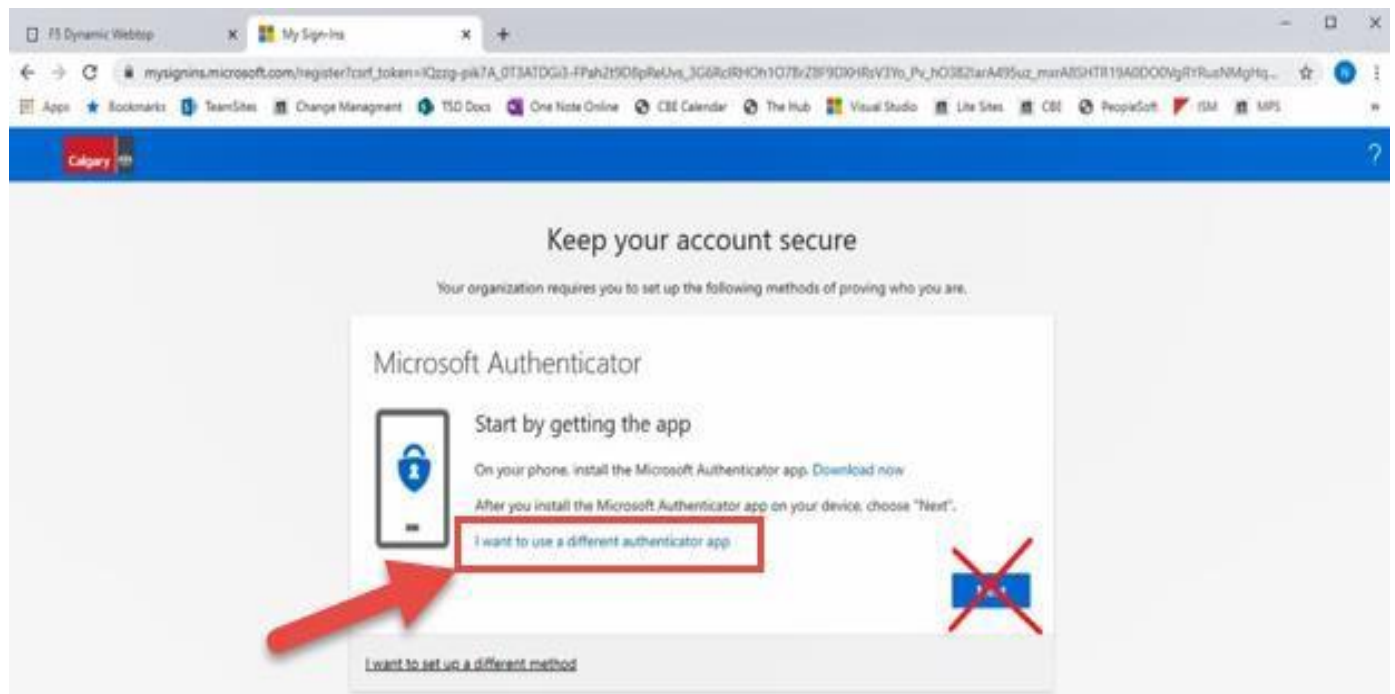
7. Review permissions and click **Accept**.



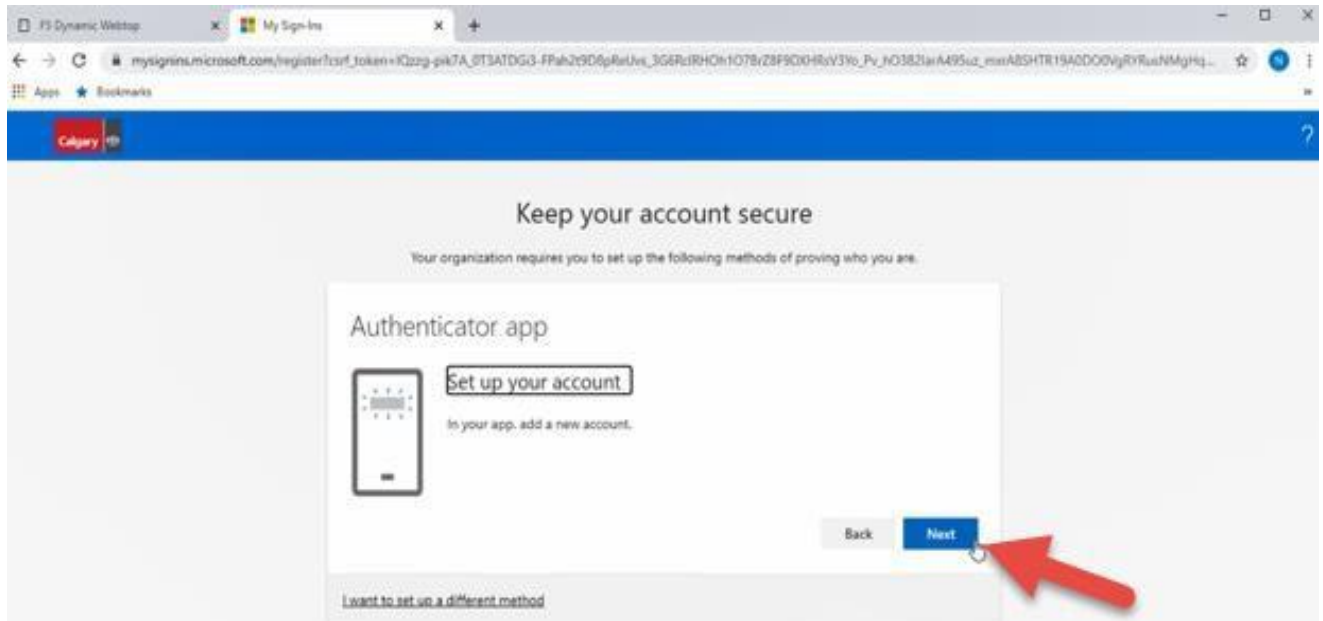
8. Set up Multi-Factor Authentication. Click **Next**.



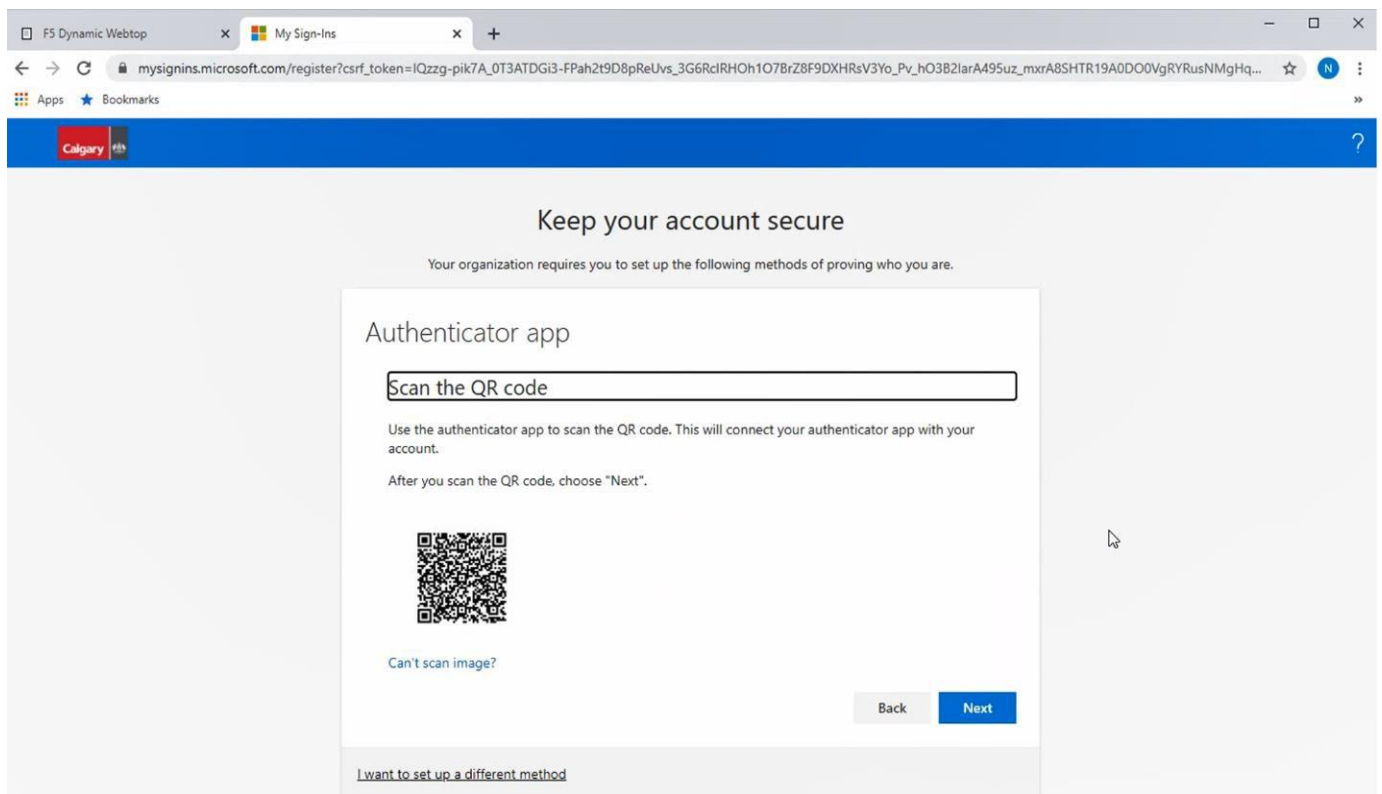
9. Do not click on **Next**. Click on **I want to use a different authenticator app** link.



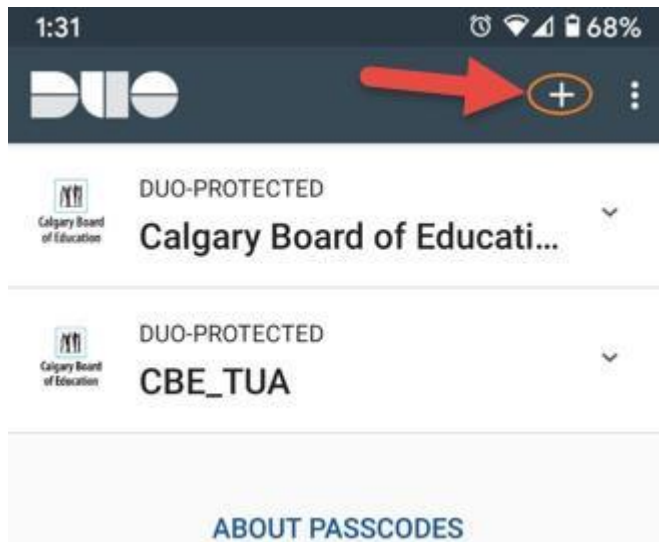
10. Click on **Next**.



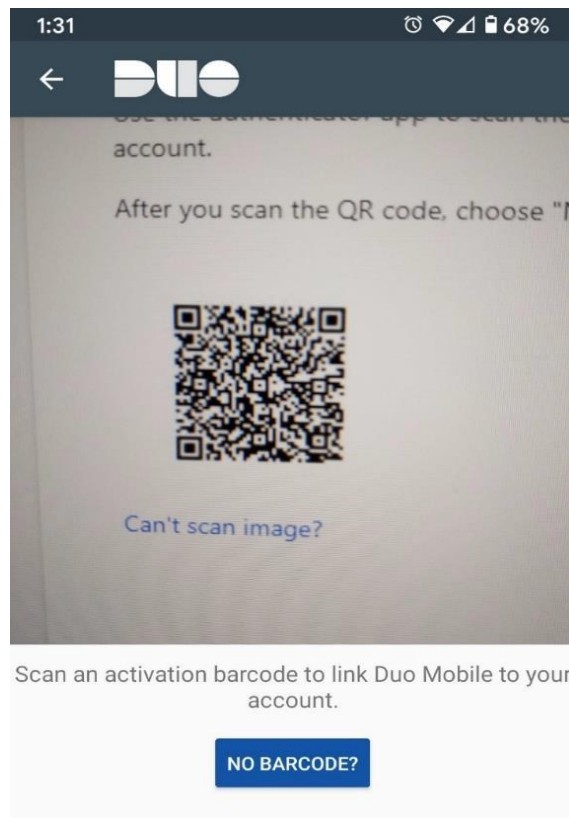
11. Use **Duo Mobile** on your mobile device to scan the QR code and click **Next**. Go to [step 12](#).
[If needed, steps 11.1 to 11.5 outline how to scan and add into the Duo Mobile app]



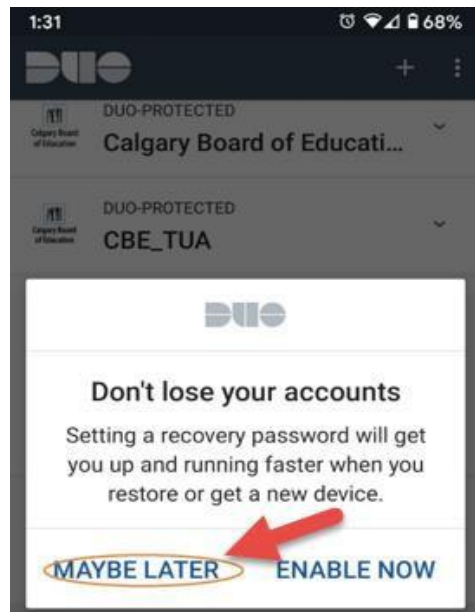
11.1. Open Duo Mobile on your mobile device, click the '+' sign.



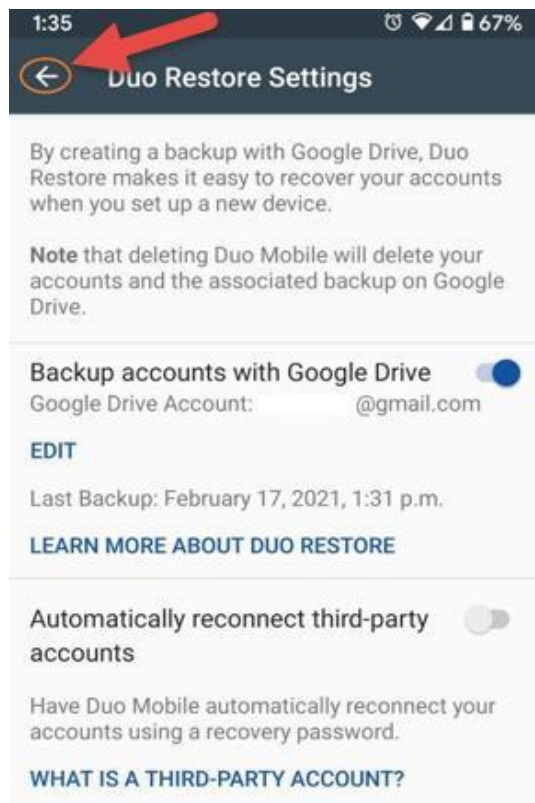
11.2. Using the camera on your mobile device, scan the barcode shown on the computer screen. It should automatically move to the next step when scanned.



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



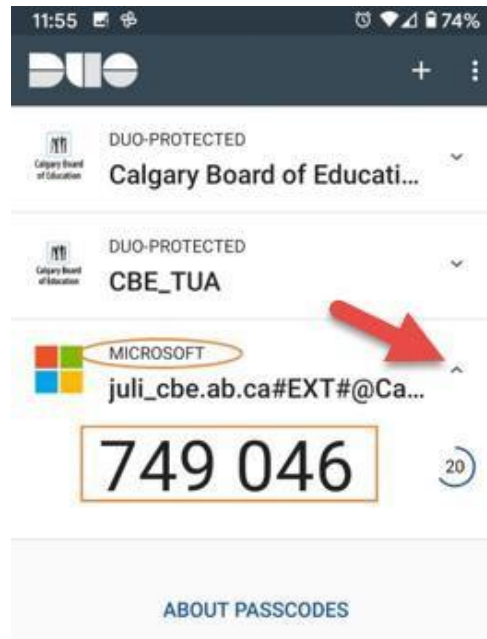
11.4. Review the account setting then click on the “go-back” arrow to return to the DUO main screen.



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

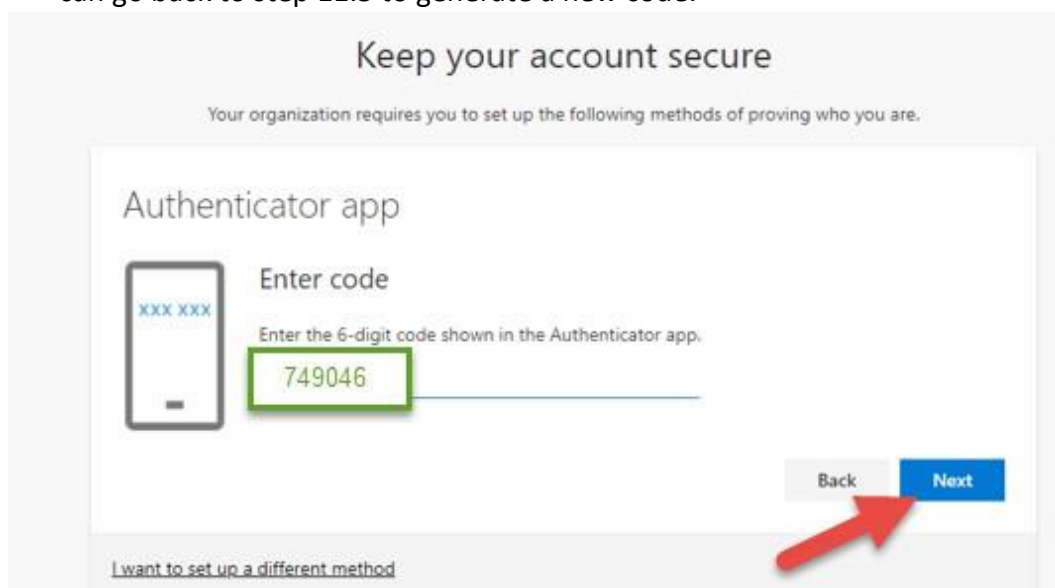
If the 6-digit code does not show up, make sure to click on the toggle down arrow.

***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.

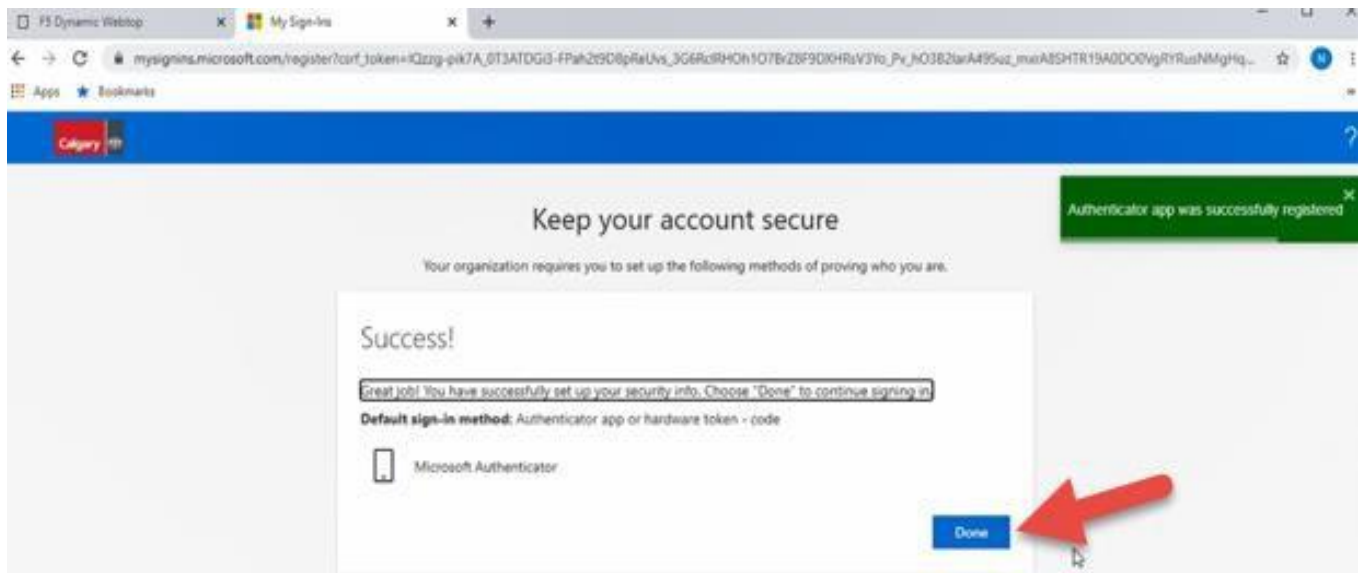


12. Enter the 6-digit code shown in **Duo Mobile** on your mobile device and click **Next**.

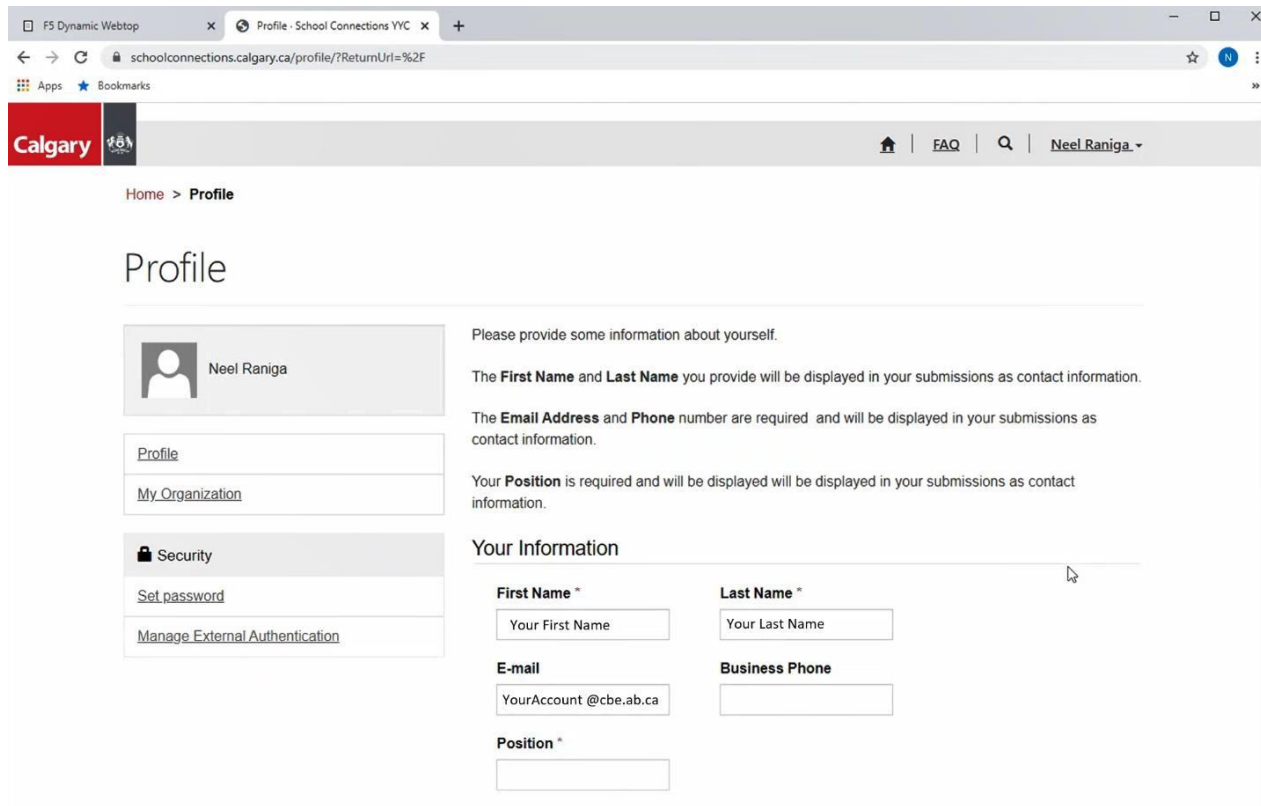
***Note:** If your network connection is slow when entering the code, it could time out. You can go back to step 11.5 to generate a new code.



13. Click **Done**.



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



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

How may we contact you? Select all that apply.

- ☒ Email
- ☒ Fax
- ☒ Phone
- ☒ Mail

Update 

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

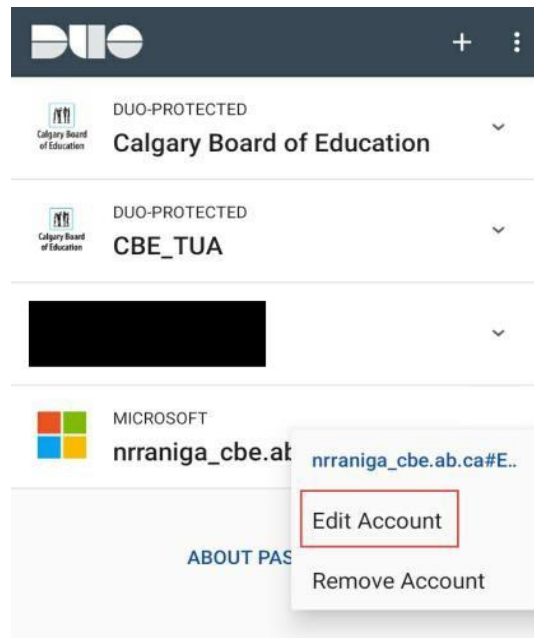
*Note: the pre-screening process does not assess the quality or value of a program or service.

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.

← Edit Account ✓

Name

nrraniga_cbe.ab.ca#EXT#(

Icon

Microsoft

Type

3rd Party Account

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

← Edit Account

✓

Name

School Connections YYC

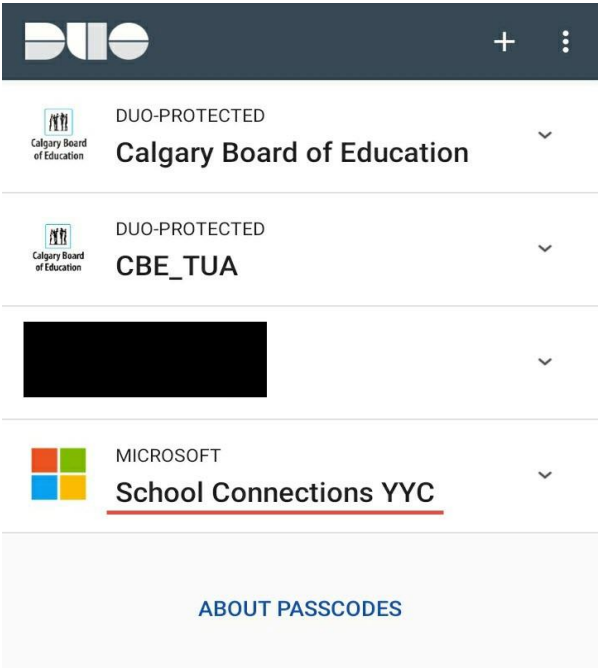
Icon

Microsoft

Type

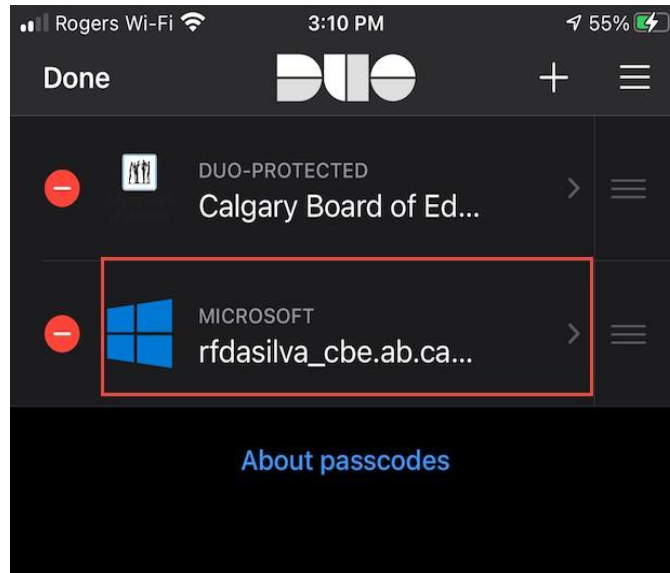
3rd Party Account

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



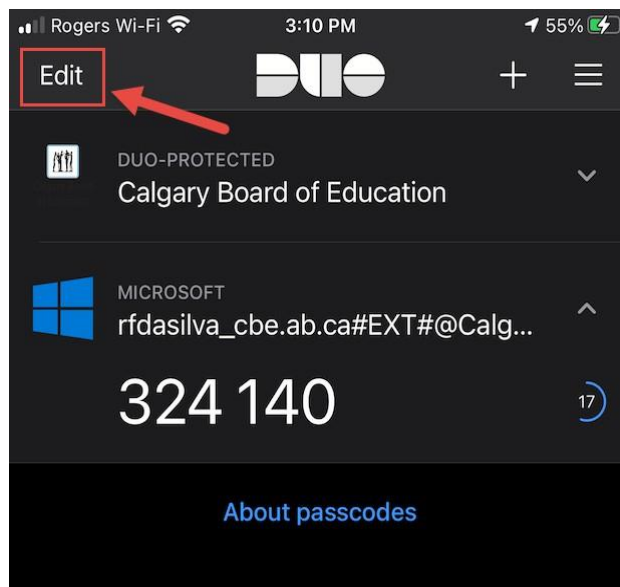
iOS Users:

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

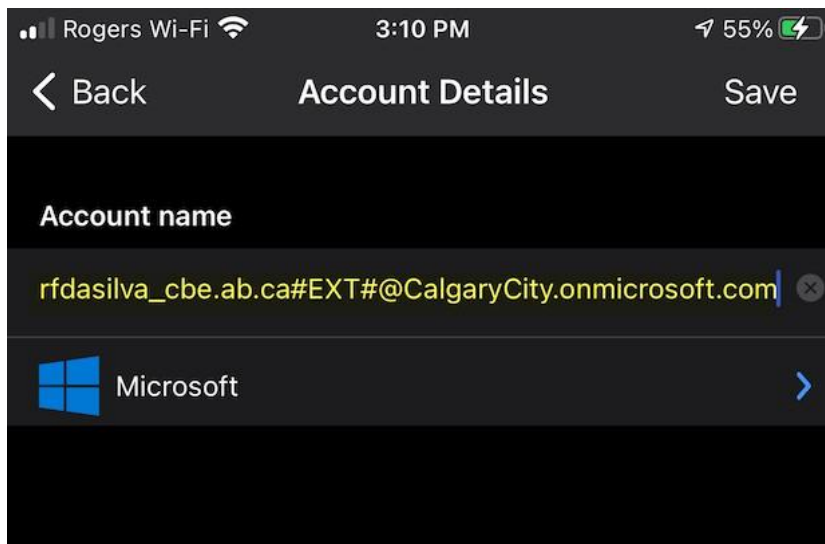


- 18.1. Click anywhere in the new authentication area (Microsoft – Email portion)

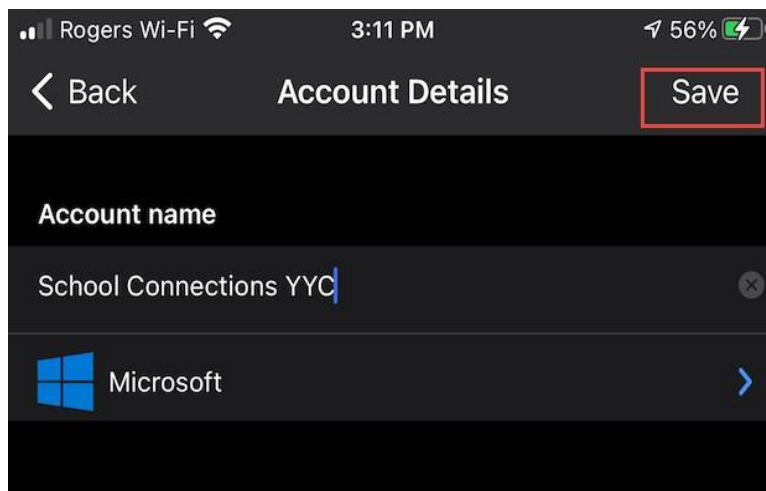
**Do not select the red minus icon, it will remove the entry.*



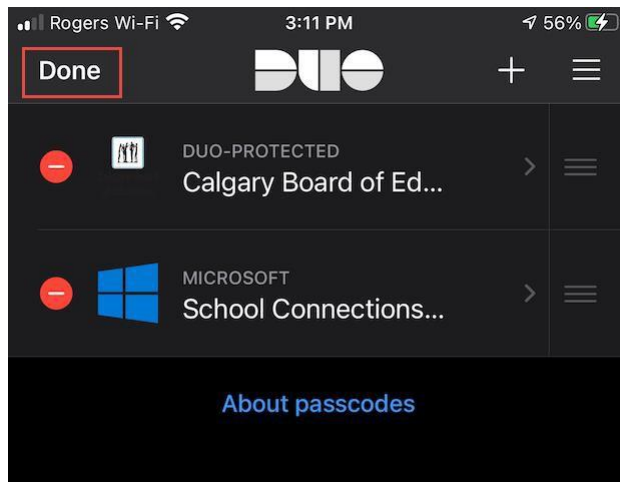
18.2. Select all text in the **Account name** field and delete it.



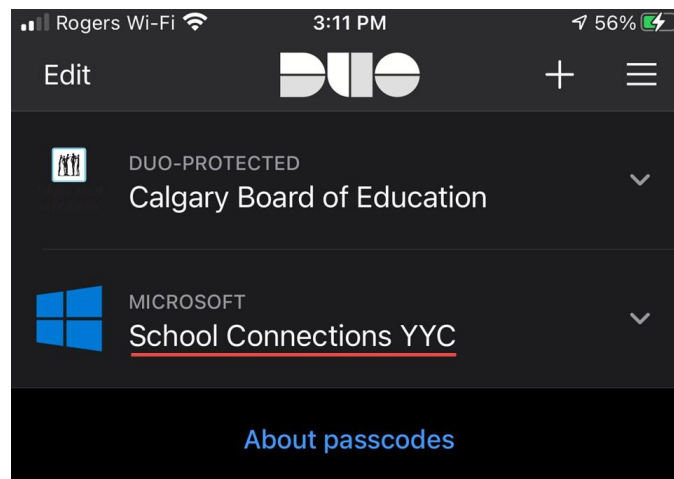
18.3 Type in **School Connections YYC** and click **Save**.



18.4 Select **Done**.



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



School Connections YYC - Subsequent Login Process

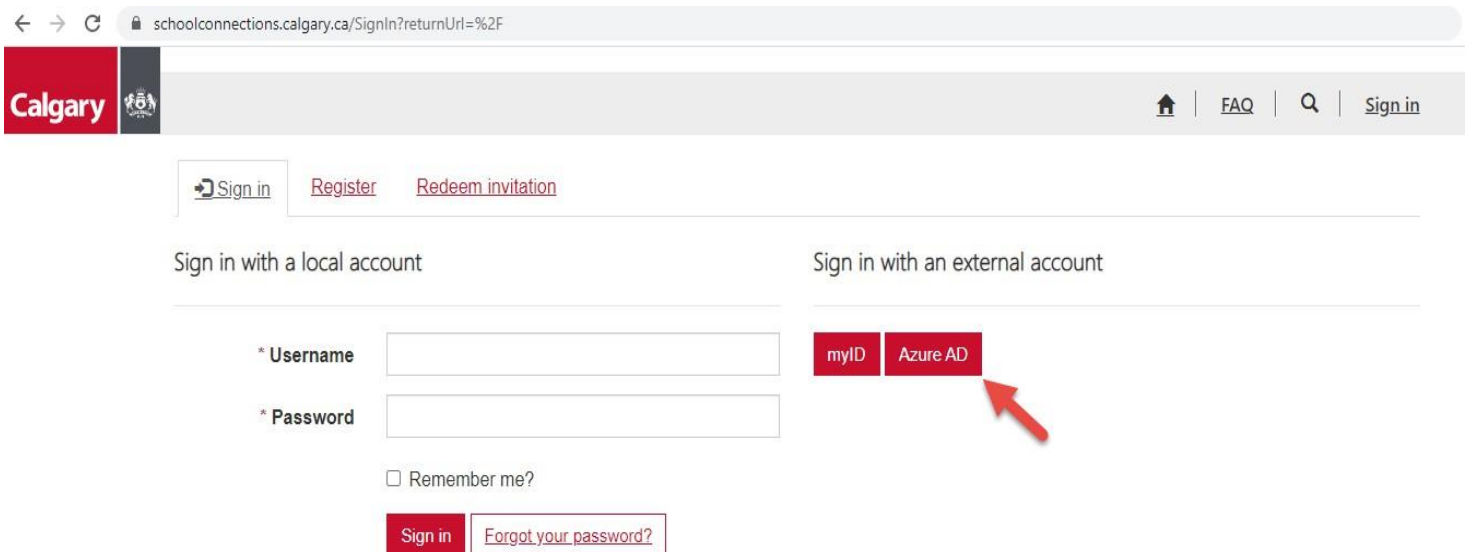
1. Go to the **School Connections YYC** landing page for the login portal:
<https://schoolconnections.calgary.ca>

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.



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

Sign in to your account

login.microsoftonline.com/7262967a-05fa-4d59-8afd-25b734eaf196/oauth2/authorize?client_id=3372375a-dfaa-4078-95e7-6914fb12737d&redirect_uri=https%3A%2F%2Fschoolconn...

Guest

Calgary

Sign in

Email, phone, or Skype

[Can't access your account?](#)

[Sign-in options](#)

[Back](#) [Next](#)

To sign-in, please use username@calgary.ca and your network password. If you need assistance, please contact the IT Help Desk at 403-268-8008. If you are a Guest User and require assistance, please contact your IT support / help desk.

[Terms of use](#) [Privacy & cookies](#)

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

https://adfs.cbe.ab.ca/adfs/ls/wia

adfs.cbe.ab.ca/adfs/ls/wia?client-request-id=bb3b8fe3-8a60-4c73-9756-94905d42123e&wa=wsignin1.0&wtrealm=urn%3afederation%3aMicrosoftOnline&wctx=LoginOptions%3D3%

Guest

Sign in

https://adfs.cbe.ab.ca

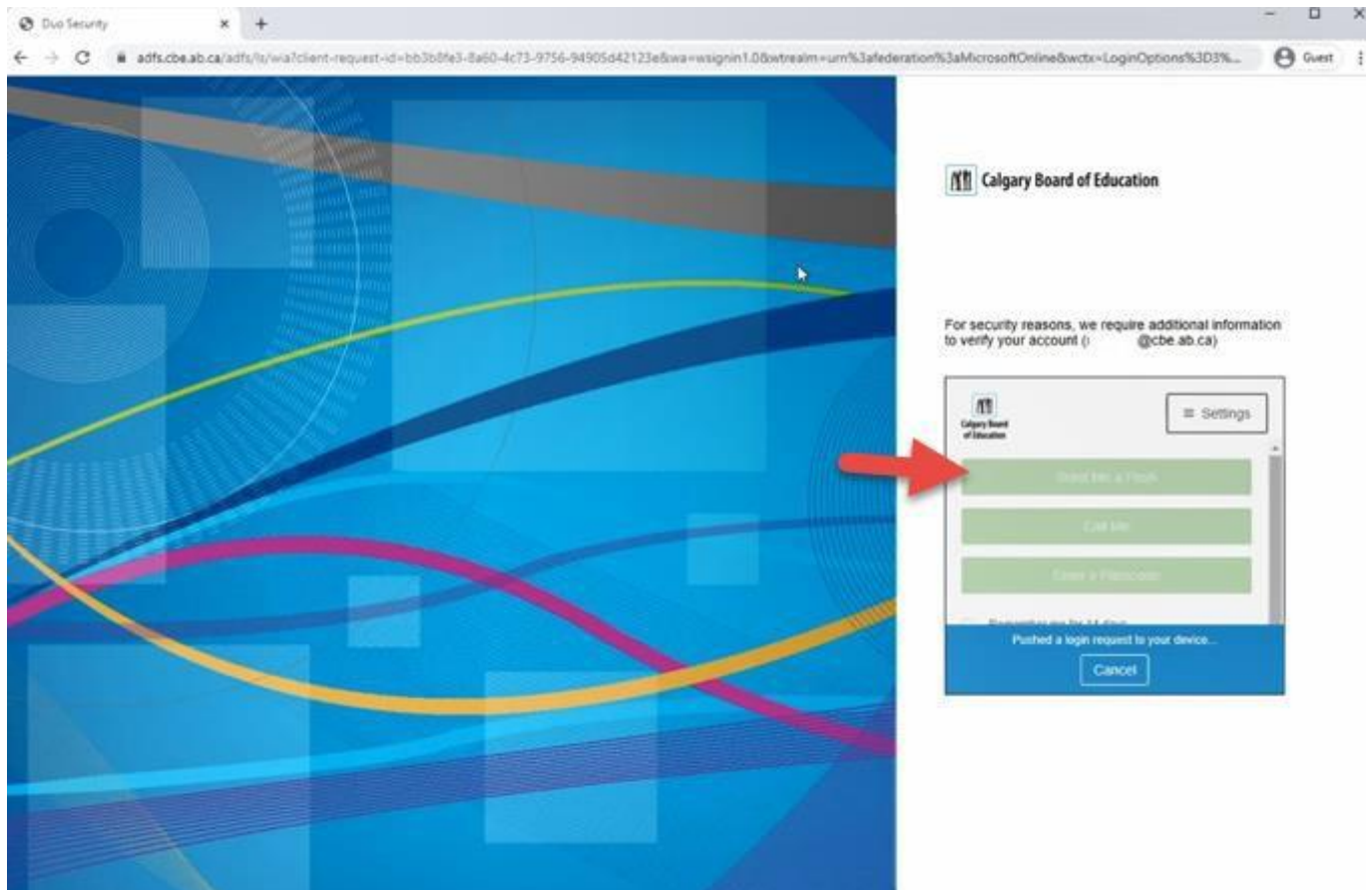
Username

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]



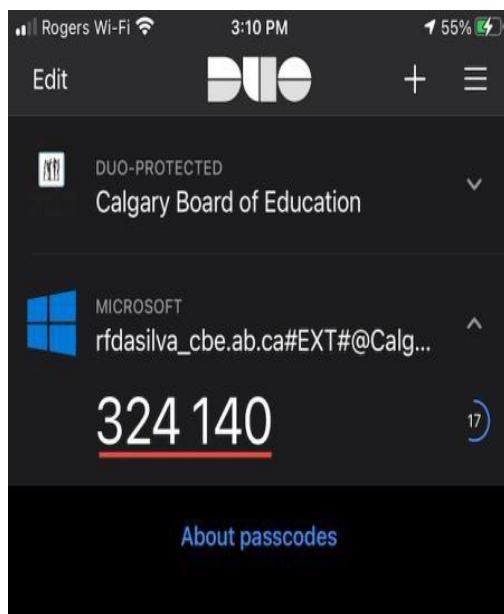
7. You should receive a Microsoft **Verification Code** on your mobile device. In the Duo Mobile app, click on the toggle down arrow to display the authentication Code.

***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.

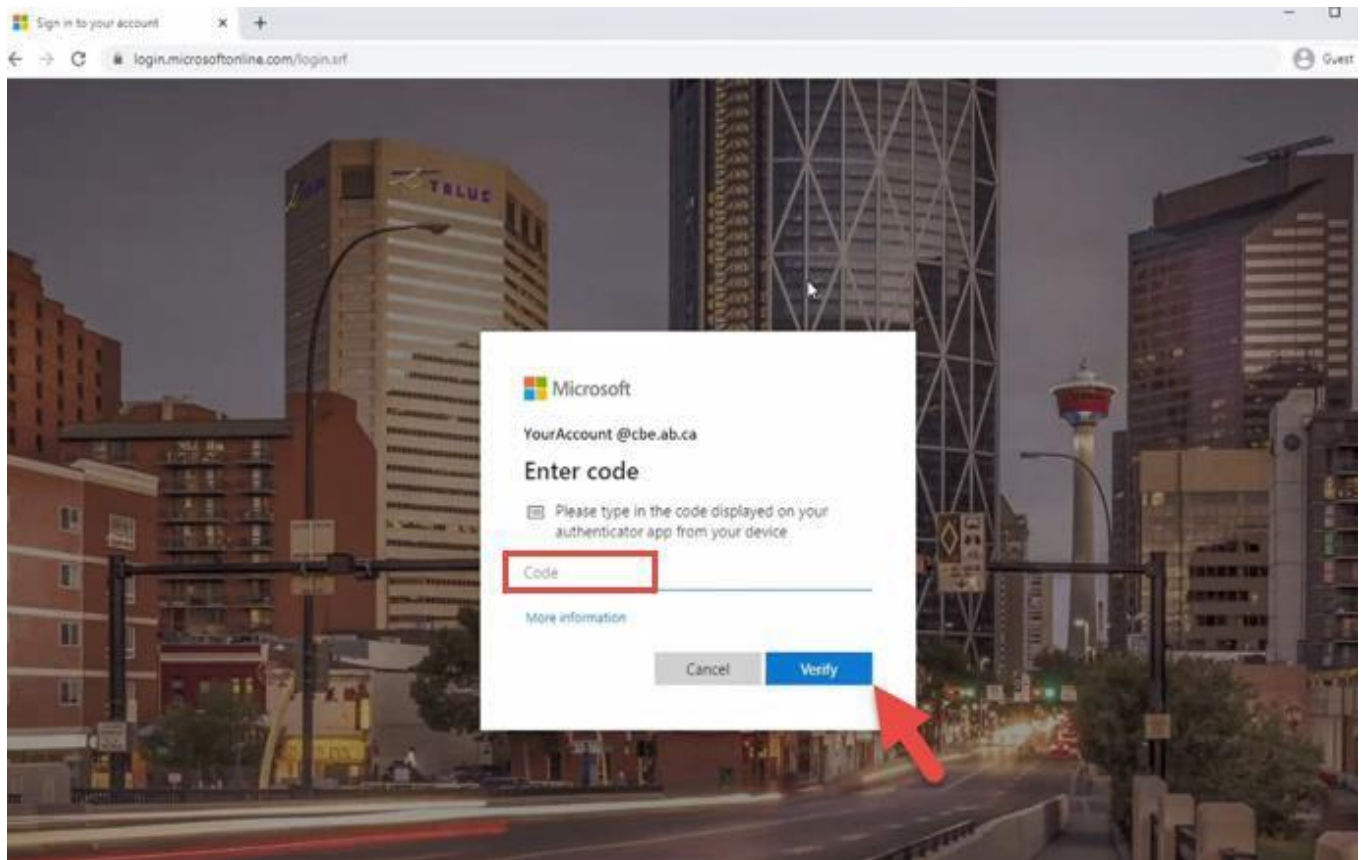
Android Users:



iOS Users:



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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