The **Alberta Learner Pathways System (LPS)** is comprised of the technology and tools, data, and supports for the Alberta Transfer System and related learner pathways, and the students, institution members, and other organizations/stakeholders that use these tools and data. **LPS tools and supports include**:

- **Transfer Alberta website** and **Search Tool** for public access to LPS member institution transfer decisions and high school transitions data
- **ACAT website** for LPS dashboard, user links, data standards and CSV templates, and other supports
- **LPS Catalog (Catalog)** for access to the LPS central database; viewing/editing institution reference data, contact information, and high school transitions data; and running high school transitions, dual credit, and transfer decisions and offerings data reports
- **LPS Data Collection and Reporting modules for Courses, Programs, and Agreements/Decisions (DCaR)** for mass uploading data into the LPS/Catalog
- **LPS Transfer Credit Evaluation System (TCES)** for viewing/managing course and program transfer decisions, course and program offerings, course outlines, contacts, transfer agreement proposals/works-in-progress, reciprocity and triangulation opportunities for transfer decisions, and LPS user dashboard for data management
- **LPS Dual Credit Related Opportunities module (DCRO)** for viewing Education-approved PSI course codes that may be offered for dual enrolled dual credit courses for high school and post-secondary credit
- **Alberta.ca Account** for secured access to all LPS applications.

<u>Note</u>: **See links to access each of the LPS applications and how-to guides starting on page 2 of this document**. Once you click a Catalog, DCaR, TCES, DCRO, or Alberta.ca Account application link, you will be prompted to log in to your Alberta.ca Account. Your Alberta.ca Account will be the first point of entry for all applications in the LPS.

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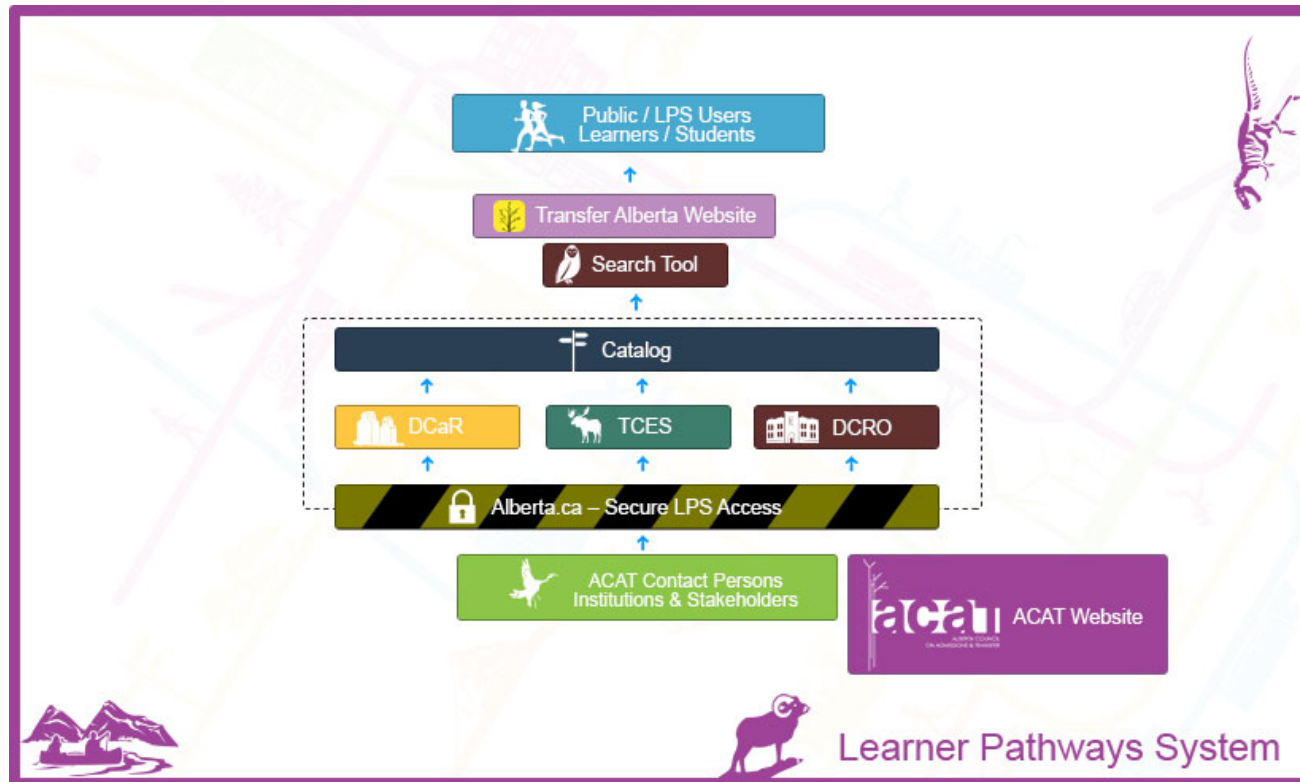
LPS Users, Access, Definitions & Resources

Alberta's Learner Pathways System (LPS) – Access to Applications, Data Management, and Training

LPS Access:

To **access all back end Learner Pathways System (LPS) applications (Catalog, DCaR, TCES, DCRO)**, users must **log in through their Alberta.ca Account**. Your Alberta.ca Account is a single secure, centralized authentication and authorization service to access the various components of the LPS online applications.

Note: Once you click a Catalog, DCaR, TCES, DCRO, or Alberta.ca Account application link, you will be prompted to **log in** to your Alberta.ca Account. Your Alberta.ca Account will be the first point of entry for all applications in the LPS. You will need to **activate a separate user confirmation code before your first use of each application**, but you can use the same Alberta.ca Account password for all applications. You should only need to log in once per session; after that, authentication will be completed and you will be able to use the other links without logging in again. It is recommended that you create favourites for each of the links to LPS applications in your internet browser for ease of access. You can also access all log-ins and related LPS information from the **Learner Pathways System page and user dashboard on the ACAT website**.

- If you are an **existing user/Strategic or Operational Contact Person**, you will have received three read/write confirmation code emails – one for the Catalog, one for DCaR, and one for the TCES, as well as one read-only confirmation code email for DCRO, including instructions for using your Alberta.ca Account log in with each confirmation code email. It is largely **Operational Contact Persons** that directly manage data using LPS applications.
- If you are a **new Strategic or Operational Contact Person** at your institution, please email the ACAT Secretariat/Learner Pathways team to request Alberta.ca Account confirmation codes for read/write access for back end LPS applications (e.g., Catalog, DCaR, TCES) and read-only access for DCRO at ae.lps@gov.ab.ca.
- If you are an **academic advisor or PSI/organization representative** who would like to request read-only access to TCES and the Catalog for your work, please contact the ACAT Secretariat at ae.lps@gov.ab.ca. Include in your email: your request to access TCES and the Catalog, and either Cc your institution's Operational Contact Person (if known) to authenticate your identity and need for access to these tools/data, OR request that the ACAT Secretariat facilitate this contact with your Operational Contact Person. Once your institution's Operational Contact Person authenticates your identity/access, the ACAT Secretariat will then issue you confirmation codes/access to the tools and data as a new user.
- If you are a **school authority/high school representative** who would like to request read-only access to DCRO and the Catalog for your work, please contact the ACAT Secretariat at ae.lps@gov.ab.ca. Include in your email: your request to access DCRO and the Catalog, and Cc your school authority supervisor (e.g., associate superintendent, principal, administrator) to authenticate your identity and need for access to these tools/data.
- If you are a **school authority, post-secondary institution, firm (business/industry), ministry, or organization representative** who would like to request read-only access to one of the LPS tools, please contact the ACAT Secretariat at ae.lps@gov.ab.ca and Cc your organization's supervisor, specifying your tool(s) and data request and purpose for access. The ACAT Secretariat will authenticate your identity and purpose for data access prior to issuing a confirmation code for an LPS tool/data set.

After receiving confirmation codes via email, you can **set up your Basic Alberta.ca Account and authenticate your user access for each LPS application** using the instructions provided. **Support** regarding activating your code and setting up/accessing your user accounts is available in your confirmation code emails or by contacting the ACAT Secretariat/Learner Pathways team at **ae.lps@gov.ab.ca**.

LPS Users, Access, Definitions & Resources

LPS Data Management and LPS Training:

- The **Alberta Learner Pathways System (LPS)** was designed so that institutions' systems/data are the source of truth, allowing member institutions to directly manage and approve the data they share via DCaR, TCES, Catalog, and Transfer Alberta Search Tool.
- **ACAT Strategic and Operational Contact Persons** are responsible for ensuring their institutions' data in the TCES, Catalog, and Search Tool is accurate/complete.
- All **data** submitted to the Catalog via **DCaR or TCES** is **managed/approved by TO Institutions** (institutions receiving the students and awarding credit).
- All **data** in the Catalog via **DCRO** is taken directly from **Education's data source** for Education-approved PSI course codes that may be offered for dual enrolled dual credit courses for high school and post-secondary credit. **Institutions and school authorities may identify LPS dual credit data edits as needed**, such as end dating a dual enrolled dual credit course that is no longer offered at the institution.

Support for institutions' data management in the LPS is also available via the **LPS Data Management tab**. Institutions can also request **LPS data and applications training** for their Contact Persons/Advisors/institution or organization members from the ACAT Secretariat by emailing **ae.lps@gov.ab.ca**.

Transfer Alberta Website & Search Tool – Used by students, student advisors/services, ACAT Contact Persons, organizations, the public

- The **Transfer Alberta website** is a student-focused website designed to provide post-secondary learner pathways and mobility planning tools; admissions and transfer data; high school transitions, upgrading, and PLAR supports; FAQs and contacts; links to key student sites; and related information to support students' pathways into, within, from, and back into post-secondary education.
- The **Transfer Alberta Search Tool** is available on the Transfer Alberta website and provides accessible, user-friendly student/user access to member institution LPS data for transfer decisions for courses and programs and high school transitions course arrangements (e.g., International Baccalaureate, Advanced Placement, Academic Upgrading, Provincial Equivalencies, and Dual Credit course arrangements for admissions or credit). Students may receive credit for courses/programs identified in transfer decisions or for high school transitions course arrangements as applicable/appropriate for each student.
- A **Transfer Alberta email transferalberta@gov.ab.ca** is available for student/public/stakeholder inquiries regarding student questions and the website.

ACAT Website – Used by ACAT Contact Persons, institution users, jurisdictional/organization users, other stakeholders

- The **ACAT website** is an institution/organization-focused website designed to support the Alberta Transfer System and learner pathways and mobility in Alberta's post-secondary system, as well as the ACAT Secretariat's operational leadership and oversight for the transfer system and pathways.
- The site includes information and supports for member institutions and other external stakeholders, partners, organizations, and jurisdictions, with a focus on information regarding Council and the Secretariat, the **Learner Pathways System** tools and data, LPS Training supports for users, Strategic and Operational Contact Persons, Articulation Committees, institution membership, student advisors, jurisdictional and national partnerships, action plan/annual reports, research and data (e.g., student mobility reports, transfer credit awarded), and news and events.
- The **LPS page** includes an LPS dashboard and links to all LPS-related information (e.g., LPS overview, links to all LPS applications, LPS System Principles, how-to guides, videos, data standards, data dictionary, CSV templates, data management, and Strategic and Operational Contact Persons meeting dates).

LPS Users, Access, Definitions & Resources

Learner Pathways System Catalog (Catalog) – Used by ACAT Contact Persons, student advisors/services, approved stakeholders

- The **LPS Catalog** is the central LPS repository/database for all LPS data, including institutions' transfer decisions and offerings and high school transitions data uploaded from post-secondary student information systems into the LPS via DCaR, TCES, or the Catalog, and Education-approved PSI course codes dual enrolled dual credit data shared via DCRO.
- The Catalog supplies data to the **Transfer Alberta Search Tool**, which is accessible via the Transfer Alberta website.
- **Catalog Settings (Administration)** is also an important feature within the Catalog that is **used by ACAT Contact Persons and the ACAT Secretariat**. Catalog Settings allow institutions to manage their institution's Contact Information (including Contact Persons contact information and confirmation of acceptance of AP and IB courses for admissions) and Institution Reference Data (including course and program categories), as well as view ACAT Secretariat-managed system reference data, high school course information, and academic year guide periods (**LPS data academic year Sept. 1 – Aug. 31**).
- All institution **data** in the Catalog (except dual credit) is **managed/approved by TO Institutions** (institutions receiving the students and awarding credit).
- **LPS data** may be useful for student inquiries, institution admissions and transfer processes, transfer system data analysis and system patterns, and transfer and learner pathways reporting and business intelligence.
- **Support** for using the Catalog is available via the **LPS Catalog How-to Guide** and How-to Videos on the **Transfer Alberta YouTube Channel**.

Note: The Catalog may function best in **Google Chrome.**

Learner Pathways System Data Collection and Reporting Modules (DCaR) – Used by ACAT Contact Persons

- The **LPS Data Collection and Reporting Courses, Programs, and Agreements/Decisions modules (DCaR)** are used by member institutions to **mass upload data** from post-secondary institutions' student information systems into the LPS Catalog for sharing with students, educational staff, and post-secondary institutions/stakeholders/the public via the Transfer Alberta Search Tool.
- **Support** for using DCaR is available via the **Learner Pathways DCaR How-to Guide**, which outlines the data submission and publication process to the Catalog using DCaR, and via How-to Videos on the **Transfer Alberta YouTube Channel**.
- For **initial institution use/set up for DCaR**, it may require working with your institution's information technology staff to **create the required CSV file format for the specific LPS data standards for courses, programs, and agreements/decisions**. If your institution does not have a system for tracking this data, or you need alternatives/support, see the DCaR how-to guide and/or **contact the ACAT Secretariat at ae.lps@gov.ab.ca**. **You can also use the TCES to manage LPS data**. DCaR is used for LPS data mass upload for multiple records at a time.

Learner Pathways System Transfer Credit Evaluation System (TCES) – Used by ACAT Contact Persons, student advisors/services

- The **LPS Transfer Credit Evaluation System (TCES)** provides member institutions the ability to view, manage, and edit LPS data (read/write permissions), and allows other system users, such as student advisors/services staff, the ability to view and search all LPS data (read only permissions).
- **All authorized users can view/search all published LPS data** for course/program offerings and transfer decisions, course outlines, and institution contacts.
- **Institution Contact Persons only** can also edit existing or add new course/program offerings, transfer decisions, and course outlines; create/approve transfer agreement proposals; view and add reciprocity and triangulation opportunities for new transfer decisions; and use the LPS user dashboard for data management, such as saving data/works-in-progress and viewing other institution partner's decisions that affect your institution's data to flag needed data updates.
- **Support** for using the TCES is available via the **TCES How-to Guide** and How-to Videos on the **Transfer Alberta YouTube Channel**.

LPS Users, Access, Definitions & Resources

LPS Dual Credit Related Opportunities Module (DCRO) – Used by School Authorities, Institutions, Firms (business/industry), Ministries

- The **LPS Dual Credit-Related Opportunities module (DCRO)** provides Alberta school authorities, post-secondary institutions, firms (business/industry), ministries, and other applicable stakeholders the ability to view all Education-approved high school PSI course codes that **may** be offered for dual enrolled dual credit courses for high school and post-secondary credit, and view the corresponding dual credit partners (lead and partner school authorities, post-secondary institution partners) and post-secondary institution LPS course codes for each dual credit offering.
- DCRO data is stored in the Catalog, and made publicly available for all users via the **Transfer Alberta Search Tool**. Student advisors/services/administrators are the primary users for dual credit data as high school students cannot take dual credit offerings without high school/school authority approval and guidance.
- Dual credit PSI course codes data reflects courses that are authorized to be offered to high school students by the identified dual credit partners. Courses may not always be offered or may only be offered in some semesters/years.
- PSI course codes are end dated in DCRO and removed from the Search Tool when the corresponding post-secondary course is no longer offered at the institution.
- **Support** for viewing DCRO data on the Search Tool is available on the **Partners and Programs page on the Dual Credit Articulation Committee website**.
- **Support** for using DCRO will be available via an updated DCRO How-to Guide that will be posted on the LPS page where all other LPS user guides are located.
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Alberta.ca Account – Used by all Learner Pathways System users

An **Alberta.ca Account** is a single secure, centralized authentication and authorization service used to access all back end LPS technical systems/applications, as well as other secured learner pathways-related applications, e.g., Catalog, DCaR, TCES, DCRO, and ACAT SharePoint site.