

## Provincial Academic ARP First time sign in for P-AARP Website

### 1. Registering your account

 <p>The screenshot shows a login interface with two buttons at the top: 'Forgot your password?' with a key icon and 'Click Here' text, and 'Change your password?' with a padlock icon and 'Log in below' text. Below these is a 'Log in to...' section with three links: 'Change your password', 'Update your information on file', and 'Set up your 3 security questions'. To the right of these links is a login form with fields for 'User Name' (containing 'med\jane.roe'), 'Password' (masked with dots), and 'Log on to:' (a dropdown menu with 'MED' selected). A 'Login' button is positioned below the form.</p>	<p>First you should register your Med account by going to the self-serve password utility to update your account, change your password, and setting up 3 security questions should you ever forget your password.</p> <p>Open: <a href="https://selfserve.med.ucalgary.ca">https://selfserve.med.ucalgary.ca</a> in a browser window and enter your MED Domain Account username and password, e.g.: med\jane.roe</p>
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My Info    Change Password    Reset Q&A

### General

Display name :

\* E-mail :

\* Description / Role :

\* Dept / Cost Centre :

Building and Room Number :

Telephone Number :

\* UCID# / Employee ID :

\* Job Title :

\* Company :

Manager :

Authorized by :

### Contact

Cell Phone :

Fax :

### Address

Street :

Province :

City :

Postal Code :

Country/region :

Once into the site, you can update your information, change your password or set/reset your security questions and answers for the Self Service Password Change by clicking on the appropriate tab.



**Forgot your password?**  
Click Here



**Change your password?**  
Log in below

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**Log in to...**

- >> **Change your password**
- >> **Update your information on file**
- >> **Set up your 3 security questions**

User Name:

Password:

Log on to:

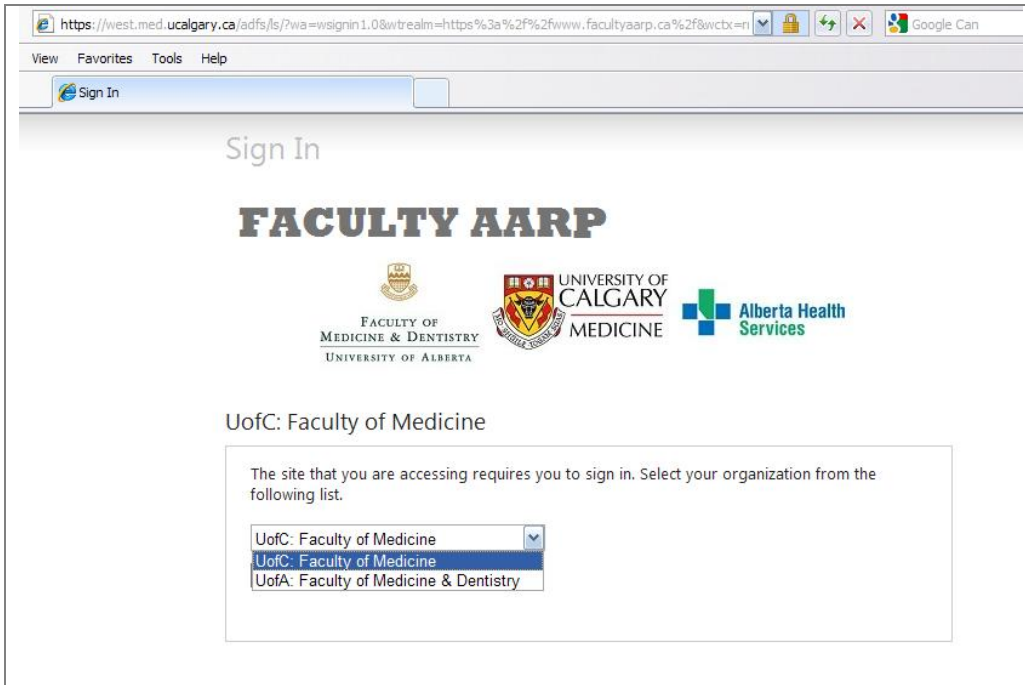
If you ever forget your password, click the 'Forgot your password' button and follow the prompts.

## 2. Locating the Provincial Academic ARP Website

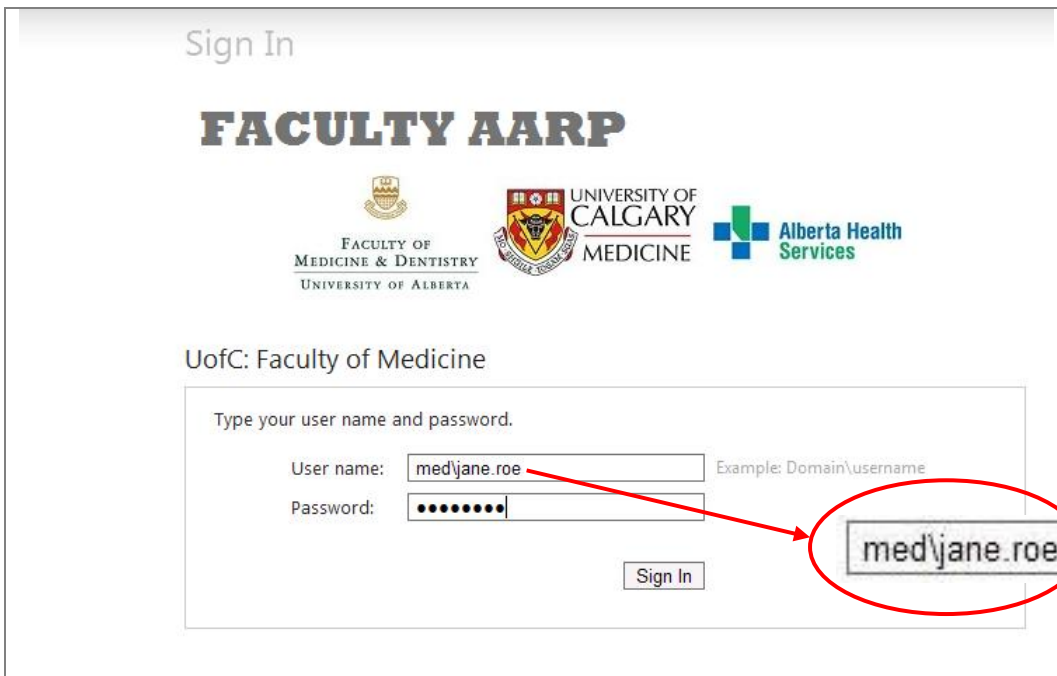
Open Internet Explorer<sup>1</sup> and enter the URL: <https://www.facultyaarp.ca>

Add the site as a 'Favorite' for future access.

<sup>1</sup> The Website works best with Internet Explorer - recommended



Choose your location (UofC)<sup>2</sup> with the drop-down arrow then click "Continue to Sign In"



Login with your Med username and password. **Your username must be preceded by med\ with a dot between your first and last name**

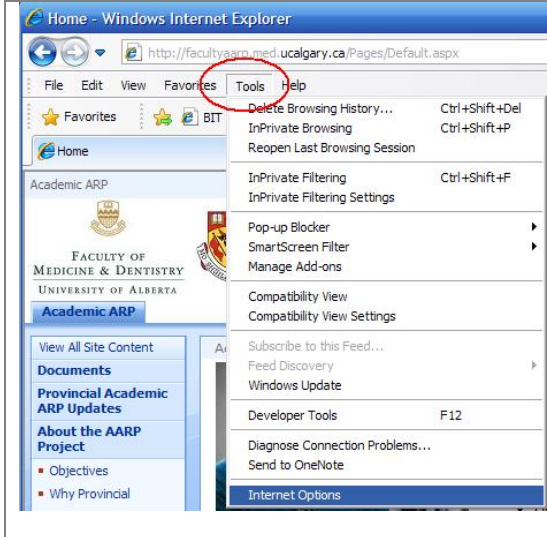
Note: Your Med Domain Account is not the same account you use for email (UCIT account).

<sup>2</sup> AHS Employees. Those who work in Calgary Zone will access through UofC and those in Edmonton through U of A

The screenshot shows the 'Academic ARP' website. At the top, there are logos for the Faculty of Medicine & Dentistry, University of Alberta, University of Calgary, and Alberta Health Services. The main content area features a header with the text 'Welcome to the Provincial Faculty-Wide Academic Alternate Relationship Plan Web Site'. Below this, it states 'The purpose of this site is to provide you with:' followed by two bullet points: 'Accurate, up-to-date information about the P FW AARP Project' and 'An opportunity to ask questions and give your opinion about the Project and the P FW AARP as it is developed and implemented'. A second section states 'The Provincial Faculty-Wide Academic ARP Project is a critical piece of work that will enable us to:' followed by three bullet points: 'Provide long term stability for current AARPs given the expiration of the Trilateral Master Agreement', 'Extend participation to other specialties on a prioritized basis', and 'Level the playing field provincially across like specialties'. A third bullet point is partially visible: 'Provide a common principles framework for all current and future AARPs'. On the right side, there are two boxes: 'Ask a Question' with a link to submit a question, and 'Frequently Asked Questions' with a link to view a list of FAQs. A left sidebar contains navigation links like 'Documents', 'Provincial Academic ARP Updates', and 'About the AARP Project'.

You now have access to the P-AARP Website.

### 3. Optimizing your Browser for Single Sign On



To stop repeated pop-ups that ask for your username and password while navigating in a Website, set the "Trusted Site" in your Internet Explorer browser.

Selecting the Trusted Sites Option  
 Open Internet Explorer and go to the site. Along the top toolbar click **Tools** which opens a drop-down menu. Now click **Internet Options**



The “Internet Options” window should now be open. Click **Security** >> **Trusted Sites** >> **Sites**.



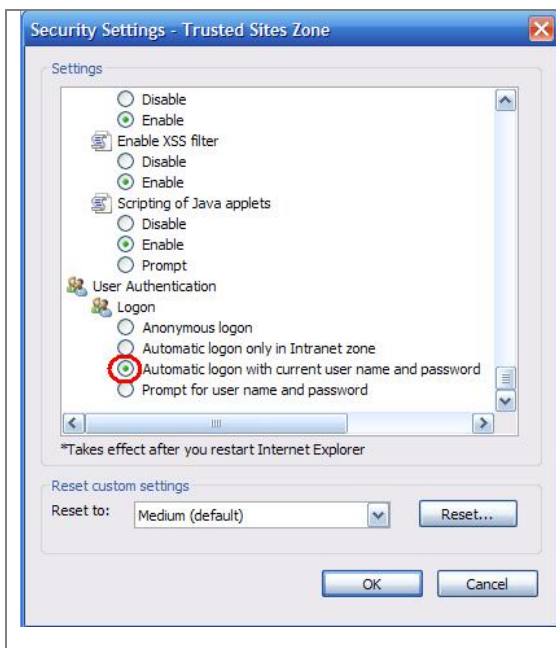
### Adding a Trusted Site

The “Trusted sites” window should now be open. The address of the site you are on appears in the space under “**Add this website to the zone**” (insert it manually if it doesn’t). Now click **Add**. This moves the address to the “**Websites**” space. Make sure the box “Require server verification (https) for all sites in this zone” is checked and click **Close**.



### Setting the Custom Level

In the “Internet Options” window that’s still on your screen, click **Custom level...**



The “Security Settings - Trusted Sites Zone” window should now be open (Figure 7). Scroll down to the bottom. Under “User Authentication” make sure the button beside **Automatic Logon with current user name and password** is selected. Click **OK** then **OK** on the “Internet Options” window that’s still on your screen and you’re done.