The UPass is a mobile pass that covers Calgary transit for a four-month period. Students who are full-time, and have not been charged for the pass, can opt-in to the UPass for the current term. This includes Visiting Student Researchers and PGME trainees (residents/fellows). Detailed information about UPass can be found on this website. The following steps will guide you through how to Opt-In to the UPass in the Student Centre.

**Note:** If you are a current PGME trainee (resident or fellow) and attempting to opt-in to UPass for the May 01-Aug 31 period, you can only select the Spring term for opt-in. Fall PGME trainees can opt-in to the UPass for Fall in mid August for the Sept 1 – Dec 31 period, and Winter UPass in mid December for Jan 1 – April 30 period.

1. Log into MyUofC portal.

2. After logging into the MyUofC portal, you can opt-in to UPASS from the My Financials page by selecting UPass Opt-in.
3. Available UPASS opt-in options will be displayed here along with detailed information about UPass. If you are full-time in both spring and summer, and not already charged the UPass, only select one term to opt-in to the UPass. Select your desired term for UPass Opt-in and then click Next.

Selecting this red UPass Opt-in link will provide you a detailed description of UPass.
4. Your selected UPass opt-in will be displayed here. You can review the date range for your UPass validity as well as the fees associated with UPass which will be due on the term fee payment deadline. Select confirm to opt-in to UPass for your selected term.

5. You have now successfully opted in to the UPass. Review the due date of the charge and ensure all your fees are paid by the fee payment deadline.
6. Your UPass fee along with all your other fees for the term will now show up in the account inquiry section of your My Financials page.

End of Procedure

Related Guides: Fees & Financials – Understanding your fees
Fees & Financials – Pay your fees with CIBC Student Pay
Fees & Financials – Pay your fees with Convera Global Pay for Students