

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). For more details, please visit the [UPass website](#).

NOTE: If you are a current PGME trainee 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 your UofC Student Portal (my.ucalgary.ca)


Log in

[Continue with your IT account](#)

For current students and staff.

[Continue with your eID](#)

For student applicants, alumni, and guests.

 UNIVERSITY OF CALGARY | **Start something.**

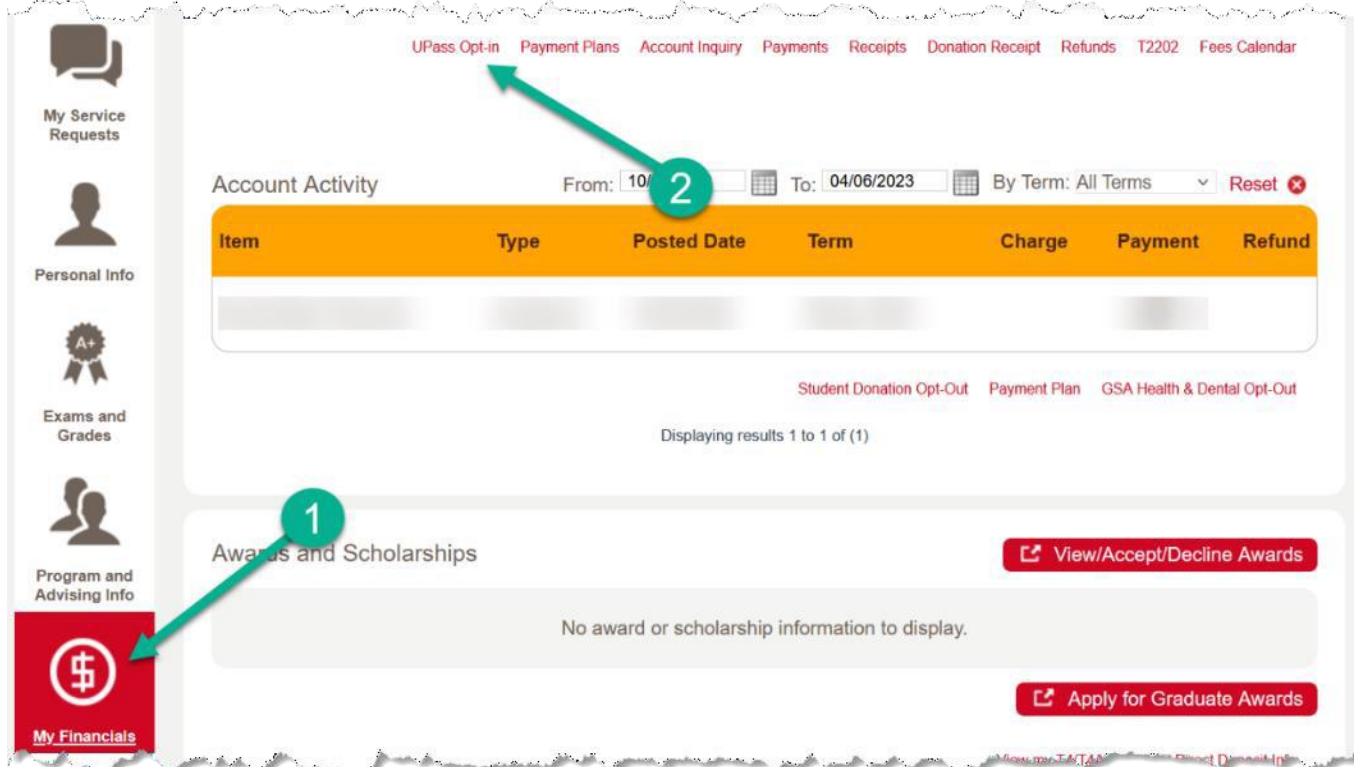
Sign in

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

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

[Register IT Account](#) | [Account FAQs](#) | [Contact UCalgary IT Support](#)

2. Go to the **My Financials** page and click on the **UPass Opt-in** link.



The screenshot shows the 'My Financials' page with a sidebar on the left and a main content area. The sidebar includes links for 'My Service Requests', 'Personal Info', 'Exams and Grades', and 'Program and Advising Info'. The 'My Financials' link is highlighted with a red circle and a green arrow labeled '1'. The main content area has a top navigation bar with links: 'UPass Opt-in', 'Payment Plans', 'Account Inquiry', 'Payments', 'Receipts', 'Donation Receipt', 'Refunds', 'T2202', and 'Fees Calendar'. The 'UPass Opt-in' link is highlighted with a green circle and a green arrow labeled '2'. Below the navigation bar is the 'Account Activity' section with filters for 'From' (10/), 'To' (04/06/2023), and 'By Term' (All Terms). A table with columns 'Item', 'Type', 'Posted Date', 'Term', 'Charge', 'Payment', and 'Refund' is shown. Below the table are links for 'Student Donation Opt-Out', 'Payment Plan', and 'GSA Health & Dental Opt-Out'. The text 'Displaying results 1 to 1 of (1)' is visible. Below the table is the 'Awards and Scholarships' section with a 'View/Accept/Decline Awards' button and the text 'No award or scholarship information to display.' Below this is an 'Apply for Graduate Awards' button.

3. The **UPass Opt-in** window shows eligible opt-in options and important information.

Select your desired UPass term and then click **Next**.

If you are full-time in both Spring and Summer terms and are trying to opt-in, only select one term for opt-in. Selecting both will charge you for two passes even though they are for the same dates.

Select Opt-in Fees

The UPass is a mobile pass that covers Calgary transit for the four-month period listed below.

The UPass opt-in fee is a flat rate which is **not prorated** based on the opt-in date and is **non-refundable** as long as you maintain your full-time status in the specified term, not including withdrawals. Refer to the [UPass website](#) for more information.

Check the SELECT box to opt-in to the UPass for the following term. **Note:** 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 NEXT to confirm the UPass opt-in. Once your selection is confirmed, the UPass fee will be added to your Student Account and will be due with your regular fees for the term.

Available Items	Term	Unit Price	Select	Item Total
1 UPass Opt-In (May 1 - Aug 31)	P23	160.00	<input checked="" type="checkbox"/>	0.00
2 UPass Opt-In (May 1 - Aug 31)	S23	160.00	<input type="checkbox"/>	0.00

Currency used is Canadian Dollars

Next

4. Your selected UPass opt-in will be displayed here. Validate the date range and fees for the opt-in. **Select Confirm** to opt-in to the UPass for your selected term.

Confirm Opt-in Fees

The selected UPass opt-in is displayed below and will be valid for the 4 month period listed.

The UPass opt-in fee is a flat rate which is **not prorated** based on the opt-in date and is **non-refundable** as long as you maintain your full-time status in the specified term, not including withdrawals. Refer to the [UPass website](#) for more information.

To opt-in to the UPass for the specified term, select CONFIRM.

Selected Items	Term	Item Total
UPass Opt-In (May 1 - Aug 31)	P23	160.00
Total		160.00

Currency used is Canadian Dollars

Previous
Confirm

5. UPass is successfully opted-in, fees associated with the UPass will be due on the term fee deadline.

Opt-in Fee Confirmed

The UPass fee has been posted to your account and is due on the term fee deadline listed below. Refer to the [UPass website](#) for more information on MyFare set up and UPass activation timing.

The UPass opt-in fee is a flat rate which is **not prorated** based on the opt-in date and is **non-refundable** as long as you maintain your full-time status in the specified term, not including withdrawals.

Selected Items	Term	Date Due	Item Total
UPass Opt-In (May 1 - Aug 31)	P23	2023/05/12	160.00
Currency used is Canadian Dollars		Total	160.00

6. The UPass opt-in fee will now show as a charge in [My Financials](#) for the selected term. **End of Procedure. For further questions, please contact [Enrolment Services](#).**