

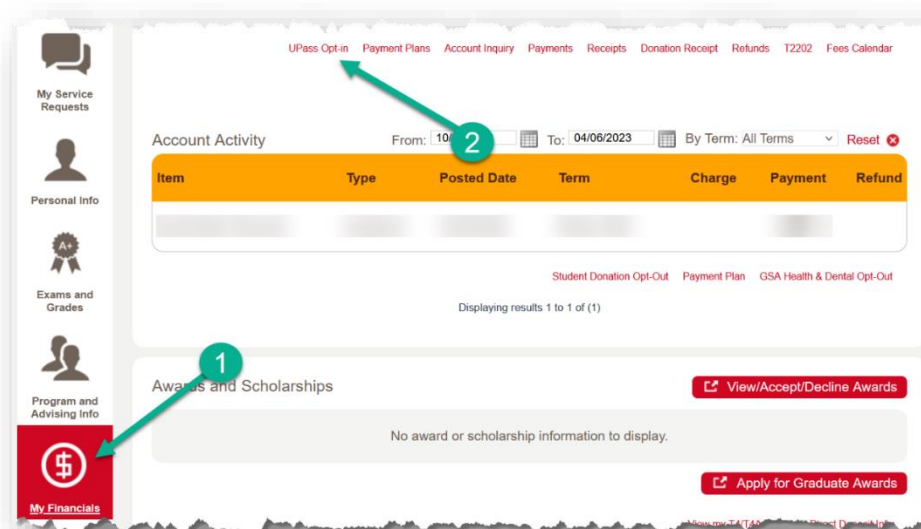
The UPass is a mobile pass that covers Calgary transit for a four-month period. Students who are full-time, and have not been charged for the pass, can opt-in to the UPass for the current term. This includes Visiting Student Researchers and PGME trainees (residents/fellows). Detailed information about 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**.

### 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.

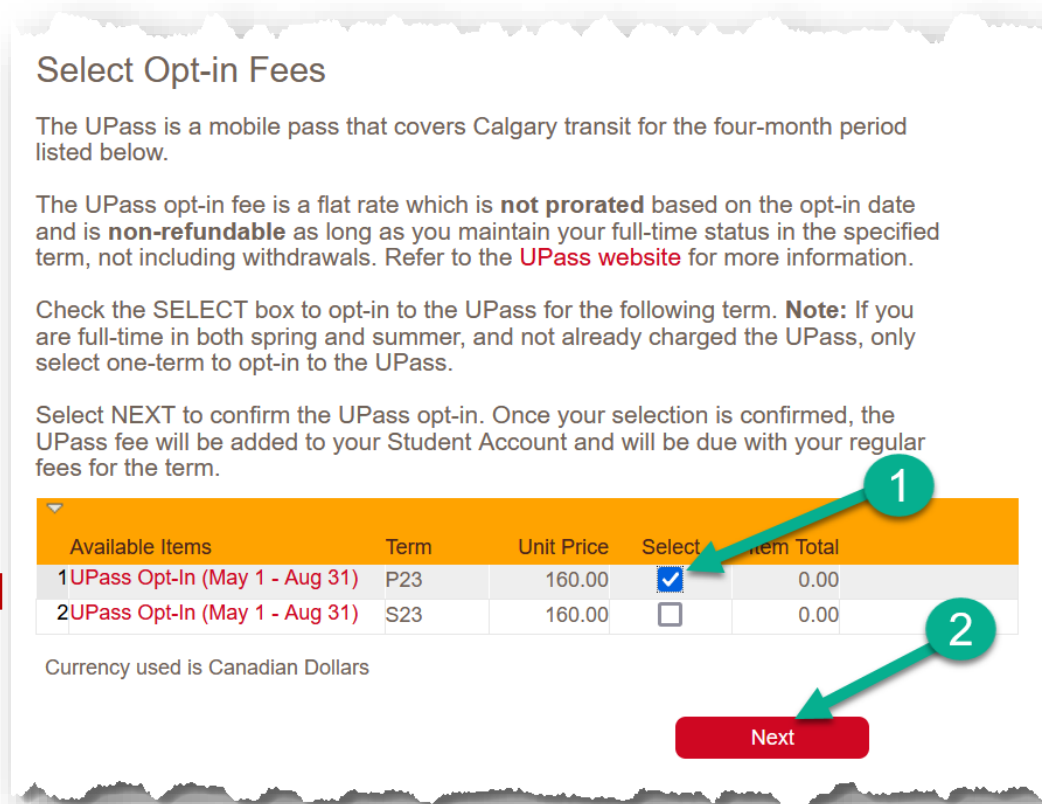
Check the SELECT box to opt-in to the UPass for the following term. **Note:** If you are full-time in both spring and summer, and not already charged the UPass, only select one-term to opt-in to the UPass.

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](#)



Selecting this red UPass Opt-in link will provide you a detailed description of UPass.

### Item Detail

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).

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 the full-time status is maintained within the opt-in term, not including withdrawals.

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.

### 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
Currency used is Canadian Dollars		<b>Total</b> 160.00

Previous
Confirm

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](#).

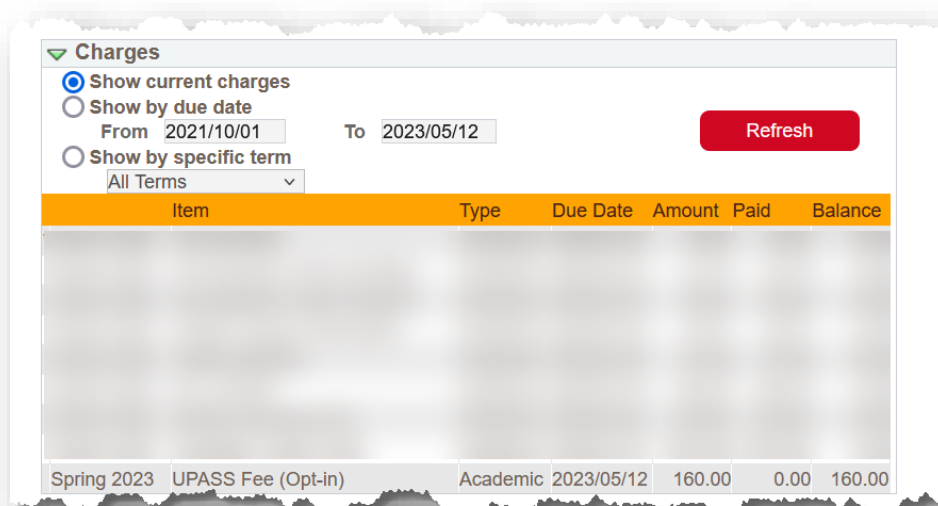
### Opt-in Fee Confirmed

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		<b>Total</b>	160.00

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.



Item	Type	Due Date	Amount	Paid	Balance
Spring 2023 UPASS Fee (Opt-in)	Academic	2023/05/12	160.00	0.00	160.00

### 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