



Students part of the UBC Alma Mater Society access their U-Pass by following these steps:

- STEP 1: Obtain your Affiliated UBC card
- STEP 2: Obtain your Compass Card
- STEP 3: Create an affiliate CWL (campus wide login)
- STEP 4: Link your U-Pass BC benefit to your compass card
- STEP 5: Request your U-Pass each month you eligible

- **HOW TO OBTAIN YOUR AFFILIATE UBC CARD (COVID-19 UPDATE)**

- Students can apply for their affiliate cards through the Student Development Office (Room 219, Plato's Cave). Your photo will be taken and be used for your UBC Affiliate Card and your Corpus Christi Student ID Card.

5 to 7 business days may apply for the requests to be processed and cards to be picked up. Students will be informed by email when their cards are available for pick-up. Date and time will be indicated in the email by then.

HOW TO OBTAIN YOUR COMPASS CARD

You can obtain compass cards at all SkyTrain stations, as well as at various other vendors:
<http://www.translink.ca/en/Fares-and-Passes/Where-to-buy-FareDealer.aspx>.

HOW DOES CWL (CAMPUS WIDE LOGIN) WORK

Students are required to apply for an affiliate CWL to access online class platform Canvas.

Note: UBC services, U-Pass will become available only when your CWL is affiliate-typed.

Check FAQs below before continuing reading here.

- **Section 1: Currently own a basic account**
 1. Login to <https://www.myaccount.ubc.ca/myAccount/>
 2. Click “**View/Update login details**” on the left menu. If there are more than two student numbers showing, please skip to FAQs and follow the steps there.
 3. If there is only “**ubc_id**” or nothing assigned, click “**Add affiliation**” on the left menu.
 4. Enter affiliation info (obtained from Enrolment Services Department. Please contact enrolmentservices@corpuschristi.ca for assistance)
 5. Proceed to complete the remaining steps & activate the account

- **Section 2: Create an affiliate student CWL**

1. Visit <https://activate.id.ubc.ca/iamweb/>
2. On the website, click “**Create a CWL Account**” located under the heading “**Getting Started**”
3. Click on **CREATE A CWL ACCOUNT**
4. Click **PROCEED**
5. Read the CWL Terms of Use then click on “**I AGREE**”
6. Click **AFFILIATE** then **continue**
7. Enter your personal information and create a CWL Login Name and Password
8. Input affiliate info (obtained from Enrolment Services Department. Please contact enrolmentservices@corpuschristi.ca for assistance)
9. Proceed to complete the remaining steps & activate the account

- **FAQs:**

1. **I found more than two student numbers in my account before I add my affiliate student number.**

If you applied to or attended UBC before, and you are using the CWL that was used during the time, please create a brand new affiliate-typed CWL account with the affiliate info, refer to section 2.

If you didn't apply to or attend UBC before but you somehow found multiple student numbers in the CWL account, please create a brand new affiliate-typed CWL account with the affiliate info, refer to section 2.

2. **I found more than two student numbers in my account and I accidentally added my affiliate student number as well.**

Contact UBC IT department (<https://web.it.ubc.ca/forms/isf/>) to remove affiliate student number, when it's done, refer to section 2 to create a brand new affiliate account.

HOW TO LINK YOUR U-PASS BENEFIT TO YOUR COMPASS CARD



THE FIRST TIME YOU GO ONLINE TO REQUEST YOUR MONTHLY U-Pass BC Benefit you will need to link it to a Compass Card by doing the following:

1. Visit <https://upassbc.translink.ca/>
2. Select University of British Columbia as your Post-Secondary Institution
3. Enter your affiliate CWL login and password when redirected to the UBC site
4. Link your Compass Card by entering the 20 digit number & the 3 digit CVN on the back of the Compass Card.
5. Once your card is linked, you can request your U-PASS BC.
6. The system will confirm your eligibility and then load a U-Pass BC onto your Compass Card.
7. Set up notifications to prompt you each month when it's time to load your pass.

• **Notes:**

If the system is showing an error of “**inaccessible user role**”, you must haven’t added affiliation to the CWL account yet. Refer to “**HOW DOES CWL (CAMPUS WIDE LOGIN) WORK**” section

If you are sure you login with the correct affiliate CWL but it still shows error message, clear cookies and cache of the browser and try again. Or change a browser.

If you have done the above but nothing works, contact Enrolment Services at enrolmentservices@corpuschristi.ca for assistance.

HOW TO LOAD YOUR U-PASS BC

1. Sign into <https://upassbc.translink.ca/>
2. Select University of British Columbia as your Post-Secondary Institution
3. Enter your **affiliate** CWL login and password when redirected to the UBC site
4. Request your U-Pass BC benefit
5. Each month you will need to request your U-Pass BC for the following month. You can do this on or after **the 16th**. For example, for the May U-Pass, you will be able to request the benefit on or after April 16th.

***Allow up to 24 hours for activation**

REMINDERS:

- Always make sure to request your next month’s benefit in advance
- It can take up to 24 hours to activate your U-Pass BC onto your Compass Card
- You will NOT be eligible to ride transit until this request is processed
- Your U-PASS BC is NON TRANSFERABLE
- You must always carry student ID with you when travelling