

## Tips

- ☒ You'll use the same password for MyAGent that you use to access other secured GoA web applications that use your GOA ADS Login ID.
- ☒ Use the **My Links** (upper right corner of your MyAGent webpage) to save navigation steps. Click on the drop down arrow (▼) to "Add a Link" and bookmark your favorite pages such as your paycheck information. You will see your bookmarked pages the next time you click on the down arrow.
- ☒ The **Expense Claims** link provides access to ExClaim, which is where you submit your expense claims and find supporting information to assist you in determining your eligibilities and claim amounts. You will be required to sign-in to the ExClaim system with your GoA ID and Password. For your convenience, a link to ExClaim is also available in Quick Links on the MyAGent Sign-On page.
- ☒ MyAGent lets you personalize both the content and layout of your home page (MyPage). You can display convenient options such as a dictionary and thesaurus, and weather reports for several geographic locations. Customizing is quick and easy. Click on **Personalize Content** or **Personalize Layout** links in the header of MyPage.
- ☒ The OnLine Assistant (OLA) provides online training and online help, including simulation playback to review the steps.

## Help Contact Info

When in MyAGent, click on the Help tab near the top of the page or click on the Contact Info tab on the Sign on page to find out who to call.

For help accessing MyAGent, email [MyAGent.Help@gov.ab.ca](mailto:MyAGent.Help@gov.ab.ca) or [goa.servicedesk@gov.ab.ca](mailto:goa.servicedesk@gov.ab.ca)

## We're happy to hear from you!

Email [myagent.info@gov.ab.ca](mailto:myagent.info@gov.ab.ca) to share your thoughts and ideas about the MyAGent portal.

## Privacy and Security

MyAGent helps the Alberta Public Service remain on the leading edge in the use of information, knowledge and technology.

Your personal information is collected, used and disclosed in accordance with the Alberta FOIP Act and the Public Service Act.



# Using MyAGent

**Government  
of Alberta** ■

<https://www.myagent.gov.ab.ca>

## Welcome to MyAGent

MyAGent is the gateway to online employee self-service for Alberta Public Service employees. It provides you with the ability to access and update your information over the Internet from work or from home.

When you submit timesheets, update personal, employment or benefits information on MyAGent, this information automatically updates the Alberta Government HR and payroll system (IMAGIS), which is accessible only to individuals authorized for payroll, benefits, and human resource management purposes, such as processing pay.

### Here are just a few things you can do in MyAGent:

- Submit your timesheet
- View your pay statement and historical pay-related information
- Manage your direct deposit accounts
- Access electronic T4/T4As
- Check your personal employment information
- Make changes to your personal information
- View benefits - which ones you are currently enrolled in and what is available
- Sign up for training, view your training status and summary
- Submit expense claims and much more!

The system is secure and you can access your records, using a password that you create and can change any time you like.

To gain access to MyAGent, you will be provided with a GoA ADS login ID and password. Once you have been given your GoA ADS Login ID (typically firstname.lastname); you must follow the following steps.

## GoA ADS ID Activation

Open up your Internet browser and enter <https://www.myagent.gov.ab.ca> into the address line at the top of the screen.

### Step 1. – GoA ADS ID Activation and Password:

- Click on the **GoA Password Maintenance** link on the MyAGent Sign-On page in the upper left corner.
- Click on **Activate GoA ADS User Name**.
- Follow the instructions to create your password. Once your password is created, click the **Submit Request** button to request activation.
- You will receive an email via your government email address with authorization instructions.
- **You must access your government email and authorize Activation within 1 hour of submitting your request.**

### NOTE:

If you cannot access your email, or if you are a non-email recipient, contact the Help Desk at 1-888-427-1GOA (GoA Domain ministries) or (780) 427-HELP (other ministries) within one hour to complete your activation.

In order for you to submit timesheets, view your pay, benefits, training and personal information you must validate your MyAGent access. Go to step 2.

## MyAGent Validation

### Step 2. – Employee Validation via MyAGent:

- Have your seven digit employee number and birth date ready.
- Go to MyAGent and sign on by entering your GoA ID and password into the Sign-On box.
- Click on Employee Validation in the Enterprise Menu and follow the instructions.
- Click on the Refresh button on your Internet browser and the MyAGent Enterprise Menu on My Page will change to include “My Toolbox”.

## My Toolbox Items

Once you have finished validating you are all set to access self-service menu items from the convenience of your home or work during scheduled hours of operation. There are two ways to do this:

- Within the **Enterprise** Menu on My Page on MyAGent, click on **Employee Tools** and then click on **My Toolbox** to view links.
- OR**
- Within the **Employee Toolbox** on My Page, click on any of the various links and shortcuts to frequently used links to access your employee information and self service features.

Both methods provide you access to personal information and tools such as:

- Submit Timesheet
- Request Training
- View Leave Balance
- View/Print Paycheque and much more!