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)

- Affiliate students who would like to renew their expired student cards or apply for new cards will have to email enrolmentservices@corpuschristi.ca and request.
- Indicate Name and "Affiliate student card renewal" or "Affiliate student card application" on the subject line
- Attach a digital picture and government issued ID for identification purpose

10 to 12 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. In the meantime, if you require U-Pass access, follow the instructions below.

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.

- **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 multiple student numbers showing, please skip to FAQs and follow the steps there.
    3. If there is no student number assigned, click **"Add affiliation"**
    4. Enter affiliation info (obtained from Enrolment Services Department. Please contact conwuli@corpuschristi.ca for assistance)
    5. Finish
- **Note: UBC services, U-Pass will become available only when you use affiliate CWL.**

- **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 conwuli@corpuschristi.ca for assistance)
    9. Finish

- **FAQs:**
    1. **I found multiple student numbers in my account before I add affiliate student number.**
       Create a brand new affiliate student account with the affiliate info, refer to section 2.

    2. **I found multiple student numbers in my account and I have already added 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.

If the system is showing an error or you can't login through your CWL, contact the Office of the Registrar to verify that your information. enrolmentservices@corpuschristi.ca

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**