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](http://my.ucalgary.ca))

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

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

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.