

## myPass Accounts - Important Information for Grade 11 and 12 students:

Alberta Education does not mail out diploma exam results and all official transcripts must come directly from Alberta Education. **All students should create a myPass account with Alberta Education** where they will be able to view diploma exam marks, register to write or rewrite diploma exams with online payment, view and print Detailed Academic Reports (DAR), view progress towards a diploma, and order high school transcripts to use for post-secondary applications. **The easiest way to create your account online will be to supply the school office with a personal email address** (NOT your school email address) which we can add to your student record with Alberta Education and then you simply go to [mypass.alberta.ca](https://mypass.alberta.ca) to create your account.

**Step 1:** Please stop by the school office to advise your personal email address so we can start the process for you to create your account.

### Step 2: Create/Sign in to myPass

- The school instructs the student to create an Education Account with an email address that match the email address registered in PASIprep
- The student visits the myPass website via [mypass.alberta.ca](https://mypass.alberta.ca), or simply searches 'myPass' in browser.
- The Student clicks on "Sign in with Education Account."
- The Student signs in with the Education Account, or with a Google or Microsoft Account.

The screenshot shows the myPass website interface. At the top, there is a 'Please Note' section with a warning about registration time. Below this, there are three buttons: 'Sign in with Education Account >>', 'How do I sign up?', and 'What is myPass?'. A list of services is provided: 'Order high school transcripts', 'View diploma exam marks', and 'Register to write or rewrite diploma exams with online payment'. The main content area is titled 'Sign In with' and offers three options: 'GOOGLE', 'MICROSOFT', and 'GOV DOMAIN'. Below these, there is a 'Sign In with password' section with fields for 'Email' and 'Password', and links for 'Forgot your password?' and 'I'm new, sign me up!'. A 'SIGN IN' button is at the bottom of the form.

### Step 3: Enter details in myPass

- The student enters the following information:
  1. ASN
  2. Date of Birth
  3. Select the option "The Student"
  4. Click "Activate Connection"
- The student receives an email notification with details that an active connection has been created on their record.

The screenshot shows the 'Obtain Access to the Student Information via myPass' form. The page title is 'Obtain Access to the Student Information via myPass'. Below the title, there is a note: 'You must be connected to a student to use myPass. [What can I do on myPass?](#)'. The form is divided into three sections: 'Identify the student', 'Information about you', and 'Do you have a Signup Access code?'. In the 'Identify the student' section, there is a field for 'Alberta Student Number' with the value '1234-5678-9' and a link 'Where can I find my Alberta Student Number?'. In the 'Information about you' section, there is a field for 'Date of Birth' with the value '1990/01/01'. The 'Do you have a Signup Access code?' section has a field for 'Signup Access Code/Pin Code'. At the bottom, there is a 'Note' and an 'Activate Connection' button.