## myPass – Instructions to Create your Online Account

myPass.alberta.ca is a secure self-service website for Alberta Students. All high school students are required to sign up for this account. It will enable you to:

- Order high school transcripts
- View diploma exam marks
- Register to write or re-write diploma exams (with online payment)
- View and print Detailed Academic Reports (DAR)
- View progress towards a high school diploma
- View/Update your personal information

Before you begin, you will need to have your Alberta Student Number (ASN), a personal email address, and your correct mailing address on file with Alberta Education. **\*\*\*If you do not know your Alberta** Student Number please look on an old report card or use the ASN Lookup Tool <u>https://learnerregistry.ae.alberta.ca/Home/StartLookup</u>

Instructions:

- 1. Type myPass.alberta.ca in your browser.
- 2. Click on "Sign in with Education Account" >> see below

Please Note: If you are registering for a Diploma Exam be advised that it may take up to a minute for the fist of ever	elastic in thing Centrus to appear.
If you are registering for a Diploma Exam be advised that it may take up to a minute for the list of exe	Auble Witting Centres to appear.
Please select the Exom Session. Language, and Diploma Exom you would like to register for and WWC Once the list is available you will be able to select a Writing Centre and complete your registration.	Ther the Wedge Centrelal selection drop down to present a list of options.
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Order high school transcripts     View diploma exam marks     Register to write or rewrite diploma exams with online payment	How do 1 hign up 1 (2) What is my Face2 (2)

3. Please use your PERSONAL Email. **DO NOT use your EIPS email or your normal Google profile.** You will need to use an Email address you will still have after you graduate (This portal will be used for accessing post-secondary information).

4. Click "I'm new, sign me up!"

5. Click "SIGNUP". DO NOT click the "Google" Sign Up Button. You may be prompted to check your email for a confirmation link after your have created your Education Account. Please don't lose your log-in info. It is not easy to reset.

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<b>G</b> 0000		- 1
	or	- 1
	Email     Sign in with password Forgot your password?	- 1
	W I'm news sign me up!	- 1
	Em not a robot	
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6. Fill in the required information. Please capitalize your Postal Code. Leave the signup Access Code blank.

- 7. Then Click "Activate Connection".
- \*\*\*Remember to use your ASN (available on your PowerSchool)

Information about you		myPass collects, uses and di	scloses personal	
l Am	<ul> <li>The student (current or previous Alberta student)</li> <li>A parent or guardian of the student</li> </ul>	information pursuant to sec 39(1)(c) and 40(1)(c) of the F and Protection of Privacy Act information is collected, use	ions 33(c), 39(1)(a), reedom of Information Alberta). Personal d and disclosed as	
Student Information	required for the operation o programs and activities, whi registration for myPass, ider communications relating to	required for the operation of Alberta Education programs and activities, which may include registration for myPass, identity authentication, communications relating to myPass services,		
Alberta Student Number Where can I find my Alberta Student Number?		delivering services, maintair sharing information to schoo necessary. User information address and browser inform	delivering services, maintaining records and sharing information to school authorities as necessary. User information, including the IP address and browser information, are logged and cookies are cont for security purposer.	
Date of Birth Additional Information	YYYY/MM/DD	Questions regarding the col of personal information may	cookies are sent for security purposes. Questions regarding the collection or correction of personal information may be directed to the	
Signup Access Code 🥡	ation • By mail: 10044-108 Str	Director, PASI and Student Records, Alberta     Education:     By mail: 10044-108 Street, 44 Capital		
Cell Phone Number		Boulevard. Edmonton, A • By email: <u>StudentRecor</u> • By telephone at 780-42	.B T5J5E6 <u>ds@gov.ab.ca</u> 7-5732. (for toll free	
Postal Code	Example: A0A 0A0	access within Alberta, fi	rst dial 310-0000).	

8. This is where Alberta Education is updating its process. It may prompt you to check an email for an access code or give you other options to complete your My Pass. If you only get the option of "By your School" please contact our counsellor Mrs. Smith. Request the code be mailed to your home.



## 9. Once you receive your code in the mail, THEN proceed with the following:

10. Go to myPass.alberta.ca like in step 1 above. Click Sign in with Education Account.

Please Note: If you are registering for a Diptoma Example admised that it may take up to a minute for the list of ave	alable Writing Centres to appear.
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Order high school transcripts     Order high school transcripts     View disions exam marks     Register to write or rewrite disions exams with online payment	How do Litign op? (7) What is myPass? (7)

11. Sign in to your account using your PERSONAL Email address. DO NOT use the red Google Button.

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🖉 Phone dan Into access ng Plan (https://publ	a and an address all bear to a sup (PARDA)
C 0000020	Sign In with

12. Enter your Signup Access Code you received in the mail.

Information about you		Personal Information Management     myPass collects uses and discloses personal
IAm	○ The student (current or previous Alberta student)	information pursuant to sections 33(c), 39(1)(c) 39(1)(c) and 40(1)(c) of the Freedom of Informati
	○ A parent or guardian of the student	and Protection of Privacy Act (Alberta). Personal information is collected, used and disclosed as
	$\bigcirc$ Other (not the student and not the Parent/Guardian)	required for the operation of Alberta Education
Student Information		registration for myPass, identity authentication communications relating to myPass services,
Alberta Student Number		delivering services, maintaining records and sharing information to school authorities as
Number?		necessary. User information, including the IP address and browser information, are logged ar
Date of Birth	YYYY/MM/DD	cookies are sent for security purposes.
Additional Information		of personal information may be directed to the
Signup Access Code 🏼 🥡		Education:
	Only enter an access code if you have received one from Alberta Education	By mail: 10044-108 Street, 44 Capital
Cell Phone Number		<ul> <li>Boulevard, Edmonton, AB 153566</li> <li>By email: <u>StudentRecords@gov.ab.ca</u></li> </ul>
Postal Code		<ul> <li>By telephone at /80-427-5/32. (for toll fre access within Alberta, first dial 310-0000).</li> </ul>
	Example: A0A 0A0	
	Note: By clicking Activate Connection below, you agree to be bound by the myDesc Terms of I is a Agreement	
	ing assirements of Ose Agreement.	

13. You are now connected!