

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:

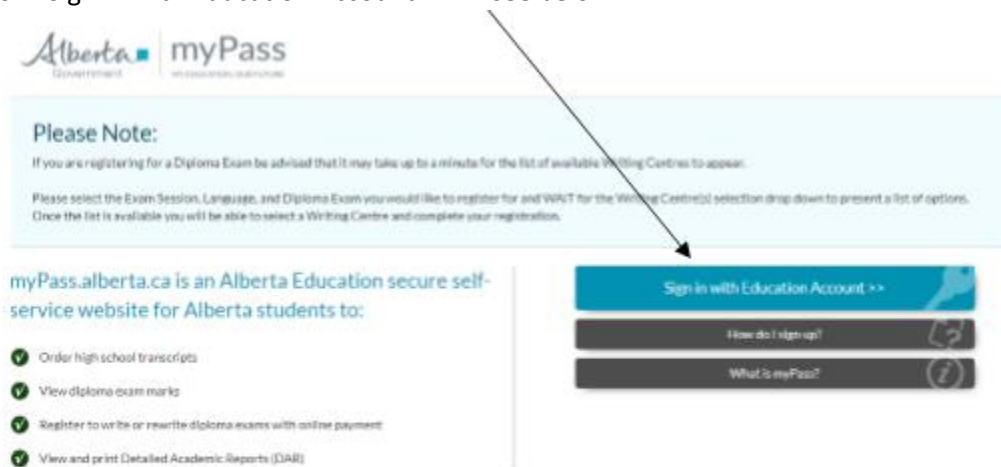
- Order high school transcripts
- View diploma exam marks
- Register to write or re-write diploma exams (with online payment)
- View and print Detailed Academic Reports (DAR)
- View progress towards a high school diploma
- View/Update your personal information

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**

<https://learnerregistry.ae.alberta.ca/Home/StartLookup>

Instructions:

1. Type myPass.alberta.ca in your browser.
2. Click on “Sign in with Education Account” >> – see below



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 you have created your Education Account. Please don't lose your log-in info. It is not easy to reset.



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)

Obtain Access to the Student Information via myPass

You must be connected to a student to use myPass. [What can I do on myPass?](#)

Information about you

I Am

The student (current or previous Alberta student)

A parent or guardian of the student

Other (not the student and not the Parent/Guardian)

Student Information

Alberta Student Number
[Where can I find my Alberta Student Number?](#)

Date of Birth

Additional Information

Signup Access Code
Only enter an access code if you have received one from Alberta Education

Cell Phone Number

Postal Code
Example: A0A 0A0

Note: By clicking Activate Connection below, you agree to be bound by the [myPass Terms of Use Agreement](#).

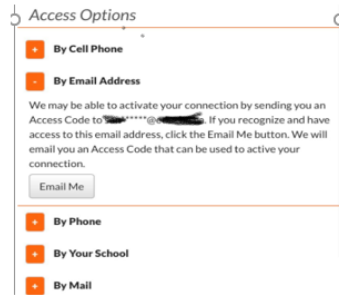
Personal Information Management

myPass collects, uses and discloses personal information pursuant to sections 33(c), 39(1)(a), 39(1)(c) and 40(1)(c) of the *Freedom of Information and Protection of Privacy Act* (Alberta). Personal information is collected, used and disclosed as required for the operation of Alberta Education programs and activities, which may include registration for myPass, identity authentication, communications relating to myPass services, 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 sent for security purposes.

Questions regarding the collection or corrections of personal information may be directed to the Director, PASI and Student Records, Alberta Education:

- By mail: 10044-108 Street, 44 Capital Boulevard, Edmonton, AB T5J5E6
- By email: StudentRecords@gov.ab.ca
- By telephone at 780-427-5732. (for toll free access within Alberta, first 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.



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



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

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13. You are now connected!