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

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Please select the Exam Session. Language, and Diploma Exam you would like to register for and VWV Once the list is available you will be able to select a Writing Cantre and complete your registration.	They the Weiner Centretic) exection drop down to present a list of options.
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Order high school transcripts	How do i sign up? (2) What is my Face? (2)
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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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	Email Sign in with password Forgot your password?	-
	00 Pm new, sign me up!	
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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)

The student (current or previous Alberta student) A parent or guardian of the student Other (not the student and not the Parent/Guardian)	information pursuant to sections 33(c), 39(1) 39(1)(c) and 40(1)(c) of the Freedom of Inform and Protection of Privacy Act (Alberta). Person information is collected, used and disclosed a	
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O Other (not the student and not the Parent/Guardian)		
	delivering services, maintaining records and sharing information to school authorities as necessary. User information, including the IP address and browser information, are logged	
YYY/MM/DD	cookies are sent for security purposes. Questions regarding the collection or correct of personal information may be directed to th Director, PASI and Student Records, Alberta	
Additional Information		
	Jucation By mail: 10044-108 Street, 44 Capital Boulevard, Edmonton, AB T5J5E6 By email: <u>StudentRecords@gov.ab.ca</u> By telephone at 780-427-5732, (for toll:	
mple: A0A 0A0	access within Alberta, first dial 310-000	
	y enter an access code if you have received one from Alberta Ed	

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.

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Order high school transcripts	

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

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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 programs and activities, which may include
Student Information	registration for myPass, identity authenticatio communications relating to myPass services,	
Alberta Student Number Where can I find my Alberta Student		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		Questions regarding the collection or correctio of personal information may be directed to the Director, PASI and Student Records, Alberta
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		Boulevard. Edmonton, AB T5J5E6 By email: <u>StudentRecords@gov.ab.ca</u>
Postal Code		 By telephone at 780-427-5732. (for toll fre access within Alberta, first dial 310-0000).
	Example: A0A 0A0	
	Note: By clicking Activate Connection below, you agree to be bound by the myPass Terms of Use Agreement.	
	Activate Connection	

13. You are now connected!