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:

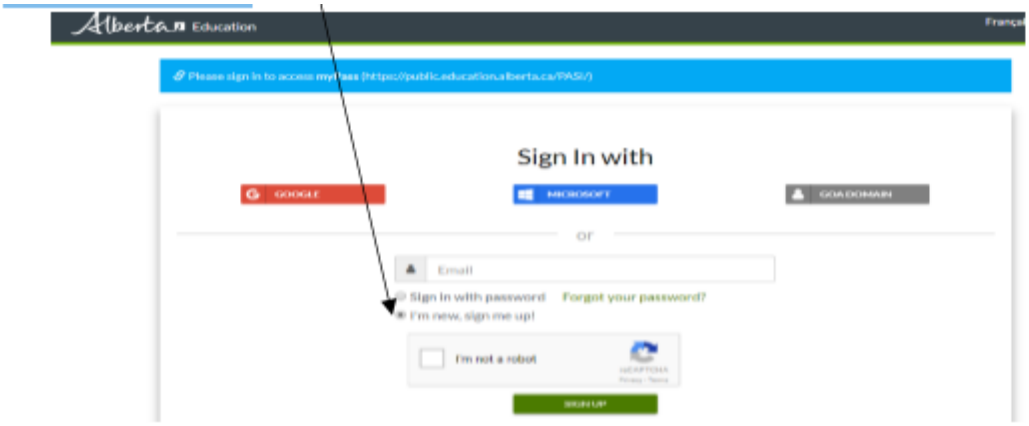
1. Type myPass.alberta.ca in your browser.

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!”

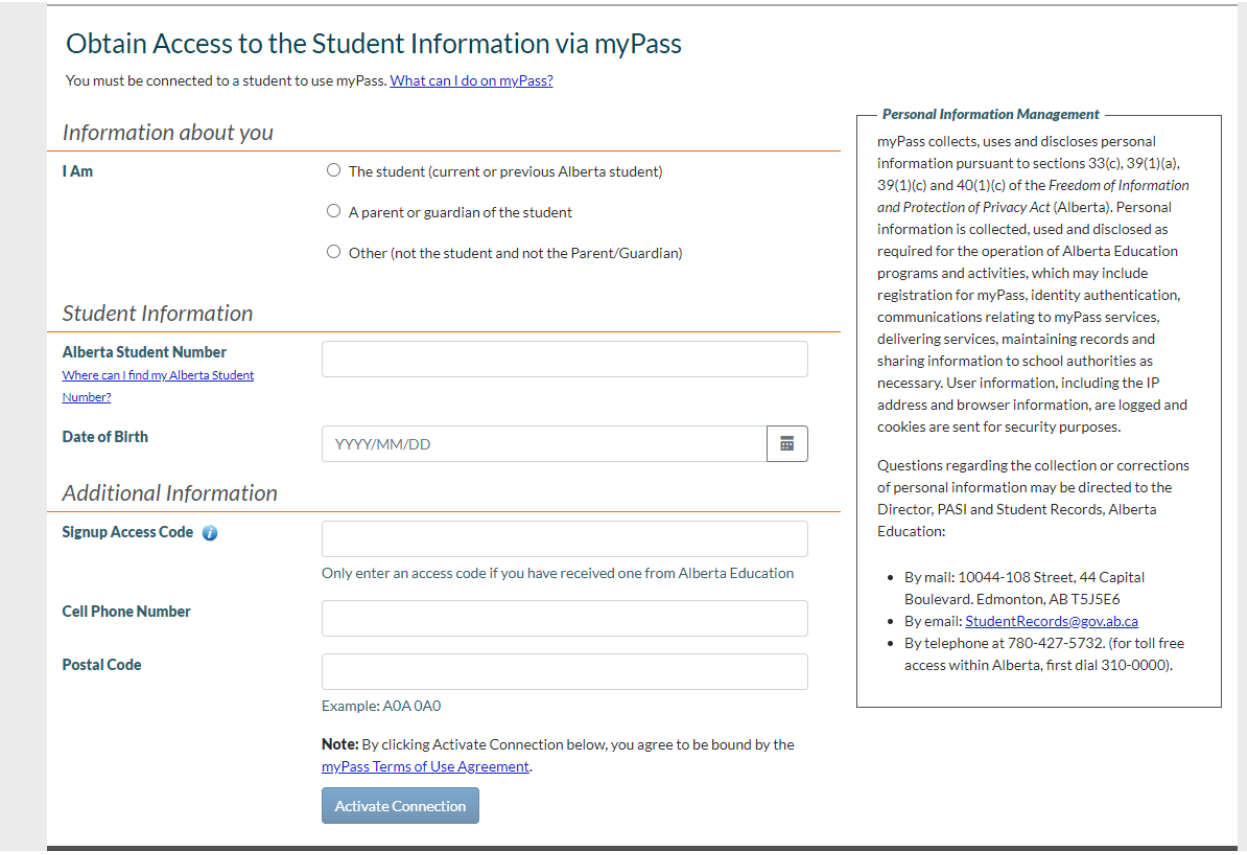
5. Click “SIGNUP”. DO NOT click the "Google" Sign Up Button. You may be prompted to check your email for a confirmation link after your have created your Education Account. Please don’t lose your log-in info. It is not easy to reset.



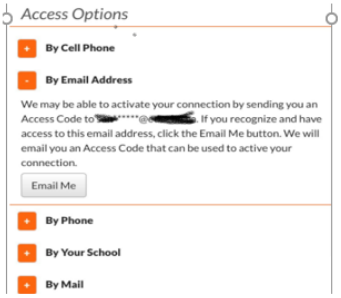
6. Fill in the required information. Please capitalize your Postal Code. **Leave the signup Access Code blank.**

7. Then Click “Activate Connection”.

***Remember to use your ASN (available on your PowerSchool)



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.

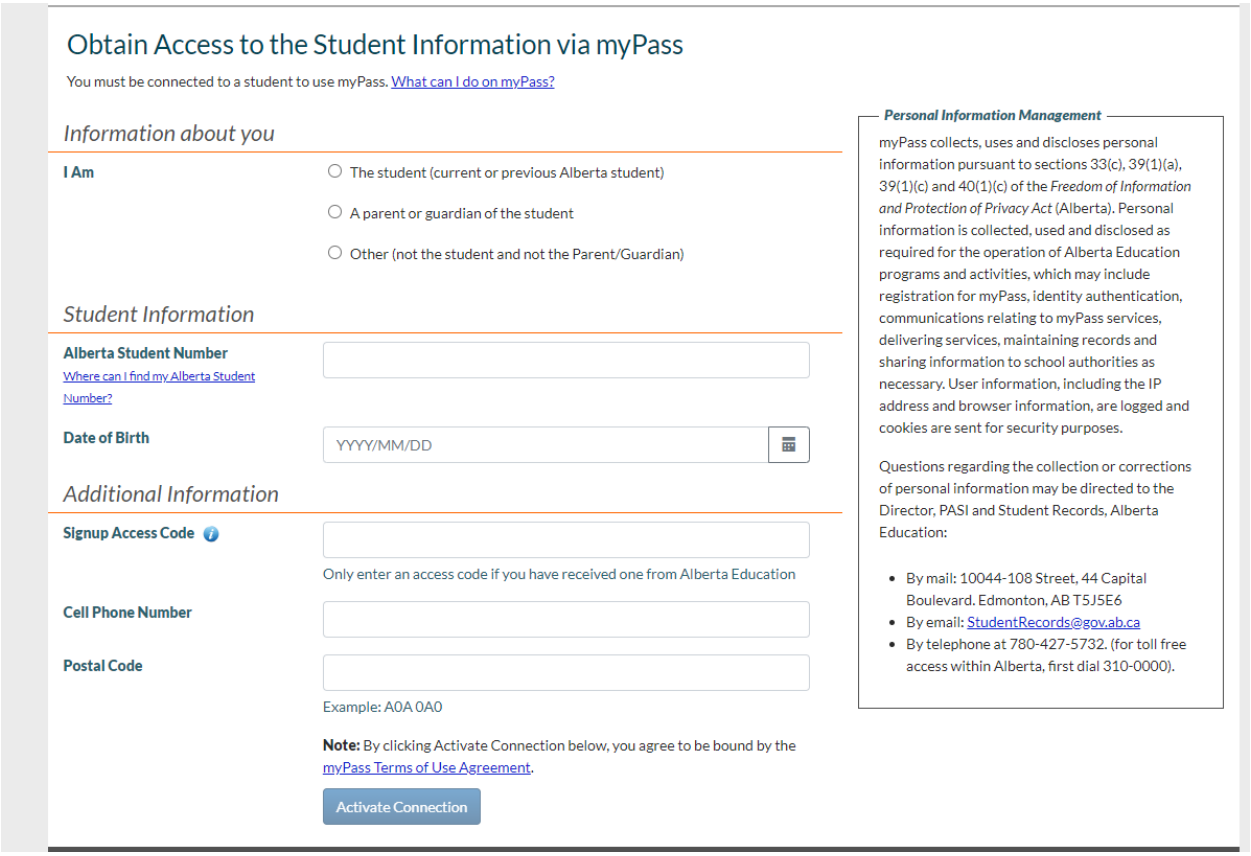


9. **Once you receive your code in the mail, THEN proceed with the following:**

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.



13. You are now connected!