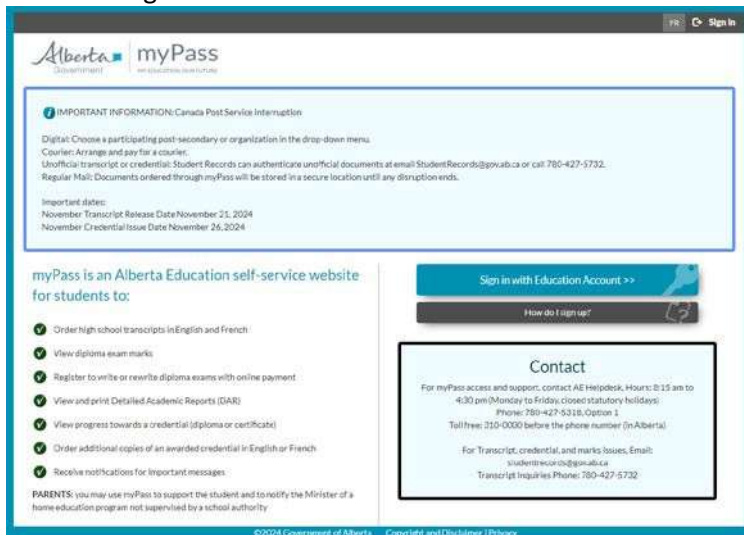


MyPass Account Set-Up Instructions

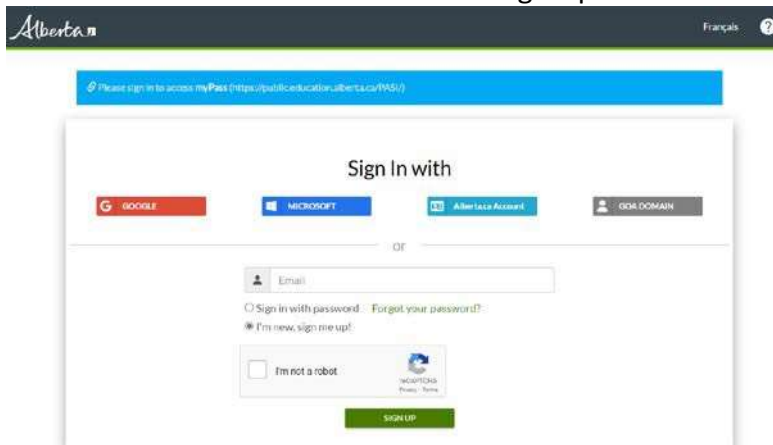
1. Ensure that the school has your **personal** email (NOT your school email). This can be verified with your grade administrator or Grade Counsellor.
2. Ensure you have your ASN (Alberta Student Number). You can get this from your grade administrator, grade counsellor or teacher. It is NOT the same as your school ID number.
3. Log on to MyPass: <https://public.education.alberta.ca/PAS/myPass/welcome>
4. Click on “Sign in with Education Account”



5. If your personal email is a Gmail account, simply click the Google icon and enter your Gmail password:



For other personal email accounts, enter your personal email and click “I’m new, sign me up!” Then check off “I’m not a Robot” and click “Sign Up”



You should see the following message: “Email confirmation link sent to (your email address)”

6. Sign into your email account and open the email from no-reply@gov.ab.ca
7. Click on the confirmation link
8. You will be directed to the following page:

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?
Please provide an ASN in the format: XXXX-XXXX-X.

Date of Birth
Please provide a valid date in the format: YYYY/MM/DD

Additional Information

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

Cell Phone Number

Postal Code
Example: AGA OAD

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

Activate Connection

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 T5J3E6
- By email: StudentRecords@gov.ab.ca
- By telephone at 780-427-5732, (for toll free access within Alberta, first dial 310-0000).

Select “I am the student”

Enter your ASN and Date of Birth

Click “Activate Connection”

Success! Your connection is activated. Your Education Account now has access to the information for [redacted]

What are you looking for?

Courses and Marks	Document Orders	Student Profile	Student Connections
View Credential View diplomas / certificate progress	Order Transcript Order an Alberta Transcript of High School Achievement	Personal Information Review and update personal and contact information	Connect to a Student Obtain access to the student information
Detailed Academic Report Download high school course and mark history	Order Credential Order a diploma / certificate reprint	Verification Document Generate letters for proof of name, school enrollment, age and who a student resides with	Access to Student Information Review who can or has accessed student information
Diploma Exam Add and manage course registrations and late payment View results and request resources	Order History View all orders Get urgent orders		
PAT Results View Provincial Achievement Test Results			

What Can I Use My Account For?

1. Detailed Academic Report

Your main page on MyPass will look like this once you have logged in.

Select “Detailed Academic Report”(DAR).

Click on that and you will then be able to Download it as a PDF. This will be your unofficial transcript. It shows your course history, your marks, your credits earned, essentially a complete snapshot of your academic history beginning from Grade 10.

What are you looking for?

Courses and Marks	Document Orders	Student Profile	Student Connections
View Credential >> View diploma / certificate progress	Order Transcript >> Order an Alberta Transcript of High School Achievement	Personal Information >> Review and update personal and contact information	Connect to a Student >> Obtain access to the student information
Detailed Academic Report >> Download high school course and mark history	Order Credential >> Order a diploma / certificate reprint	Verification Document >> Generate letters for proof of name, school enrolment, age and who a student resides with	Access to Student Information >> Review who can or has accessed student information
Diploma Exam >> Add and manage exam registrations and late payment >> View results and request rescors	Order History >> View all orders >> Edit unspent orders		
PAT Results >> View Provincial Achievement Test Results			

Detailed Academic Report

The Detailed Academic Report (DAR) contains complete high school course and mark history. This report is not an official high school transcript.

[Download as PDF File](#)

2. Ordering Transcripts

Click on Order Transcript to have a transcript sent to you or a different address such as a post-secondary institution.

Courses and Marks	Document Orders	Student Profile	Student Connections
View Credential >> View diploma / certificate progress	Order Transcript >> Order an Alberta Transcript of High School Achievement	Personal Information >> Review and update personal and contact information	Connect to a Student >> Obtain access to the student information
Detailed Academic Report >> Download high school course and mark history	Order Credential >> Order a diploma / certificate reprint	Verification Document >> Generate letters for proof of name, school enrolment, age and who a student resides with	Access to Student Information >> Review who can or has accessed student information
Diploma Exam >> Add and manage exam registrations and late payment >> View results and request rescors	Order History >> View all orders >> Edit unspent orders	Home Education >> Notify Alberta Education that you are providing a Home Education Program	
PAT Results >> View Provincial Achievement Test Results			

3. Credentials Checklist

From the Homepage in your MyPass account, click on “View Credential”.

From there, you will click on the credential you are working towards, either an Alberta High School Diploma or a Certificate of High School Achievement if you are in the KAE program.

When you click on the correct pathway, you will then see the option to Download as a PDF.

From here, you can see everything that you have achieved towards obtaining your Alberta High School Diploma or Certificate of High School.

What are you looking for?

Courses and Marks	Document Orders	Student Profile	Student Connections
View Credential >> View diploma / certificate progress	Order Transcript >> Order an Alberta Transcript of High School Achievement	Personal Information >> Review and update personal and contact information	Connect to a Student >> Obtain access to the student information
Detailed Academic Report >> Download high school course and mark history	Order Credential >> Order a diploma / certificate reprint	Verification Document >> Generate letters for proof of name, school enrolment, age and who a student resides with	Access to Student Information >> Review who can or has accessed student information
Diploma Exam >> Add and manage exam registrations and late payment >> View results and request rescors	Order History >> View all orders >> Edit unsent orders		
PAT Results >> View Provincial Achievement Test Results			

Action ▾

Credential Details

Alberta High School Diploma

Credential Number: XXXXX-XXXXX

In Progress

[What does this mean?](#)

Achievement as of 24 MAY 2016

Alberta High School Diploma: English

Not Achieved

Student must satisfy all requirements in one of the requirement lists to be eligible for the credential. See the [Guide to Education](#) for more details.

[Download](#)

Requirement	Student's Progress ⓘ
100 Credits Awarded 100 or more credits are required.	15 credits awarded
✓ 30 Level English Language Arts Credit in a 30 level English Language Arts course is required.	5 credits awarded
✓ 30 Level Social Studies Credit in a 30 level Social Studies course is required.	
✓ 20 Level Mathematics Credit in a 20 level Mathematics course is required.	

4. Diploma Exam Results

From the Homepage in your MyPass account, click on “Diploma Exam”.

From there, you will click on the diploma course and you can see your exam result.

<i>Courses and Marks</i>	<i>Document Orders</i>	<i>Student Profile</i>	<i>Student Connections</i>
View Credential >> View diploma /certificate progress	Order Transcript >> Order an Alberta Transcript of High School Achievement	Personal Information >> Review and update personal and contact information	Connect to a Student >> Obtain access to the student information
Detailed Academic Report >> Download high school course and mark history	Order Credential >> Order a diploma /certificate reprint	Verification Document >> Generate letters for proof of name, school enrolment, age and who a student resides with	Access to Student Information >> Review who can or has accessed student information
Diploma Exam >> Add and manage exam registrations and late payment >> View results and request rescores	Order History >> View all orders >> Edit unsent orders	Home Education >> Notify Alberta Education that you are providing a Home Education Program	
PAT Results >> View Provincial Achievement Test Results			