

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:

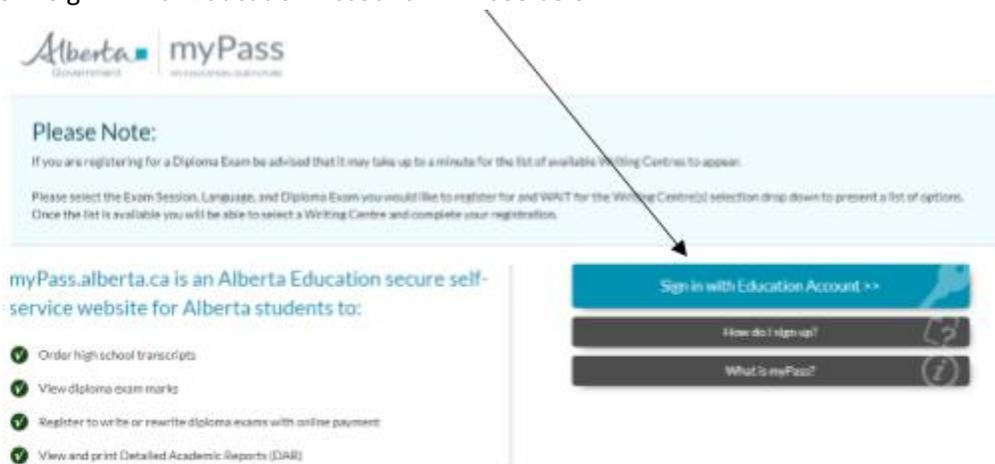
- Order high school transcripts
- View diploma exam marks
- Register to write or re-write diploma exams (with online payment)
- View and print Detailed Academic Reports (DAR)
- View progress towards a high school diploma
- View/Update your personal information

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

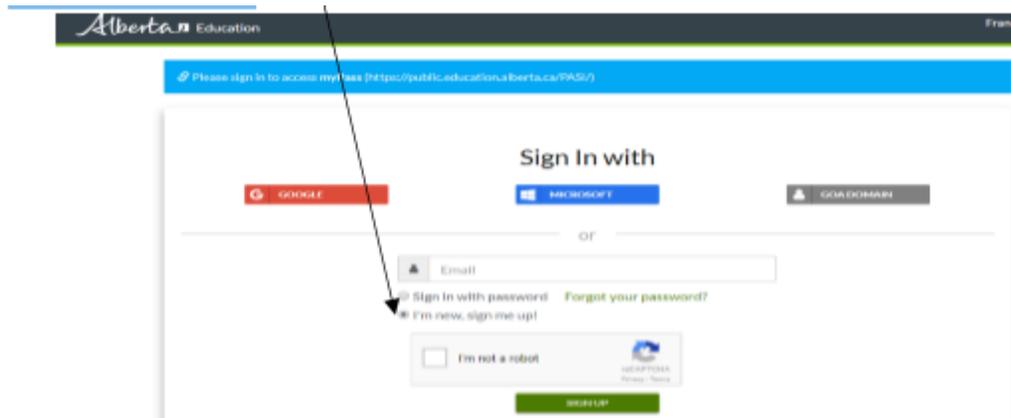


3. Either sign in with your Google email & password /Microsoft email & password /Government of Alberta username & password and go to step 7

OR

4. Fill in your email. **DO NOT use your CBE email.** Use a personal email address you will still have after you graduate.
5. Click “I’m new, sign me up!”

6. Click "SIGNUP". 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.



7. Fill in the required information. Please capitalize your Postal Code. **Leave the signup Access Code blank.** Then Click "Activate Connection".

***Remember to use your ASN (only available on your report card – check Desktop version of PowerSchool for this or the ASN Look up Tool on D2L).

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](#).

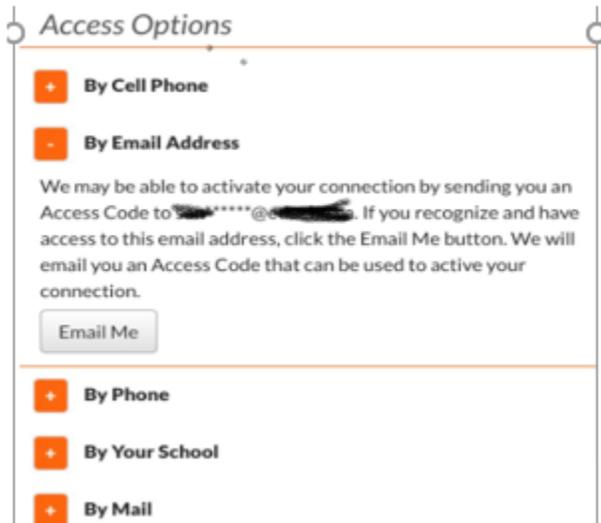
Personal Information Management

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:

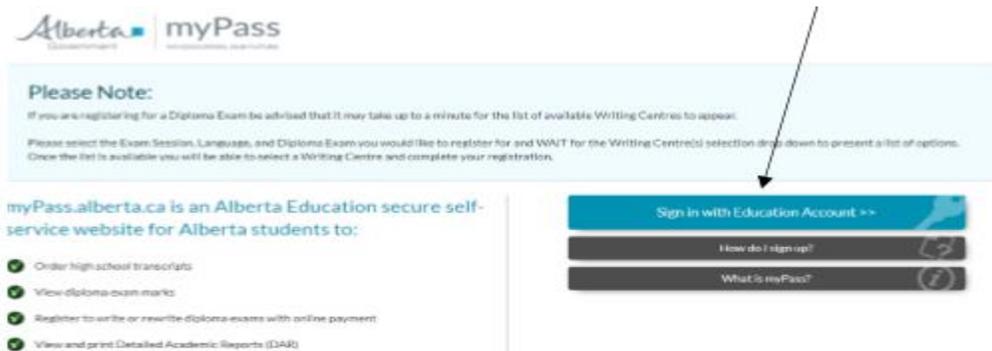
- By mail: 10044-108 Street, 44 Capital Boulevard, Edmonton, AB T5J5E6
- By email: StudentRecords@gov.ab.ca
- By telephone at 780-427-5732. (for toll free access within Alberta, first dial 310-0000).

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 your counsellor.

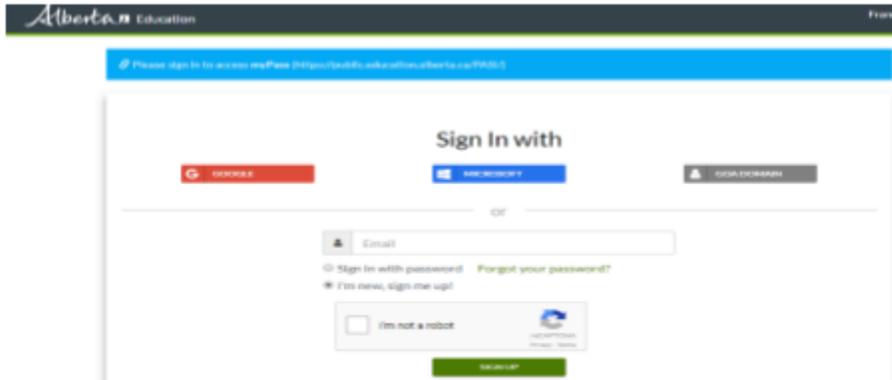


9. You will need to wait for Alberta Education to send you a Signup Access Code. **Codes are time sensitive so please finish setting up your account right away (steps 10 -13).**

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



11. Sign in to your account the same way you did in step 3 or 4 above. Either with your Google/Microsoft/GOA username/password or email/password you created before.



12. This time you will enter your Signup Access Code.

Obtain Access to the Student Information via myPass

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14. You are now connected!

Third Party Access

Parents/Guardians may access your myPass account as well. The process looks the same, however the third party will use their own email to create an account. They will need to provide the student's Alberta Student Number and date of birth upon registration. This account will only be accessible until the student turns 18 years old. <https://learnerregistry.ae.alberta.ca/Home/StartLookup>

What can I use my Account for?

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 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 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			

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](#)

Credentials Checklist

From the Homepage in your myPass account, click on "View Credential".

What are you looking for?

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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 unspent orders		
PAT Results >> View Provincial Achievement Test Results			

From there, you will click on the credential you are working towards. Click on the orange plus sign and select "Alberta High School Diploma: English". You will then see the option to Download as a PDF. From here, you can see everything that you have achieved towards obtaining your High School Diploma.

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.	