

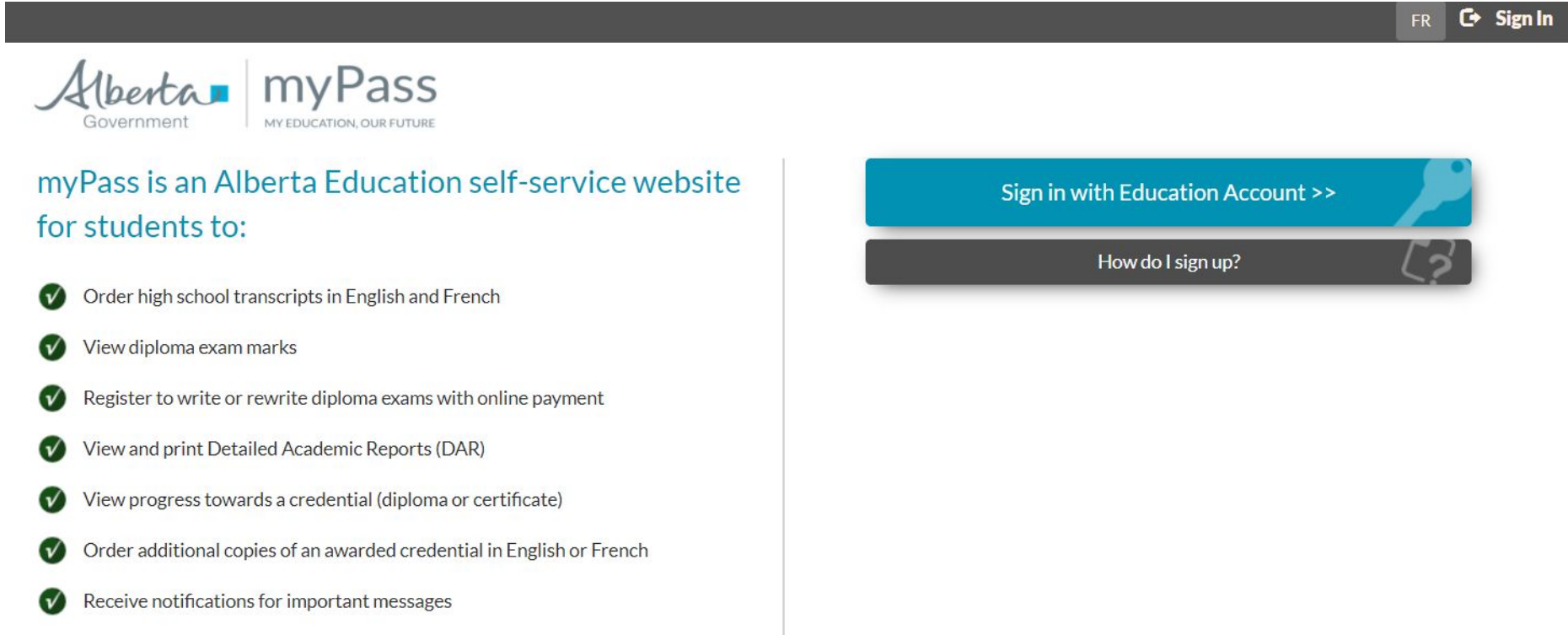
Creating a myPass account with Alberta Education

WHAT IS MYPASS?

myPass is an Alberta Education self-service website for students to:

- ✓ Order high school transcripts in English and French
- ✓ View diploma exam marks
- ✓ Register to write or rewrite diploma exams with online payment
- ✓ View and print Detailed Academic Reports (DAR)
- ✓ View progress towards a credential (diploma or certificate)
- ✓ Order additional copies of an awarded credential in English or French
- ✓ Receive notifications for important messages

Go to <https://mypass.alberta.ca/> to login or to create your myPass account. You will then see this screen:



The screenshot shows the myPass website interface. At the top right, there is a language selector for 'FR' and a 'Sign In' button. The main header features the 'Alberta Government' logo and the 'myPass' logo with the tagline 'MY EDUCATION, OUR FUTURE'. Below the header, a blue banner reads 'myPass is an Alberta Education self-service website for students to:'. To the right of this banner are two buttons: a blue 'Sign in with Education Account >>' button with a key icon, and a dark grey 'How do I sign up?' button with a question mark icon. On the left side, a vertical list of services is provided, each preceded by a green checkmark icon.

FR [Sign In](#)

Alberta Government | myPass
MY EDUCATION, OUR FUTURE

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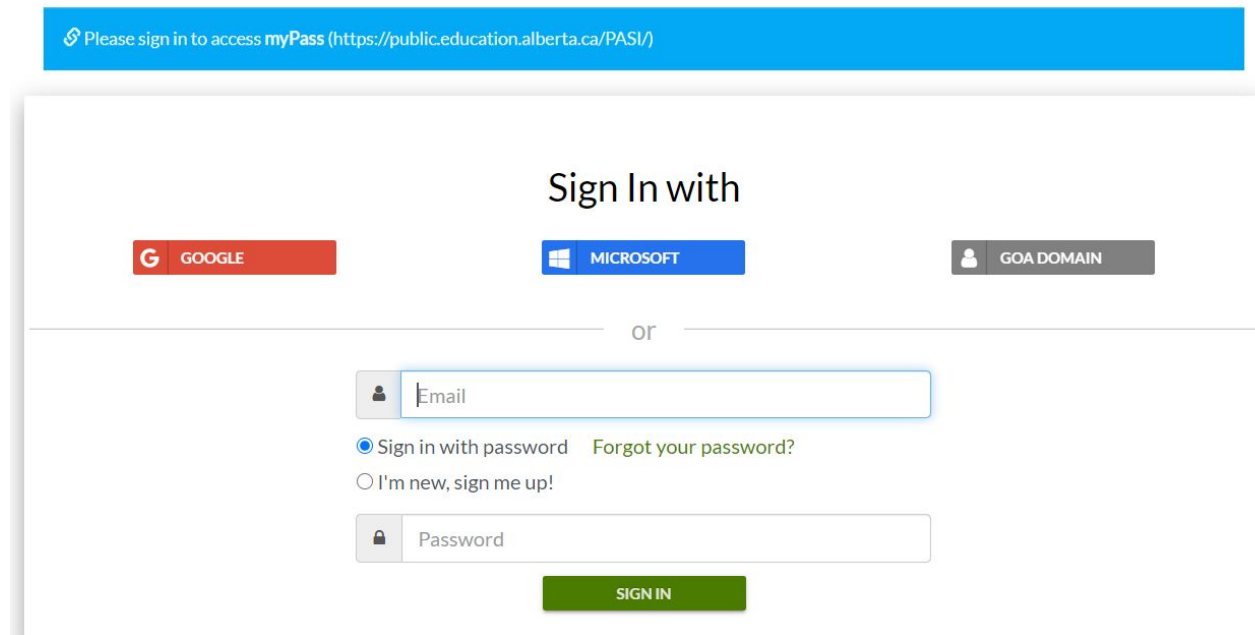
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Sign in with Education Account >>

How do I sign up?

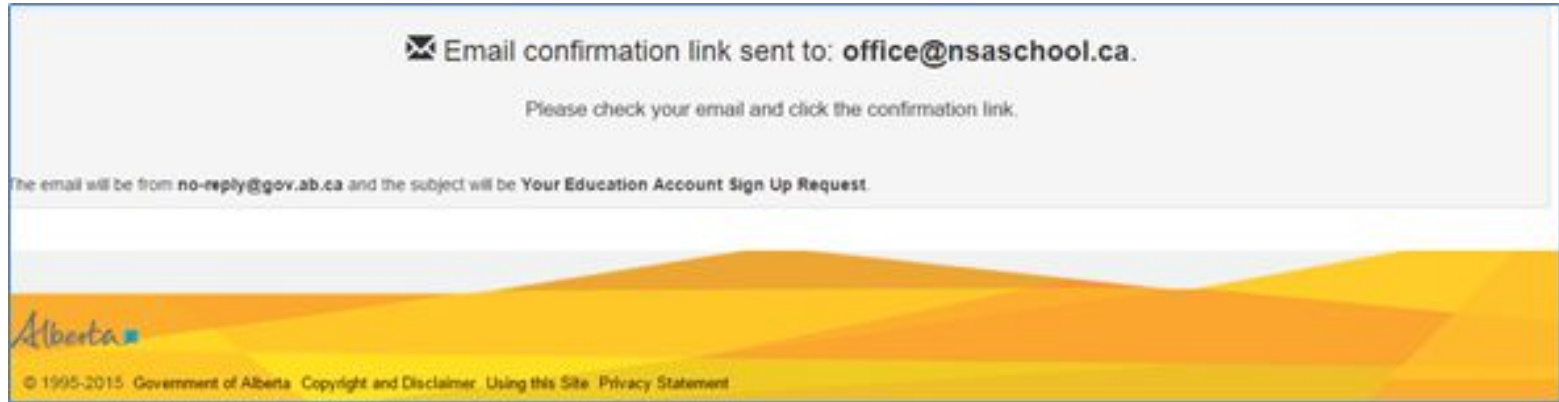
Click on “First time to myPass? Sign in with an Education Account to connect to student information.”

Enter your personal email address (the one you gave me) to sign up for myPass, and then click on “I’m new, sign me up!”. Then click on the “Sign Up” button at the bottom:



The screenshot shows the myPass sign-in page. At the top, a blue banner contains the text: "Please sign in to access myPass (https://public.education.alberta.ca/PASI/)". Below this, the heading "Sign In with" is centered. Three sign-in options are displayed horizontally: "GOOGLE" (red button), "MICROSOFT" (blue button), and "GOA DOMAIN" (grey button). Below these options, the word "OR" is centered. The main sign-in form consists of an "Email" input field with a person icon on the left. Below the email field, there are two radio button options: "Sign in with password" (selected) and "I'm new, sign me up!". To the right of the "Sign in with password" option is a link that says "Forgot your password?". Below the radio buttons is a "Password" input field with a lock icon on the left. At the bottom of the form is a green "SIGN IN" button.

Alberta Education will then email you a confirmation link. Go to your email to find this confirmation link:



Click on the confirmation link sent to your email.

This will then take you to a sign up page to setup your information.

You will need to enter a screen name

(Suggestion:FirstnameLastname no spaces).

Choose a Password

(Suggestion: same password as your email)

Once done, hit “Finish”:



The screenshot shows a sign-up form with the following elements:

- Email:** e-christo@hotmail.com
- Create your new Screen Name:** EmilyChristopherson2
- New Password:** [masked with asterisks]
- Confirm:** [masked with asterisks]
- Finish:** A blue button.
- Feedback:** On the right side, there are three lines of feedback: "OK", a green progress bar, "Good password", and "OK".

You should then get to a screen to complete your set-up

Click on the icon- I am the student

Enter your ASN (check the email I sent you)

DO NOT ENTER an Access Code

Enter Cell Phone # and Postal Code

Click on Activate

If the system brings you to a time-lapsed or error screen, close ALL your windows. Then go back to myPass, sign in with your Education Account and you should get to the final set up screen.

WHAT CAN I USE MY ACCOUNT FOR?

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

What are you looking for?

Courses and Marks

View Credential

>> View diploma / certificate progress

Detailed Academic Report

>> Download high school course and mark history

Diploma Exam

>> Add and manage exam registrations and late payment
>> View results and request rescors

PAT Results

>> View Provincial Achievement Test Results

Document Orders

Order Transcript

>> Order an Alberta Transcript of High School Achievement

Order Credential

>> Order a diploma / certificate reprint

Order History

>> View all orders
>> Edit unsent orders

Student Profile

Personal Information

>> Review and update personal and contact information

Verification Document

>> Generate letters for proof of name, school enrolment, age and who a student resides with

Student Connections

Connect to a Student

>> Obtain access to the student information

Access to Student Information

>> Review who can or has accessed student information

Detailed Academic Report

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.

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 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 In Progress
[What does this mean?](#)
Achievement as of 24 MAY 2016

Alberta High School Diploma
Credential Number: XXXXX-XXXXX

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.	