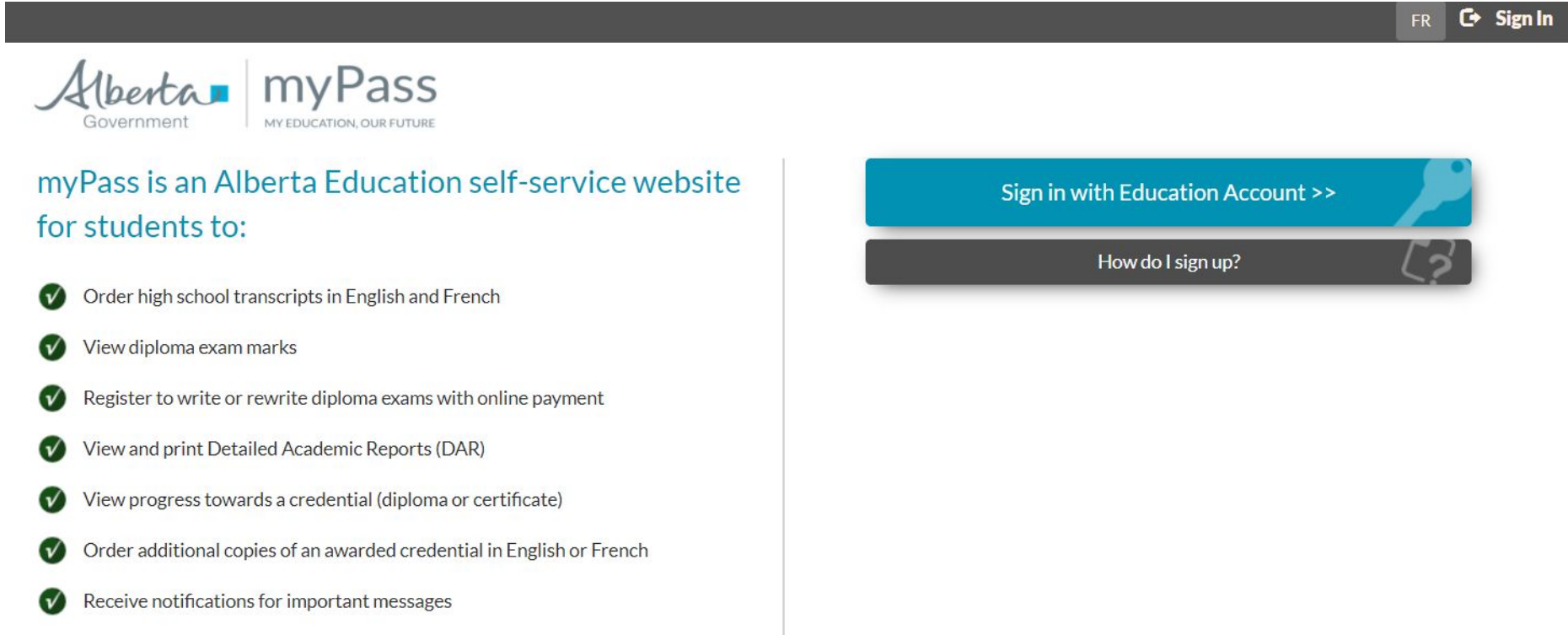# Creating a myPass account with Alberta Education

What is myPass?

myPass is an Alberta Education self-service website for students to:
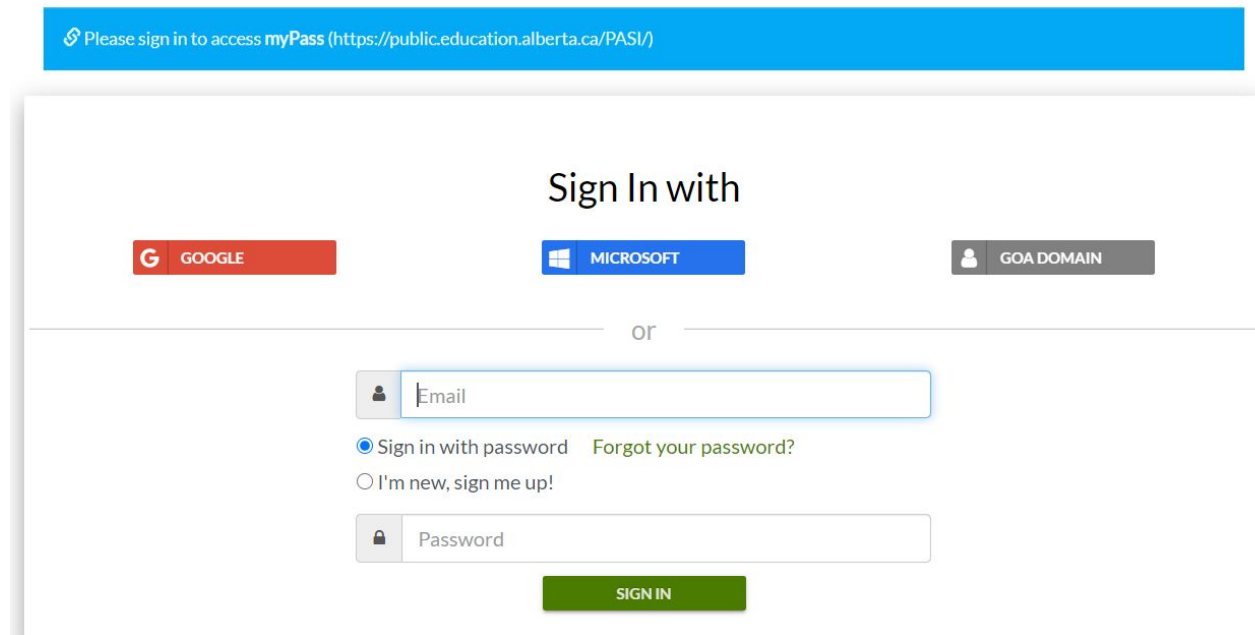
✓ Order high school transcripts in English and French

✓ 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:

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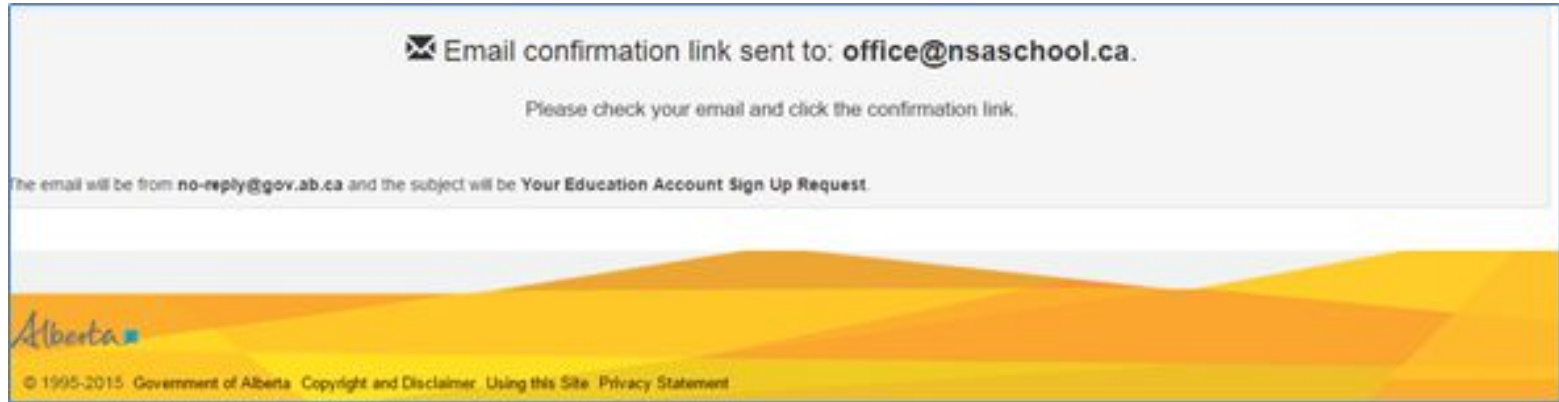
Alberta Education will then email you a confirmation link. Go to your email to find this confirmation link:

✉ Email confirmation link sent to: **office@nsaschool.ca**.

Please check your email and click the confirmation link.

The email will be from **no-reply@gov.ab.ca** and the subject will be **Your Education Account Sign Up Request**.

Alberta ▪

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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":

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 rescores

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