

# Instructions to create a MyPass Alberta Education Account

Every high school student is expected to create an on-line account with Alberta Education. This is necessary to allow students to

- View and print diploma exam results
- Register to write a diploma exam
- Order high school transcripts
- View progress towards a credential (diploma or certificate)
- View and print a Detailed Academic Report (DAR)
- Order additional copies of an awarded credential
- View student personal information

Go to [myPass.alberta.ca](https://myPass.alberta.ca)

The screenshot shows the myPass website interface. At the top left is the Alberta Government logo and the myPass logo with the tagline "MY EDUCATION. OUR FUTURE". Below the logo is a "Please Note:" section with a light blue background, containing text about account re-establishment as of April 3, 2018. The main content area is split into two columns. The left column features a heading "myPass.alberta.ca is an Alberta Education secure self-service website for Alberta students to:" followed by a list of services, each preceded by a green checkmark icon. The right column contains three buttons: "Sign in with Education Account >>" (highlighted with a red oval), "How do I sign up?" (with a question mark icon), and "What is myPass?" (with an information icon). At the bottom of the page, there is a footer with the text "©2018 Government of Alberta" and "Copyright and Disclaimer | Privacy".

Alberta Government | myPass MY EDUCATION. OUR FUTURE

Please Note:  
Effective April 3, 2018, all myPass student accounts must re-establish existing parent, guardian, or other authorized user connections. Affected users have been sent an email containing instructions for re-establishing these connections.

myPass.alberta.ca is an Alberta Education secure self-service website for Alberta students to:

- ✓ Order high school transcripts
- ✓ 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 high school credential (diploma or certificate)
- ✓ View/update student personal information
- ✓ Order additional copies of an awarded credential in English or French
- ✓ Request diploma exam rescores
- ✓ View and print letters of confirmation of name, age and enrolment
- ✓ Provide third-party (including parents and guardians) access to student's myPass account

Sign in with Education Account >>

How do I sign up?

What is myPass?

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# Set up an Education Account with your **PERSONAL EMAIL**

Please sign in to access myPass (<https://public.education.alberta.ca/PASI/>)

### Sign In with

**G** GOOGLE      **M** MICROSOFT      **GOA DOMAIN**

or

Email **Personal Email Address**

Sign in with password    [Forgot your password?](#)

I'm new, sign me up!

Password **Personal Email Password**

**SIGN IN**

## Request Access to a Student's Information

Enter in your Alberta Student Number (found bottom left hand corner HHS student ID or **9 digit blue number** on Power School) & date of birth.

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Home > Obtain Access to the Student Information via myPass [Messages \(0\)](#)

### Obtain Access to the Student Information via myPass

You must be connected to a student to use myPass. [What can I do on myPass?](#)

#### Identify the student

Alberta Student Number   
[Where can I find my Alberta Student Number?](#)

Date of Birth

#### Information about you

You Are

- The student
- A parent or guardian of the student
- Authorized user

Do you have a Signup Access code? If yes, then please provide below

Signup Access Code/Pin Code

**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 T5J5E6
- By email: [TAD@gov.ab.ca](mailto:TAD@gov.ab.ca)
- By telephone at 780-427-5732. (Dial 310-0000 to be connected toll free from outside the Edmonton area).

# Review your information

## Submit



Home > Request Access Messages (0)

### Request Access to your Student Information

Confirm the details that you have provided along with the mailing address that will be used by Alberta Education to send the PIN that you will need to complete your request.

**Identify the student**

Alberta Student Number: **123456789**

Date of Birth: **DD MM YYYY**

**Information about you**

You Are: The student

**Your most recent mailing address**

Last Updated: The address that Alberta Education has on file for you was last updated: [redacted]

If you have not moved since the date shown above, click on the **Submit Connection Request** button below to submit your request.

[Does Alberta Education have your current mailing address?](#)

< Back **Submit Connection Request** Cancel Request

**Why can't I see the address?**

For privacy reasons, we cannot show the student's address. You can confirm whether it is correct based on when it came into effect for the school and/or Alberta Education.

Identify > Confirm > Done



Home > Request Access Messages (0)

### Access Successfully Requested

The following are the steps that must occur in order to have your request fully activated.

- 1. A letter, with a 4-digit PIN, will be mailed to you.**  
The letter is being mailed to the most recent mailing address that Alberta Education has on file for you.
- 2. Wait for the letter with the 4-digit PIN to arrive.**  
The letter usually arrives in 2-3 business days, but may take up to 2 weeks depending on Canada Post's mail service.
- 3. Return to myPass.alberta.ca.**  
You will need to sign in to myPass using the same Education Account (remishki@hotmail.ca) that you used when you made this request.
- 4. Use the "I Have a Letter" option to activate.**  
Follow the instructions on screen to activate your connection with the PIN.

[Return to myPass Home](#)



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Home | Sign Out  
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Next week:

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**Alberta Student Number**

[Where can I find my Alberta Student Number?](#)

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## Activated:

## What are you looking for?

### Courses and Marks

#### Diploma Exams

- >> Add and manage exam registrations and late payments
- >> View results and request rescors

#### Detailed Academic Report

- >> Download high school course and mark history

#### View Credentials

- >> View diploma / certificate progress

### 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 unsend orders

### Student Profile

#### Personal Information

- >> Review personal and contact information

#### Verification Document

- >> Generate letters that provide proof of name, school enrolment and age

### Student Connections

#### Connect to a Student

- >> Request access to a student
- >> Use a PIN or Access Code from a Letter you have received

#### Access to Student Information

- >> Review who can or has accessed student information