myPass Accounts - Important Information for Grade 10, 11 and 12 students:

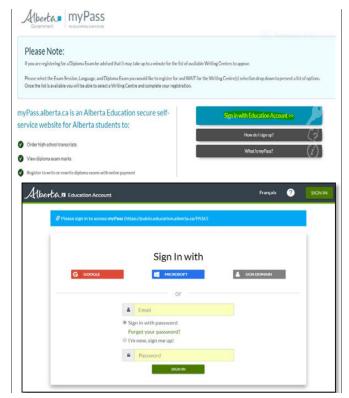
All students should create a myPass account with Alberta Education where they will be able to view all their courses and marks throughout high school. Diploma exam marks, register to write or rewrite diploma exams with online payment, view and print Detailed Academic Reports (DAR), view progress towards a diploma, and order high school transcripts to use for post-secondary applications. Alberta Education does not mail out diploma exam results and all official transcripts must come directly from Alberta Education.

Step 1: The school has entered your school email address into the Alberta Education System.

(REMINDER: before you finish Grade 12 at your current school, the school email address MUST BE changed to your personal email address if you wish to access your marks after you have completed high school.

Step 2: Create/Sign in to myPass

- The school instructs the student to create an Education Account with an email address that match the email address registered in PASIprep
- The student visits the myPass website via <u>mypass.alberta.ca</u>, or simply searches 'myPass' in browser.
- The Student clicks on "Sign in with Education Account."
- The Student signs in with the Education Account, or with a Google or Microsoft Account.



Step 3: Enter details in myPass

- The student enters the following information:
 - 1 ASN
 - 2. Date of Birth
 - 3. Select the option "The Student"
 - 4. Click "Activate Connection"
- The student receives an email notification with details that an active connection has been created on their record.

