

## 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 [mypass.alberta.ca](https://mypass.alberta.ca), 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.

The screenshot shows the myPass website interface. At the top, there is a 'Please Note' section with instructions for diploma exam registration. Below this, there are three main buttons: 'Sign in with Education Account >>', 'How do I sign up?', and 'What is myPass?'. A list of services is provided, including ordering transcripts, viewing exam marks, and registering for diploma exams. The main sign-in area features 'Sign In with' options for Google, Microsoft, and GSA Domain. Below these are fields for 'Email' and 'Password', along with links for 'Sign in with password?', 'Forgot your password?', and 'I'm new, sign me up!'. A 'SIGN IN' button is at the bottom of the form.

### 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.

The screenshot shows the 'Obtain Access to the Student Information via myPass' form. The page title is 'Obtain Access to the Student Information via myPass' and it includes a link to 'What can I do on myPass?'. The form is divided into sections: 'Identify the student' with fields for 'Alberta Student Number' (1234-5678-9) and 'Date of Birth' (1990/01/01); 'Information about you' with radio buttons for 'The student' (selected), 'A parent or guardian of the student', and 'Authorized user'; and a section for 'Do you have a Signup Access code? If yes, then please provide below' with a 'Signup Access Code/Pin Code' field. A 'Note' at the bottom states that clicking 'Activate Connection' agrees to the myPass Terms of Use Agreement. An 'Activate Connection' button is at the bottom.