

WELCOME TO MYPASS

ALBERTA EDUCATIONS SELF-SERVICE WEBSITE

To get started you will need:

1. Your Alberta Student Number
(get from your high school)
2. An email address that is not your school
email that you can access TODAY.

Let's get started.....

 <https://public.education.alberta.ca/PASI/myPass>

Or You could just
Google "Mypass
Alberta"

Service

[Sign in with an Education Account >>](#)

First time to myPass? [Sign in](#) with an Education Account to connect to student information.

Don't have an Education Account? You can create one during [sign in](#).

To use all the features offered by myPass, please ensure you are using a [supported browser](#).

Signing up.....

Alberta Education Account Sign In Reset Password Help Language ▾

[We need to protect the privacy and security of your information when accessing myPass \(https://public.education.alberta.ca/PASI/\)](https://public.education.alberta.ca/PASI/)

Sign In with

 **Google**  **Microsoft**  **LAN / GOA**

Use a permanent (no FSD) email address or

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

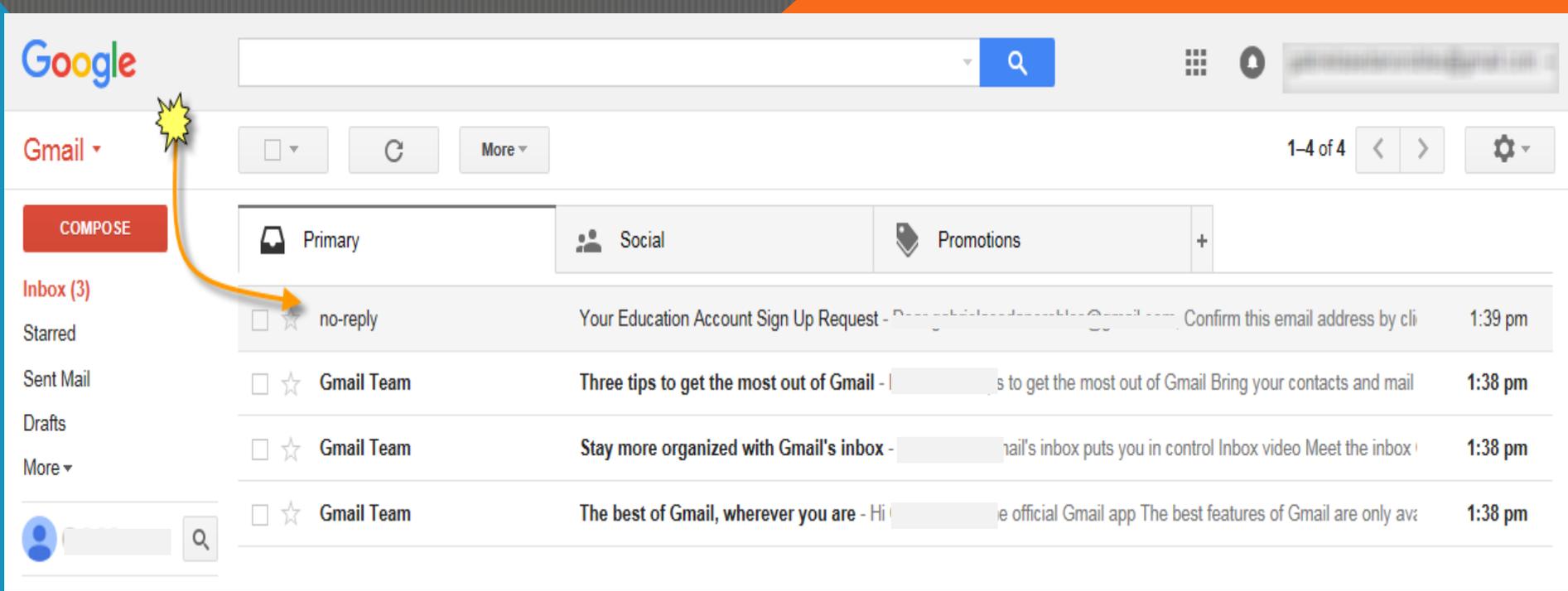
I'm new, sign me up!

I'm not a robot  reCAPTCHA
Privacy - Terms

Sign Up

Annotations:
- Red arrow: Use a permanent (no FSD) email address
- Black arrow: click here!
- Green arrow: click here too!
- Orange arrow: Click "Sign up"

Log into your email address that you provided and find the email that looks like this:



On this email click “confirm this email address...”

Your Education Account Sign Up Request Inbox x Print Image Related Google+ Page

 **no-reply@gov.ab.ca** 1:39 PM (0 minutes ago) ☆ Reply More
to me ▾

Dear shirley@edmonton.ca

Confirm this email address by clicking this link: <https://account.education.alberta.ca/Pas.Account/en-CA/c/I-IdSHTrqkIZ7b3Tmua9fg2>

More information about this email:

This email was sent because someone is trying to Sign Up for an Education Account using the email address shirley@edmonton.ca. There is no existing account registered to the email shirley@edmonton.ca however you can create a new account by clicking the link above. This link will expire on October 30 at 1:39 PM.

About the Education Account System

Education Accounts allow members of the public to reach secure systems provided by Alberta Education. Some details about the system:

- The website for the Education Account System is: <https://account.education.alberta.ca/Pas.Account/>
- Anyone can sign up for an account
- You use your email address to sign up for an account and also to sign in
- Email addresses must be confirmed by the owner of the email address
- You choose your own Screen Name, which is then displayed instead of your email address when you enter a comment on a public website
- Self-service account features allow you to reset your password if you forget it, and to add an alternate email address that may also be used to reset your password (in case you lose access to your sign in email address)
- The website is enabled for mobile devices
- Help is available any time by viewing the Frequently Asked Questions at: <https://account.education.alberta.ca/Pas.Account/Help/Index>

Sincerely,
- The Alberta Education Client Services Help Desk

Please do not reply to or forward this email. If you have questions or concerns regarding this message or your account, please contact the Alberta Education Client Services Help Desk at cshelpdesk@gov.ab.ca or [780-427-5318](tel:780-427-5318) (for toll free access outside of the Edmonton area use 310-0000).

This communication is intended for the use of the recipient to which it is addressed, and may contain confidential, personal, and or privileged information. Please contact us immediately if you are not the intended recipient of this communication, and do not copy, distribute, or take action relying on it. Any communication received in error, or subsequent reply, should be deleted or destroyed.

 YourAlberta

Here you will request a PIN access code:

Home

You are not Connected to a Student

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

I'm a student



Have an Access Code?
Connect now! 

 [Have a 4 digit PIN instead?](#)

Alberta Student Number

Example: 1234-5678-9

Access Code

Date of Birth

YYYY/MM/DD

By clicking **Connect!** below, you agree to be bound by the [myPass Terms of Use Agreement](#)

Connect!



No Access Code?
Request a Connection!

Request

Please note: There is a verification process that will take 1-2 weeks before you can gain access.

I'm a family member or a guardian



Request a Connection to a Student!

Request

1. Get ASN from School
2. Put in top slot
3. Type in your DOB in this format

Home > Connect to Student

Connect to Your Student Information

Gain access to your student information by completing a connection request.

Identify Confirm Done

What do I need to connect to my student information?

To connect to your record to view your student information on myPass, you must have the following information:

- Your Alberta Student Number (ASN) and your date of birth
- Your current mailing address on file with Alberta Education

How do I connect to my student information?

1. Complete the following form. This is a one-time setup that verifies your information.
2. You will receive an email that contains an activation link.
3. You will receive a letter to your current mailing address that contains a PIN. You may then click on the activation link to enter the PIN to complete the connection.

Alberta Student Number
Example: 1234-5678-9

Date of Birth
YYYY/MM/DD

Put in your date of birth in this format.

[Next >](#)

[I do not wish to complete this request at this time](#)

What is my current address?

If you are currently enrolled in an Alberta high school, contact your school to confirm your mailing address on file with Alberta Education.

Otherwise, submit the appropriate [Student Request Form](#) to update your address.

Personal Information Management

The personal information collected by myPass is collected pursuant to section 33(c) of the **Freedom of Information and Protection of Privacy Act (RSA 2000, C. F-25)**. This information will be used for the purpose of administering access to and provision of online transcript and student records services. Questions regarding the collection of personal information may be directed to the Director, PASI and Student Records Alberta Education:

- By mail: 11th Floor, 10044 -108 Street, 44 Capital Boulevard, Edmonton, AB T5J 5E6
- By e-mail: transcriptsanddiplomas@gov.ab.ca
- By telephone at 780-427-5736. (Dial 310-0000 to be connected toll-free from outside the Edmonton area).

You will need your Alberta Student Number. You can obtain this from Guidance Counsellor or School Data Facilitator.

If you still have access to the address you had while in high school, click “submit connection request”

Home > Connect to Student

Connect to Your Student Information

Gain access to your student information by completing a connection request.

Identify → Confirm → Done

Confirm Your Address

Alberta Student Number

Date of Birth

Based on the information you entered, we have determined the address we have on file for you is effective as of:
14 SEP 2010

If you have not changed your address since the date shown above, click on *Submit Connection Request* below to submit your connection request for the Alberta Student Number displayed.

If you are not sure if the address Alberta Education has is correct, submit the appropriate [Student Request Form](#) to update your address.

check this date!!

< Back **Submit Connection Request**

[I do not wish to complete this request at this time](#)

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 was last updated for the school and/or Alberta Education.

If you have moved during high school or since high school Alberta Education might not have your correct address.

1. If you are currently in high school, go to office and make sure that your address is correct
2. If you are out of high school and you no longer have access to this address (via your parents), you will need to submit this form.

You will receive this confirmation page.

[Home](#) > [Connect to Student](#)

Connect to Your Student Information

Identify > Confirm > Done

Gain access to your student information by completing a connection request.

Your Request is Being Processed

1. An activation email will be sent to you. Please keep this activation email.

You should receive this email in the next few minutes. The subject of the email is "myPass Activation - DO NOT DELETE UNTIL ACTIVATED".

2. A letter with a 4-digit PIN will be mailed to the student's address.

This will be sent using Canada Post to the mailing address that is on file for the student. It should be delivered in 5 to 10 business days.

3. Once you have your PIN, click on the Activate Connection link in your activation email.

You will be asked to log in with your Education Account and enter the 4-digit PIN from the letter.

Once you have activated your connection, you may delete your activation email.

[Return to myPass Home](#)

You will now receive another email from myPass. You will not be able to use this email for 5-10 business days when you receive your PIN in the mail. Many students like to flag it with the star provided by your email provider.

The screenshot shows the Gmail interface. At the top, the Google logo is on the left, and a search bar is in the center. Below the search bar, the Gmail logo is on the left, and navigation buttons (refresh, more) are in the center. On the right, there are icons for grid view, notifications, and a settings gear. Below these are tabs for Primary, Social, and Promotions. A red arrow points from the 'COMPOSE' button to the star icon of the first email. A black arrow points from the top of the page to the 'DO NOT DELETE UNTIL ACTIVATED' warning in the email subject line. The email list includes:

Category	Star	Sender	Subject	Preview	Time
Inbox (4)	★	no-reply	myPass Activation - DO NOT DELETE UNTIL ACTIVATED	Welcome to Alberta Education's myPass! This email h	1:49 pm
Starred	★	no-reply	Your Education Account Sign Up Request -	, Confirm this email address by cli	1:39 pm
Sent Mail	★	Gmail Team	Three tips to get the most out of Gmail -	mail Bring your contacts and mail	1:38 pm
Drafts	★	Gmail Team	Stay more organized with Gmail's inbox - Hi	ol Inbox video Meet the inbox	1:38 pm
More ▾	★	Gmail Team	The best of Gmail, wherever you are - H	the best features of Gmail are only av	1:38 pm

Within 5-10 business days you will receive Canada Post mail from Alberta Education. In this is your very important PIN number.

Please note that PIN numbers expire so use it as soon as you get it!

After you get your mail, go back into your email, that you saved and click “Activate Connection”

myPass Activation - DO NOT DELETE UNTIL ACTIVATED

Inbox x



no-reply@gov.ab.ca

to me

1:49 PM (1 minute ago) ★



Welcome to Alberta Education's myPass!

This email has been generated in response to your request for access to your student information.

To complete the setup, **you will need a PIN that will be provided to you through a letter mailed from Alberta Education.** It will be sent to your current mailing address that is on file with Alberta Education, and it should arrive within 1-2 weeks.

Once you know the PIN, click on the following link to complete the setup: [Activate Connection](#). You must use the same Education Account you used to make the request in order to complete the setup.

For assistance, or if you still have not received your letter two weeks after you have made the request, please contact your school or the Alberta Education Client Services Help Desk.

Hours of Operation: Monday to Friday 8:15am to 4:30pm (Mountain Time)

Phone: [\(780\) 427-5318](tel:7804275318)

Toll Free Within Alberta: first dial 310-0000

Fax: [\(780\) 427-1179](tel:7804271179)

E-Mail: cshelpdesk@gov.ab.ca

Please do not reply to this email. If you have questions or concerns regarding this message, please contact the Alberta Education Client Services Help Desk.

This communication is intended for the use of the recipient to which it is addressed, and may contain confidential, personal, and or privileged information. Please contact us immediately if you are not the intended recipient of this communication, and do not copy, distribute, or take action relying on it. Any communication received in error, or subsequent reply, should be deleted or destroyed.



Click here to [Reply](#) or [Forward](#)

0 GB (0%) of 15 GB used
[Manage](#)

[Terms](#) - [Privacy](#)

When you click “Activate Connection” it will bring you back to this log in page.

The screenshot shows the login interface for the Alberta Education Account. At the top left is the 'Alberta Education Account' logo. On the top right are links for 'Sign In', 'Reset Password', 'Help', and 'Language'. A green banner below the header contains a security notice: 'We need to protect the privacy and security of your information when accessing The Alberta Education / Alberta Innovation and Advanced Education Extranet (https://phoenix.edc.gov.ab.ca/Pas.Extranet/)'. The main content area is titled 'Sign In with' and features three login options: 'Google' (red button), 'Microsoft' (blue button), and 'LAN / GOA' (grey button). Below these options is a horizontal line with the word 'or' in the center. Underneath the line are two input fields: an email field with a person icon and a password field with a lock icon. A blue 'Sign In' button is positioned below the password field. Two black arrows point from text annotations to the email and password fields. The first annotation reads: 'Use the email address that you used to sign up for this originally at start of this powerpoint.' The second annotation reads: 'Use the password that you created.'

Alberta Education Account

Sign In Reset Password Help Language ▾

We need to protect the privacy and security of your information when accessing **The Alberta Education / Alberta Innovation and Advanced Education Extranet** (<https://phoenix.edc.gov.ab.ca/Pas.Extranet/>)

Sign In with

Google Microsoft LAN / GOA

or

Use the email address that you used to sign up for this originally at start of this powerpoint.

Use the password that you created.

Sign In

Put your PIN number in here

Logged in as [Sign Out](#)

Alberta Government | **myPass**
MY EDUCATION. OUR FUTURE

[Home](#) > [Connect to Student](#)

PIN Required to Activate a New Connection

In order to activate the connection to the student, you will need to enter the security PIN.

If you made the connection request online, the PIN is provided in a letter sent to the student's mailing address.

If you made the connection request in person, the PIN was given to you by the person you made the request to.

If you have forgotten or misplaced the PIN, then you will need to make another request for access.

PIN

By clicking *Accept and Activate the Connection* button below, you agree to be bound by the [myPass Terms of Use Agreement](#)

[Accept and Activate the Connection](#)

Alberta Government | © 2015 Government of Alberta

[Home](#) | [Contact Us](#) | [Sign Out](#)
[Copyright and Disclaimer](#) | [Privacy](#)

 You have successfully connected your user account to this Alberta Education Student Profile.

What are you looking for?

Courses and Marks

Diploma Exam Results

>> Download a Diploma Exam Results Statement

Detailed Academic Report

>> Download courses and marks 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 urgent orders

Student Profile

Personal Information

>> Review personal and contact information

Student Connections

Connect to a Student

>> Request access to a student's information

Connections to Your Student Information

>> Review who can access your student information

Diploma Exams

- >> Add and view diploma exam registrations
- >> View Diploma Exam Results

Check your diploma marks

View Credentials

- >> View diploma / certificate progress

 [Download Results Statement](#)

 [Register for Diploma Exam\(s\)](#)

COURSES AND MARKS

 **Awarded 2006**
[What does this mean?](#)

Not Achieved

Credentials

Alberta High School Diploma
(Credential Number 17316-71211)

 **Awarded 2006**

[Order Reprint](#)

Detailed Academic Report

- >> Download high school course and mark history

Here you can get a copy of your UNOFFICIAL transcript to see your marks.

Detailed Academic Report

The Detailed Academic Report (DAR) contains complete high school course and mark history.

[Download as PDF File](#)

DOCUMENT ORDERS

Order Transcript

>> Order an Alberta Transcript of High School Achievement

New Transcript Order Item

Provide the details needed to order a student's official high school transcript from Alberta Education.

Recipient information

Send To Student Name

A post-secondary institution

Institution

[Can't find your post-secondary institution?](#)

Other

Transcript details

To Be Issued As soon as possible

Following an exam session

Here you can order OFFICAL transcripts for out of province post secondary or scholarships.

Here you can order a copy of your diploma.

Order Credential

>> Order a diploma / certificate reprint

Reprint Credential

Provide the details needed to order a reprint of an Alberta Education awarded credential.

Credential details

Student

Note: Only students who have been awarded a credential are available.

Order History

>> View all orders

>> Edit unsent orders

Order History

View a list of myPass letters, transcript and credentials that have been ordered. From this list you can view the details of each order and unofficial copies of transcripts that have been sent for delivery. For orders with a status of Ordered, you can modify the recipient or cancel the order.

Sort By:

Document Category:

Order Item	Deliver To	Status
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Please allow 2-3 days for processing from scheduled date. Delivery time will depend on the recipient's country and delivery method. Processing and delivery timeframes are not guaranteed.

STUDENT PROFILE

EXTREMELY IMPORTANT THAT THIS INFORMATION IS ACCURATE... ..THE LEGAL NAME SHOWN WILL APPEAR ON YOUR DIPLOMA

THE ADDRESS SHOWN IS WHERE YOUR DIPLOMA WILL BE MAILED

Personal Information

>> Review personal and contact information

- Demographic

Alberta Student Number
Legal Name
Alias

- Contact information

Mailing Address
Phone Number
Email

How to update this info?

Currently enrolled in an Alberta school? Contact the school where the student is enrolled.

Otherwise, submit the appropriate [Student Request Form](#) to update the address.