

Creating an Education Account with Alberta Education to Access myPass

STEP 1: Get your Alberta Student Number (ASN) from Edsembli.



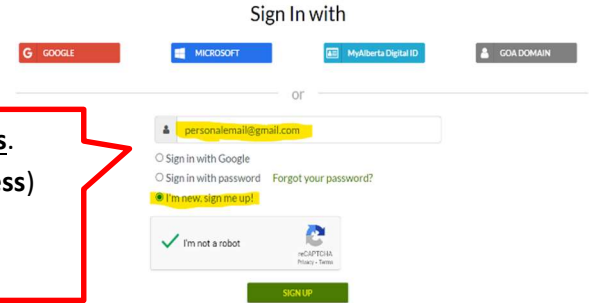
STEP 2: Go to <https://mypass.alberta.ca/> to create your myPass account.

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 on-line 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
- PARENTS:** you may use myPass to support the student and to notify the Minister of a home education program not supervised by a school authority



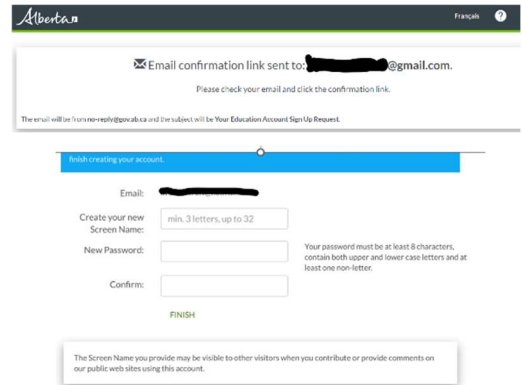
- 1) Enter your **personal email address**.
(**NOT** your school email address)
- 2) Select "I'm new, sign me up!"
- 3) Click on the "Sign Up" button.



Note: If you already have an account, sign in with your email and password and follow the login process.

STEP 3: Alberta Education will email you a confirmation link.

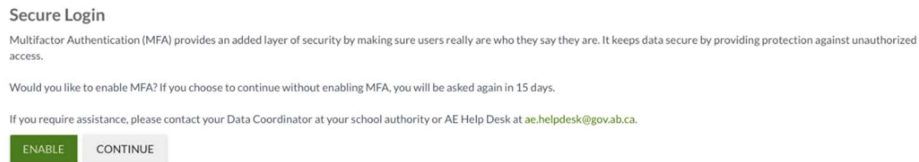
Go to your email. You will be asked to create a screen name (Ex. Firstnamelastname) and new password to finish creating your account.



STEP 4: You must sign out and log back in again at home screen.



Note: You may be asked to set up an MFA (Multi-factor authentication). Enable this for security.



STEP 5: Complete the information shown right.

Note: At this point you do not have a “Sign Up Access Code”.

Select “Activate Connection” at end. This will prompt a request to get the “Sign Up Access Code”.

Obtain Access to the Student Information via myPass

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

Information about you

- I Am
- The student (current or previous Alberta student)
 - A parent or guardian of the student
 - Other (not the student and not the Parent/Guardian)

Student Information

Alberta Student Number

Where can I find my Alberta Student Number?

Please provide an ASN in the format: XXXX-XXXX-X.

Date of Birth

YYYY/MM/DD

Additional Information

Signup Access Code

Only enter an access code if you have received one from Alberta Education

Additional Information

Signup Access Code

Only enter an access code if you have received one from Alberta Education

Cell Phone Number

[Redacted]

Postal Code

[Redacted]

Example: A0A 0A0

Note: By clicking Activate Connection below, you agree to be bound by the [myPass Terms of Use Agreement](#).

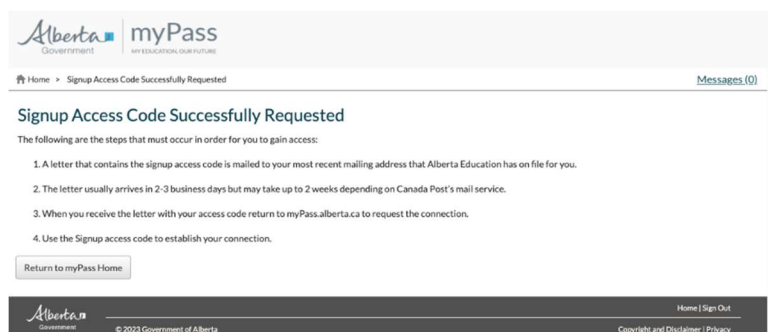
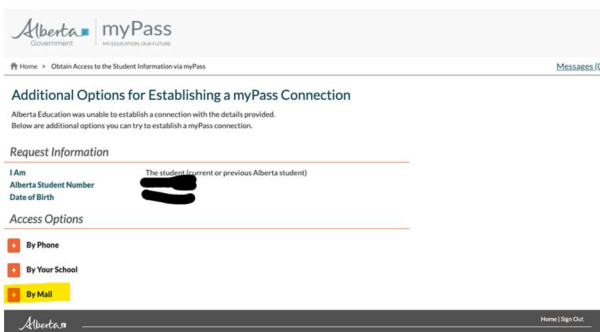
Activate Connection

STEP 6: One of two screens may show up. Follow instructions for the screen that appears for you.

Screen 1: “By Email Address” please select to have your “Signup Access Code” sent to your email (quickest option).



Screen 2: “By Mail” please select to have your “Signup Access Code” sent to you by mail.



STEP 7: This screen shown right may stay open as you go to your email to get “Signup Access Code”. Copy and paste the access code and hit enter.

If this screen does not stay open, log in again and it will take you back to this screen.

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Activate Connection

STEP 8: RECORD YOUR LOGIN INFORMATION FOR FUTURE USE!!!