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

_	CLICK				
Home	Personal	Attendance	Timetables	Achievement	Transcripts
Student	Information				
Birthdate: Student N Alberta St Number:	lumber:		Age: Letters:	1 H	7 INB
Address	s / Contact In	formation			

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

	FEICH		Sign In with	
myPass is an Alberta Education self-service website for students to:	Sign in with Education Account >>	G GOOGLE	MICROSOFT 🔤 MyAlberta Digital ID	🛔 GOA DOMAIN
Order high school transcripts in English and French			or	
View diploma exam marks				
Register to write or rewrite diploma exams with online payment	1) Entoryour norconal amail addres	~~	personalemail@gmail.com	
View and print Detailed Academic Reports (DAR)	I) Enter your personal email adure	<u>ss</u> .	O fire house for the	
View progress towards a credential (diploma or certificate)			O sign in with Google	
Order additional copies of an awarded credential in English or French	(NOT your school email addr	ess)	O Sign in with password Forgot your password?	
Receive notifications for important messages	· /	· ·	I'm new, sign me up!	
PARENTS: you may use myPass to support the student and to notify the Minister of a	2) Select "I'm new, sign me un!"			
nome execution program not supervised by a school authority			V I'm not a robot	
	2) Click on the "Sign Lin" button		reCAPTCHA Pilacy - Term	
	5) Click off the Sight Op Dutton.			
			SIGN UP	

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.

	Please check your email	I and click the confirmation link.
ll be from no-reply@gov.ab.ca and	I Die subject will be Your Education Acco	unt Sign Up Request.
	0	
finish creating your accourt	tt.	
Email:		
Create your new Screen Name:	min. 3 letters, up to 32	
New Password:		Your password must be at least 8 characters, contain both upper and lower case letters and at loast one concluster
Confirm:		reads one non-rector.
	CINICI	



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

Secure Login
Multifactor Authentication (MFA) provides an added layer of security by making sure users really are who they say they are. It keeps data secure by providing protection against unauthorized access.
Would you like to enable MFA? If you choose to continue without enabling MFA, you will be asked again in 15 days.
If you require assistance, please contact your Data Coordinator at your school authority or AE Help Desk at ae.helpdesk@govab.ca.
ENABLE CONTINUE

STEP 5: Complete the information shown right.

Note: At this point you <u>do not</u> have a "Sign Up Access Code".

Select "Activate Connection" at end. This will prompt a request to get the "Signup Access Code".

Information about you	
IAm	The student (current or previous Alberta student)
	 A parent or guardian of the student
	O Other (not the student and not the Parent/Guardian)
Student Information	
Alberta Student Number	٥
Number?	Please provide an ASN in the format: XOOX - XOOX - X.
Date of Birth	YYYY/MM/DD Es
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	
Postal Code	
	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).

件 Harter > Obtain Access to the Star	beet Information v/a myPack	Messace
Additional Options	for Establishing a muPars Connection	
Additional Options	for Establishing a myPass Connection	
Alberta Education was unable to en	tablish a connection with the details provided.	
proventine participation participations participations	an o y constatuta na myr ass conneccutar.	
Request Information		
1Am	The student (current or previous Alberta student)	
Alberta Student Number		
Date of Birth		
Access Options		
By Email Address		
By Phone		
By Your School		

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

Alberta myPass		Albertan myPass	
Home > Obtain Access to the Student Information via myPass	Messages.(0)	Home > Signup Access Code Successfully Requested	Messages (0)
Additional Options for Establishing a myPass Connection			and and the second s
Alberta Education was unable to establish a connection with the details provided. Below are additional options you can try to establish a myPass connection.		Signup Access Code Successfully Requested	
		The following are the steps that must occur in order for you to gain access:	
Request Information		1. A letter that contains the signup access code is mailed to your most recent mailing address that Alberta Education has on file for you.	
I Am The student (current or previous Alberta student) Alberta Student Number Date of Birth		2. The letter usually arrives in 2-3 business days but may take up to 2 weeks depending on Canada Post's mail service.	
Access Options		3. When you receive the letter with your access code return to myPass.alberta.ca to request the connection.	
By Phone		4. Use the Signup access code to establish your connection.	
By Your School		Return to myPass Home	
By Mail			
An is a	Home Sign Out	Albertan	Home Sign Out
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Obtain Access to the Student Information via myPass

You must be connected to a student to use myPass. What can I do on myPass?

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.

Obtain Access to the Student Information via myPass

You must be connected to a student to use myPass. What can I do on myPass?

LAm	The student (current or previous Alberta student)
	 A parent or guardian of the student
	O Other (not the student and not the Parent/Guardian)
Student Information	
Alberta Student Number	O
Where can I find my Alberta Student Number?	Please provide an ASN in the format: X00X - X00X - 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	
Postal Code	
	Example: A0A 0A0
	Example: AOA OAO Note: By clicking Activate Connection below, you agree to be bound by the

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