

MyPass Access for Parents

[MyPass](#) is the Alberta government's online application for students to:

- order high school transcripts in English or French
- view PAT(Grade 6 and Grade 9) and diploma exam (Grade 12) marks
- register to write or rewrite diploma exams with online 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
- get notifications for important messages

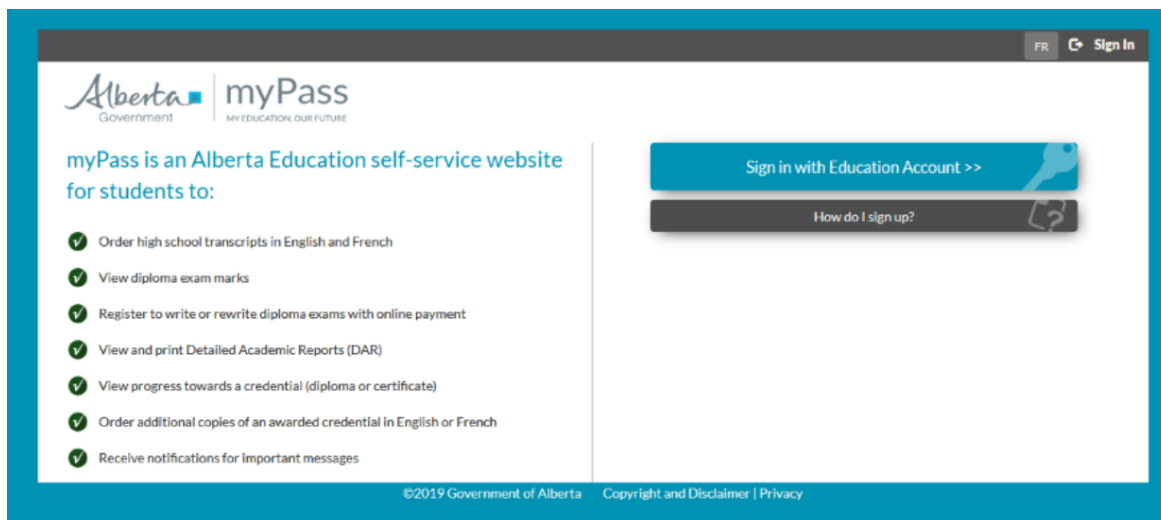
MyPass can also be used to view and print an official record of who a student resides with and where they live. This may be required for some Canada Revenue Agency inquiries effective from school year 2017. More info on this below.

To sign up, you must have:

- the student's Alberta Student Number (ASN)
- the student's date of birth
- a current personal email address

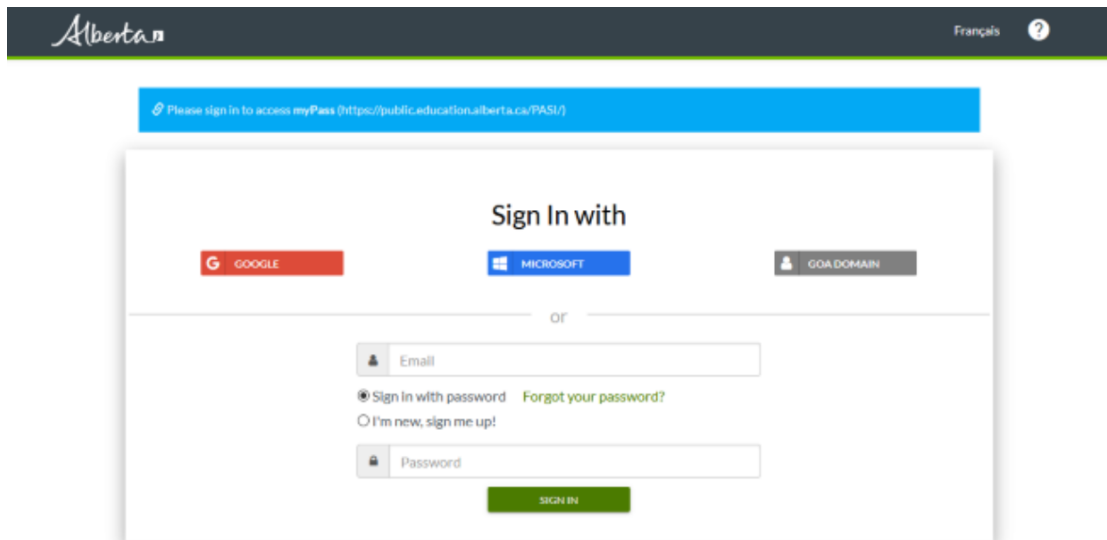
Parents/Guardians may register for a MyPass connection for their child until the child reaches the age of 18. After that point, the parent connection expires and the student is then responsible for their own account.

In order to register for an account, please visit mypass.alberta.ca and select **Sign in With Education Account**



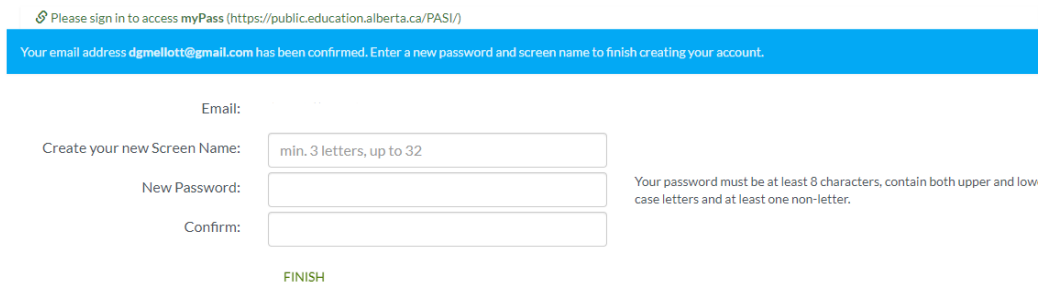
HOW-TO MyPass Access for Parents

To create a MyPass account, *please use the email that you provided on the student registration forms*. This will be the email that receives school wide SchoolMessenger broadcasts. You may sign in using the Google / Microsoft buttons only if that is the email provided. Otherwise, enter your email in the space provided and select **'I'm new, sign me up!'**



The personal information you provide is being collected in accordance with S 33 (c) of the Freedom of Information and Protection of Privacy Act. This information is required to provide you with secure access to our online services and may be used for administration, auditing and research purposes by Government of Alberta staff. By providing us your contact information, you agree to allow us to contact you regarding the administration of your account and the services you access. Should you have any questions regarding the collection of your personal information, please contact the Director, PASI and Student Records, Alberta Education at StudentRecords@gov.ab.ca or 780-427-5732 (toll-free access by first dialing 310-0000).

You will receive a confirmation email at the address you provided. Click the link provided in the email to confirm and create your account.



The Screen Name you provide may be visible to other visitors when you contribute or provide comments on our public web sites using this account.

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MyPass Access for Parents

Once logged in, you will be prompted to enter your child's Alberta Student Number (ASN) provided by the School, and date of birth in YYYY/MM/DD format. You will not require an access code. Click Activate Connection.

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?](#)

Date of Birth

Additional Information

Signup Access Code 

No Access Code Required

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

Cancel Request

Once you have successfully connected, you will see the home screen below



Courses and Marks:

- **View Credential:** View Diploma / Certificate Progress (High School Students)
- **Detailed Academic Report:** Download Course and Mark History (High School Students)
- **Diploma Exam:** (High School Students)
 - Add and Manage Exam Registrations and late payment
 - View Results and Request Rescores
- **PAT Results:** View Provincial Achievement Test Results (Grade 6 and 9 Students)

HOW-TO MyPass Access for Parents

Document Orders:

- **Order Transcript:** Order an official Alberta Transcript of High School Achievement (High School Students - Fee Associated)
- **Order Credential:** Order an official diploma / certificate reprint (High School Students - Fee Associated)
- **Order History:**
 - View All Orders
 - Edit Unsent Orders

Student Profile

- **Personal Information:** Review personal and contact information. If changes are required, contact the school directly.
- **Verification Document:** Generate letters for proof of name, school enrollment, and who a student resides with.

Generate Verification Document

Generate verification letter(s) based on records submitted to Alberta Education.

Student

Type of Document

- Proof of student resides with
- Proof of name
- Proof of school enrolment and age

Grades to include school enrolment information for

Grade to

Include school enrolment records from:
Sturgeon Composite High School (S.2510)
Sturgeon Public Summer School (S.2354)
Gibbons School (S.2504)
Landing Trail School (S.2512)

Please Note: If you believe the information on the letter is inaccurate, or you need further assistance, please contact the [Alberta Education's Transcripts and Diplomas](#).

- **Home Education:** Notify Alberta Education that you are providing a Home Education Program

Student Connections:

- **Connect to a Student:** Add another student to your MyPass Account.
- **Access to Student Information:** An audit log of who has accessed student information