

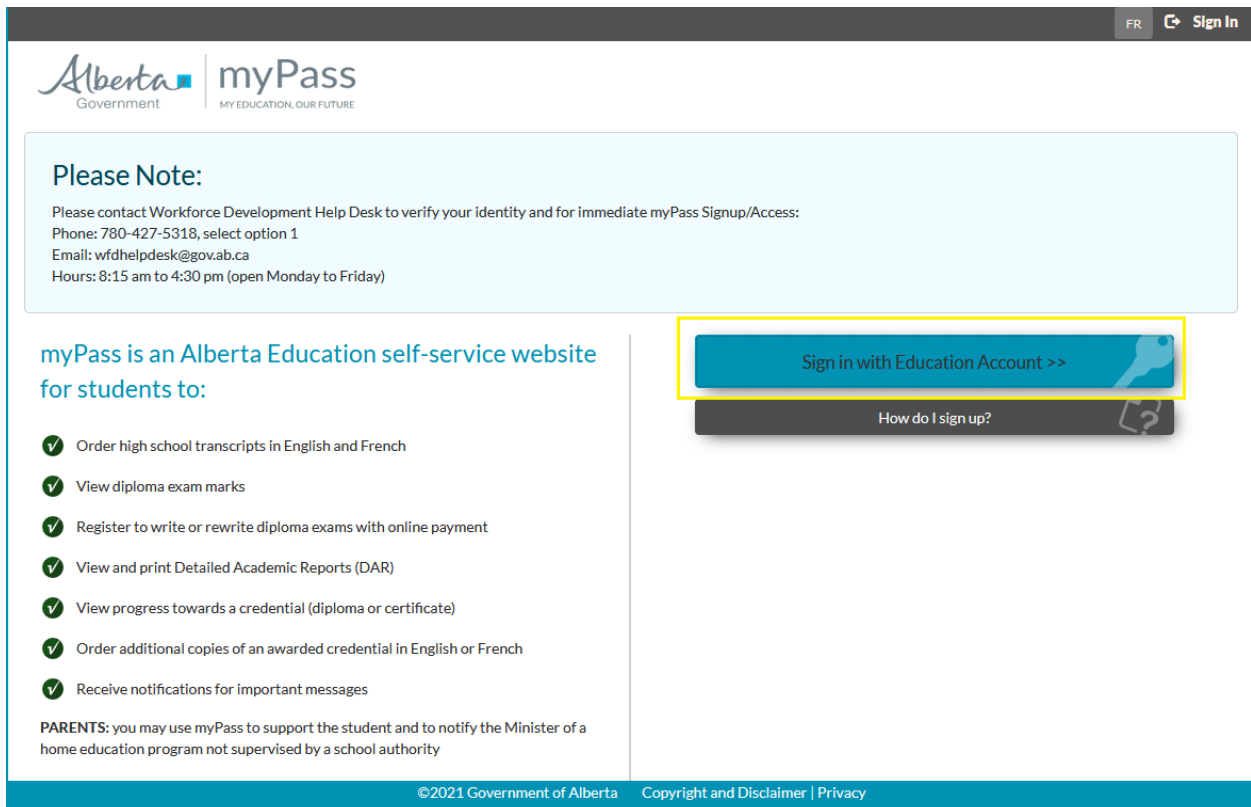
## MyPass Access for Students

[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 accounts are available for all students aged 13 and older. Alberta Education encourages all students to sign up in Grade 10.

1. Navigate to <https://public.education.alberta.ca/PASI/myPass/welcome>, and click **Sign up with an Education Account**



The screenshot shows the myPass website interface. At the top right, there are links for 'FR' and 'Sign In'. The main header features the 'Alberta Government' logo and the 'myPass' logo with the tagline 'MY EDUCATION. OUR FUTURE'. A light blue box contains a 'Please Note:' section with contact information for the Workforce Development Help Desk. Below this, a list of services is provided, each with a green checkmark icon. A blue button labeled 'Sign in with Education Account >>' is highlighted with a yellow box, and a dark grey button labeled 'How do I sign up?' is positioned below it. The footer contains copyright and privacy information.

FR Sign In

Alberta Government myPass MY EDUCATION. OUR FUTURE

**Please Note:**  
Please contact Workforce Development Help Desk to verify your identity and for immediate myPass Signup/Access:  
Phone: 780-427-5318, select option 1  
Email: wfdhelpdesk@gov.ab.ca  
Hours: 8:15 am to 4:30 pm (open Monday to Friday)

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 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
- ✓ 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

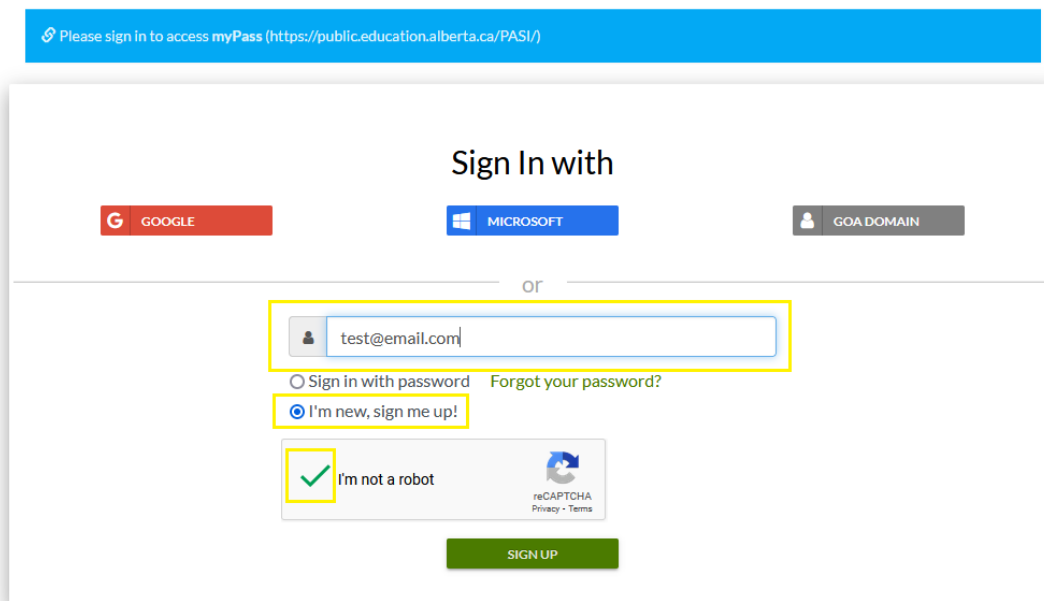
©2021 Government of Alberta Copyright and Disclaimer | Privacy

## MyPass Access for Students

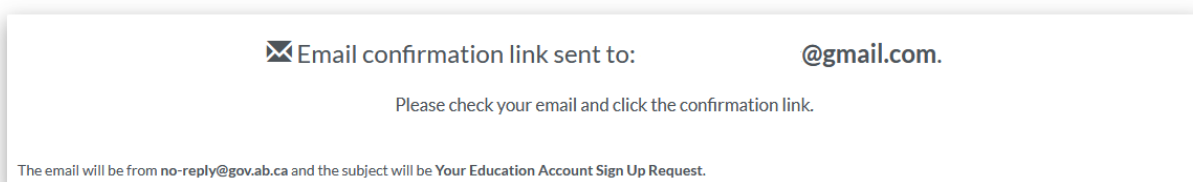
- At the login screen, enter your personal email address, click **I'm new, sign me up!**, and click the reCAPTCHA box to validate yourself.



**IMPORTANT:** Students *should NOT* use their school based email address to sign up, as that account will be disabled upon graduation or if the student leaves the division. Students will require MyPass access beyond graduation in order to view and request transcripts for post secondary school applications. Instead, the student should use a personal email account.



- You will be notified to look for a confirmation email titled **Your Education Account Sign Up Request**



## MyPass Access for Students

4. When the email arrives, click the link to validate your account and choose a Screen name and Password. Click **Finish**

Please sign in to access myPass (<https://public.education.alberta.ca/PASI/>)

Your email address **connormellott@gmail.com** has been confirmed. Enter a new password and screen name to finish creating your account.

Email: @gmail.com OK

Create your new Screen Name:  OK

New Password:  Strong password

Confirm:  OK

**FINISH**

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.

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](mailto:StudentRecords@gov.ab.ca) or 780-427-5732 (toll-free access by first dialing 310-0000).

At this point, you have successfully created an account, but you have not yet created a connection with your school data.

5. Obtain Access to the Student Information via myPass.

You will require:

- **Alberta Student Number** which can be obtained from your school office, or from your teacher
- your date of Birth
- a student phone number(optional)
- your postal code

Home > Obtain Access to the Student Information via myPass Messages (0)

### 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   
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**


**Personal Information Management**

myPass collects, uses and discloses personal information pursuant to sections 33(c), 39(1)(a), 39(1)(c) and 40(1)(c) of the Freedom of Information and Protection of Privacy Act (Alberta). Personal information is collected, used and disclosed as required for the operation of Alberta Education programs and activities, which may include registration for myPass, identity authentication, communications relating to myPass services, delivering services, maintaining records and sharing information to school authorities as necessary. User information, including the IP address and browser information, are logged and cookies are sent for security purposes.

Questions regarding the collection or corrections of personal information may be directed to the Director, Red Tape Reduction and Student Records, Alberta Education:

- By mail: 10044-108 Street, 44 Capital Boulevard, Edmonton, AB T5J5E6
- By email: [StudentRecords@gov.ab.ca](mailto:StudentRecords@gov.ab.ca)
- By telephone at 780-427-5732. (for toll free access within Alberta, first dial 310-0000).

6. You will then be presented with three options for establishing a myPass Connection:



**myPass**  
MY EDUCATION, OUR FUTURE

[Messages \(0\)](#)

Home > Obtain Access to the Student Information via myPass

## Additional Options for Establishing a myPass Connection

Alberta Education was unable to establish a connection with the details provided. Below are additional options you can try to establish a myPass connection.

### Request Information

<b>I Am</b>	The student (current or previous Alberta student)
<b>Alberta Student Number</b>	3029-2237-2
<b>Date of Birth</b>	12 JAN 2007

### Access Options

**By Phone**

Contact the [Workforce Development Help Desk](#). After they validate your identity, they can add your email address (connormellott@gmail.com) to your student profile. Once updated, return to [myPass](#) and try to activate your connection again.

**By Your School**

Have your school update your personal information. Ensure that your school adds your email address (connormellott@gmail.com) to your student profile. Once updated, return to [myPass](#) and try to activate your connection again.

**By Mail**

We may be able to activate your connection by sending you a letter with an Access Code to the address on file. This letter will be sent via Canada Post and may take up to 2 weeks to be delivered. If you would like to receive an Access Code in the mail, click the Send Me a Letter button.

Send Me a Letter

- If you need immediate access, you may wish to phone the WorkForce Development Help Desk at 780-427-5318, Option 1. Or email [wfdhelpdesk@gov.ab.ca](mailto:wfdhelpdesk@gov.ab.ca). A representative will provide you with an access code in order to complete the connection immediately.
- Your school may have the ability to provide access for you by linking the email address used to create your account with your student data in myPass. Please check with your teacher or office staff to see if this is an option for your school.
- You may click the **Send Me a Letter** button to have an access code sent to you in the mail in approximately two weeks.