## **MyPass - Instructions to Create your Online Account**

myPass.alberta.ca is a self-service website for Alberta students provided through Alberta Education. All high school students are required to sign up for this account. From this website, you will be able to:

- Order high school transcripts
- View diploma exam results
- Register to write or rewrite diploma exams (through online payment)
- View progress towards a high school diploma
- View and print Detailed Academic Report (DAR)
- View or update your personal information

To sign up, you will require your **Alberta Student Number** (ASN), which can be found on your St. Joseph High School student ID card. You will also require a personal email address (not school email), and your current mailing address. **Prior to proceeding with the following** steps, you will need to share your PERSONAL email address with a counsellor. This overrides the need for an access code to be sent to you in the mail.

Instructions:

- 1. Type myPass.alberta.ca into your browser.
- 2. Click on "Sign in with Education Account"

Alberta MyPass	
Please Note: If there is a postal service disruption and you are experiencing issues with regard to the de	elivery of your transcript or credential, please click here for more info.
myPass is a secure self-service website for Alberta students to:	Sign in with Education Account >>
View diploma exam marks     Register to write or rewrite diploma exams with online payment	What is myPiss?
View progress towards a credential (diploma or certificate)  View and print Detailed Academic Reports (DAR)  Order additional copies of an awarded credential in English or French	
View and update student personal information     Request diploma examinescores	
View and print confirmation letters such as name, aga, enrolment and proof of residency.	

3. Fill in your email. DO NOT USE YOUR SCHOOL EMAIL. When you graduate, your school email becomes disabled, which will make you unable to access myPass if you created an account with a school email address. Use a personal email like Gmail.

- 4.. Click "I'm new, sign me up!"
- 6. Click "SIGNUP"

	Sign In with	
G coost		SCA DOMAIN
	or	
	Lenal	
	Sign in with password Forgot your password?     Fin new, sign me up!	
/	I'm not a robot	

7. Fill in the required information. Please bypass "Additional Information" and then Click "Activate Connection"

Identify the student		Personal Information Management
Alberta Student Number Where can i find ny Alberta Student tsanker:		information pursuant to sections 33(d) 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
Date of Birth	YYYYMAADD 🔳	required for the operation of Alberta Education programs and activities, which may include registration for myPaus, identity authentication.
Information about you		communications relating to myPass services.
You Are	The student     A parent or guardian of the student	delivering services, maintaining records and sharing information to school authorities as necessary. User information, including the IP address and browser information, are logged and
	Authorized user	cookies are sent for security purposes. Questions regarding the collection or corrections
Have you received a Signup Access code? 🧿	0 Yes	of personal information may be directed to the Director, PASI and Student Records, Alberta Education:
	Activate Connection	By mail: 10044-108 Street, 44 Capital Boulevard, Edmonton, AB T5/556     By enail: <u>StadentDeconderrepublica</u> By testightness at 780-427-3720. for toll free access within Alberta, first dial 310-00005.

8. Verify the info about your current address on the next screen. If your address has changed recently, you will need to update it.

You are done! At this point, you should be connected directly to MyPass and be able to access the various categories of this platform.

If questions arise, please email Mrs. Bennington at janet.bennington@rdcrs.ca