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

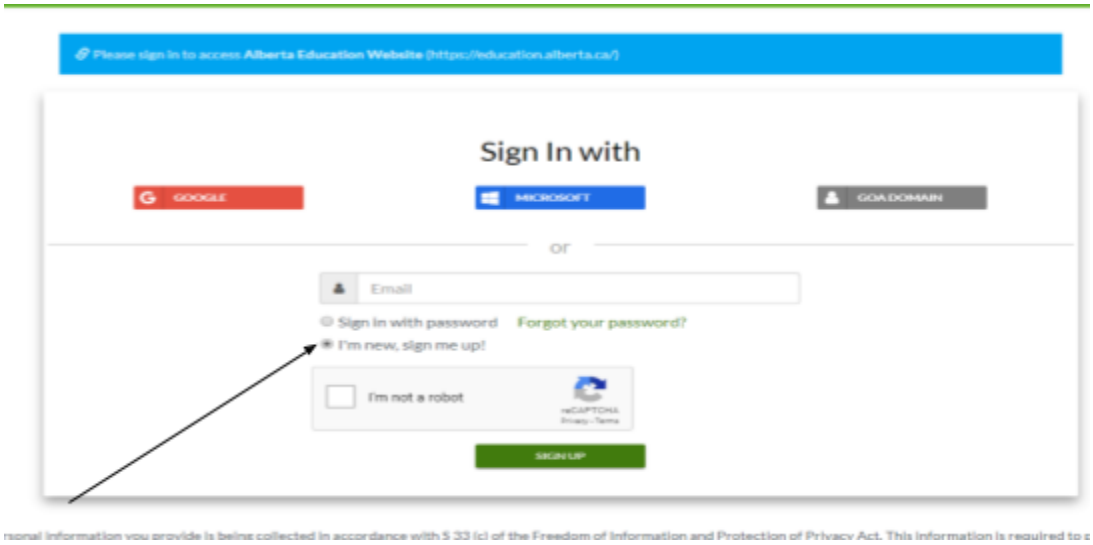
To sign up, you will require your **Alberta Student Number** (ASN), which can be found on your St. Joseph High School student ID card. You will also require a personal email address (not school email), and your current mailing address. **Prior to proceeding with the following steps, you will need to 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:

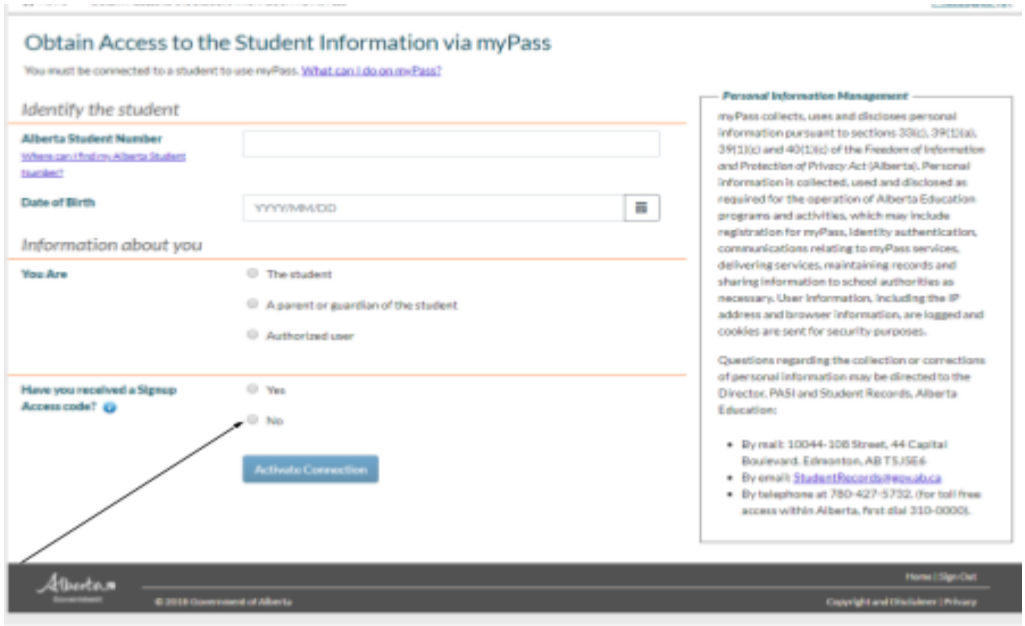
1. Type myPass.alberta.ca into your browser.
2. Click on “Sign in with Education Account”

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”



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



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