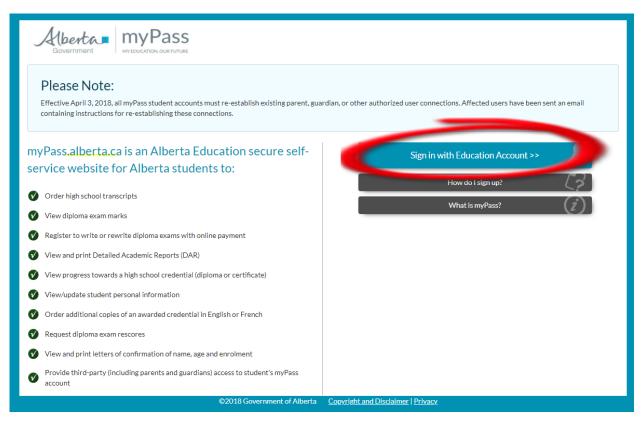# Instructions to create a MyPass Alberta Education Account
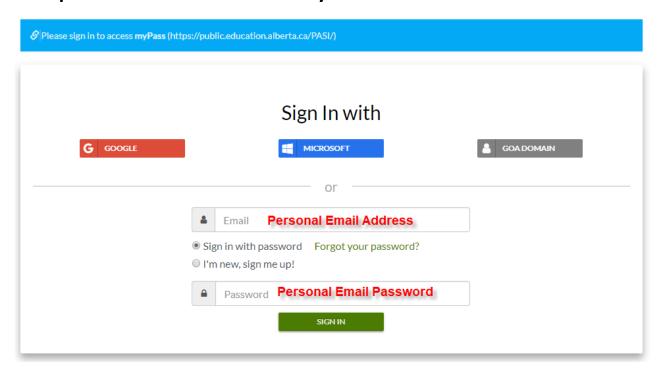
Every high school student is expected to create an on-line account with Alberta Education. This is necessary to allow students to

- View and print diploma exam results
- Register to write a diploma exam
- Order high school transcripts
- View progress towards a credential (diploma or certificate)
- View and print a Detailed Academic Report (DAR)
- Order additional copies of an awarded credential
- View student personal information
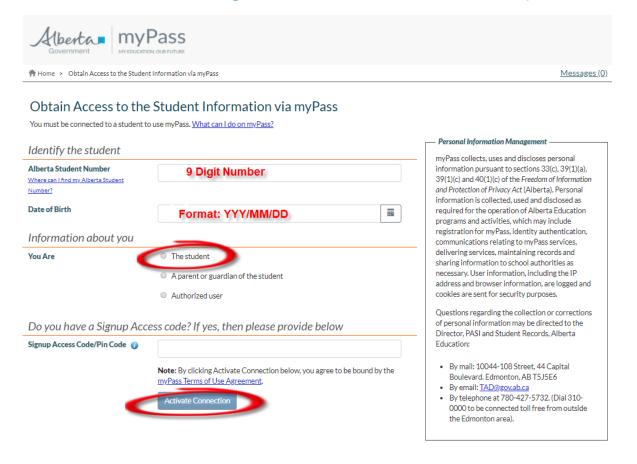
Go to myPass.alberta.ca

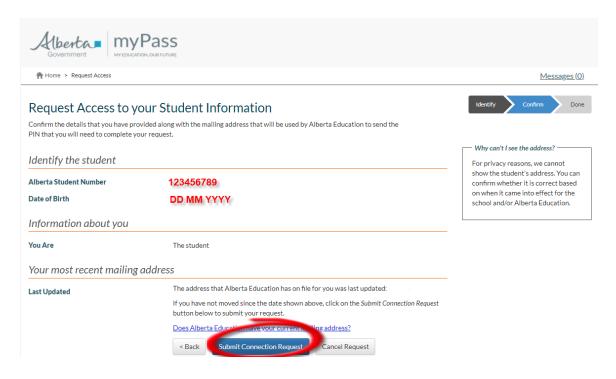# Set up an Education Account with your PERSONAL EMAIL
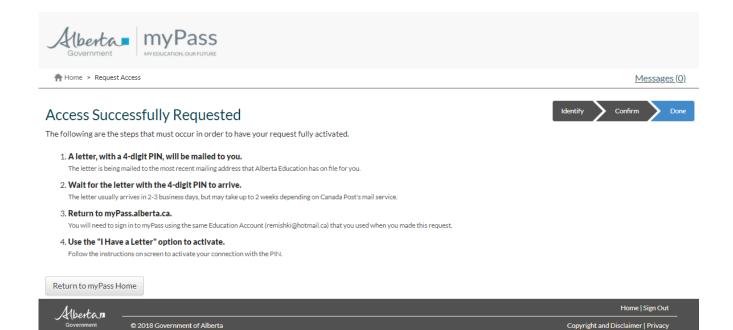

Request Access to a Student's Information

Enter in your Alberta Student Number (found bottom left hand corner HHHS student ID or 9 digit blue number on Power School) & date of birth.
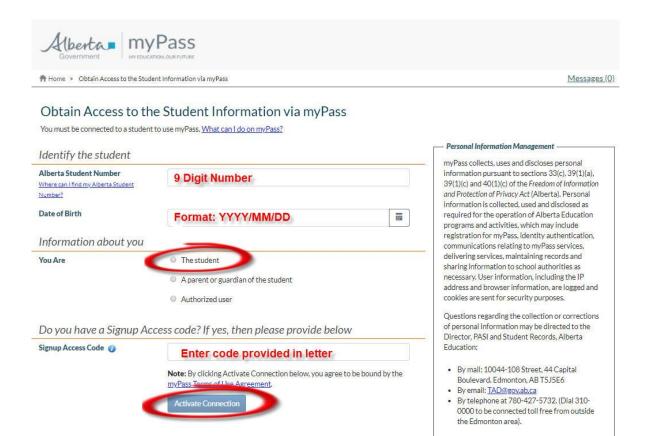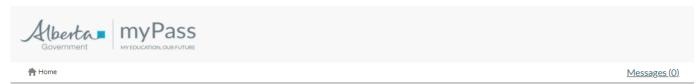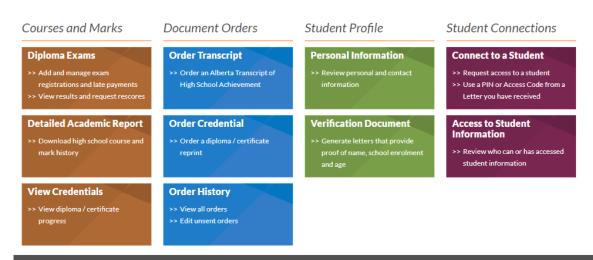
Review your information

Submit

Next week:

Obtain Access to the Student Information via myPass

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

Identify the student

Alberta Student Number
Where can I find my Alberta Student Number?

9 Digit Number

Date of Birth

Format: YYYY/MM/DD

Information about you

You Are
- ○ The student
- ○ A parent or guardian of the student
- ○ Authorized user

Do you have a Signup Access code? If yes, then please provide below

Signup Access Code ℹ️

Enter code provided in letter

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, PASI and Student Records, Alberta Education:

- By mail: 10044-108 Street, 44 Capital Boulevard. Edmonton, AB T5J 5E6
- By email: TAD@gov.ab.ca
- By telephone at 780-427-5732. (Dial 310-0000 to be connected toll free from outside the Edmonton area).

Activated:

Alberta Government | myPass
MY EDUCATION, OUR FUTURE

🏠 Home

Messages (0)

What are you looking for?

Courses and Marks	Document Orders	Student Profile	Student Connections
Diploma Exams >> Add and manage exam registrations and late payments >> View results and request rescores	**Order Transcript** >> Order an Alberta Transcript of High School Achievement	**Personal Information** >> Review personal and contact information	**Connect to a Student** >> Request access to a student >> Use a PIN or Access Code from a Letter you have received
Detailed Academic Report >> Download high school course and mark history	**Order Credential** >> Order a diploma / certificate reprint	**Verification Document** >> Generate letters that provide proof of name, school enrolment and age	**Access to Student Information** >> Review who can or has accessed student information
View Credentials >> View diploma / certificate progress	**Order History** >> View all orders >> Edit unsent orders		