

Instructions:

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



Please Note:

All Grade 6 and 9 provincial achievement tests and Grade 12 diploma exams are cancelled. Under special circumstances, students can request to write a diploma exam. Students wishing to do so should speak to their teacher and school administrator.

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

Sign in with Education Account >>



How do I sign up?

3. Either sign in with your Google/Microsoft/GOA username/password and go to step 7 **OR**
4. Fill in your email. **DO NOT use your FFCA Email address.** Use a personal email like Gmail
5. Click "I'm new, sign me up"
6. Click "SIGNUP"

The image shows the "Sign In with" screen of the myPass website. At the top, there are three buttons: "GOOGLE" (red), "MICROSOFT" (blue), and "GOA DOMAIN" (grey). Below these buttons is a horizontal line with the word "OR" in the center. Underneath the line, there is a red circle around the "Email" input field, which contains the placeholder text "Your personal email address". Below the email field, there are two radio buttons: "sign in with password" (selected) and "I'm new, sign me up!". To the right of the "sign in with password" radio button is a link that says "Forgot your password?". Below the radio buttons is a "Password" input field. At the bottom of the form is a green "SIGN IN" button.

Continued...

7. Fill in the required information. Check off “No” to the last question – “Have you received a Signup Access Code?” Then Click “Activate Connection”



Home > Obtain Access to the Student Information via myPass

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?](#)

You can find your ASN on your FFCA student ID card, it is a 9 digit number

Date of Birth

YYYY/MM/DD

Information about you

You Are

☒ The student
☐ A parent or guardian of the student
☐ Authorized user

Have you received a Signup Access code?

☐ Yes
☒ No

Activate Connection

8. Verify the info about your current address on the next screen and click on “Submit Connection Request” If your address has changed recently you will need to update it.

Request a Signup Access Code

Alberta Education was unable to establish a connection with the details provided. You are able to request a Signup Access Code after reviewing and confirming the details below. This code will assist you in gaining access to your information via myPass.

Identify the student

Alberta Student Number

Date of Birth

Information about you

You Are

The Student

Your most recent mailing address

Mailing Address

Not Displayed [Why can't I see the address?](#)

Last updated

The address that Alberta Education has on file for you was last updated:

If you have not moved since the date shown above, click on the Request Signup code button below to submit your request.

[Does Alberta Education have your current mailing address?](#)

Request Signup Code

Cancel

9. Your last screen will look like this:

Signup Access Code Successfully Requested

The following are the steps that must occur in order for you to gain access:

1. A letter that contains the signup access code is mailed to your most recent mailing address that Alberta Education has on file for you.
2. The letter usually arrives in 2-3 business days but may take up to 2 weeks depending on Canada Post's mail service.
3. Please return to myPass.alberta.ca to request connection.
4. Use the Signup access code to establish your connection.

[Return to myPass Home](#)

You are finished for now. You will need to wait for Alberta Education to mail you a Signup Access Code. Don't forget to watch your mail delivery for an envelope addressed to you from Alberta Education.

10. Once you receive your letter in the mail, you can finish the steps to creating your myPass Account. You will notice that the PIN will expire soon so you need to activate it right away!
11. Go to myPass.alberta.ca like in step 1 above. Click Sign in with Education Account.
12. Sign in to your account the same way you did in step 3 or 4 above. Either with your Google/Microsoft/GOA username/password or email/password you created before.
13. This time you will click "Yes" you received a Signup Access Code.
14. You will be directed to the next screen that will allow you to enter your Access Code. Follow the direction to complete the process.

What can I use my account for?

Detailed Academic Report

Your main page on myPass will look like this once you have logged in. Select **"Detailed Academic Report" (DAR)**. Click on that and you will then be able to Download it as a PDF. This will be your unofficial transcript. It shows your course history, your marks, your credits earned, essentially a complete snapshot of your academic history beginning from Grade 10.

What are you looking for?

Courses and Marks

View Credential

>> View diploma / certificate progress

Detailed Academic Report

>> Download high school course and mark history

Diploma Exam

>> Add and manage exam registrations and late payment
>> View results and request rescors

PAT Results

>> View Provincial Achievement Test Results

Document Orders

Order Transcript

>> Order an Alberta Transcript of High School Achievement

Order Credential

>> Order a diploma / certificate reprint

Order History

>> View all orders
>> Edit unsent orders

Student Profile

Personal Information

>> Review and update personal and contact information

Verification Document

>> Generate letters for proof of name, school enrolment, age and who a student resides with

Student Connections

Connect to a Student

>> Obtain access to the student information

Access to Student Information

>> Review who can or has accessed student information

Detailed Academic Report

The Detailed Academic Report (DAR) contains complete high school course and mark history. This report is not an official high school transcript.

[Download as PDF File](#)

Credentials Checklist

From the Homepage in your myPass account, click on “View Credential”.

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From there, you will click on the credential you are working towards. Click on the orange plus sign and select “Alberta High School Diploma: English”. You will then see the option to Download as a PDF. From here, you can see everything that you have achieved towards obtaining your High School Diploma.

Action ▼

Credential Details

Alberta High School Diploma

Credential Number: XXXXX-XXXXX

☒ In Progress

[What does this mean?](#)


Achievement as of 24 MAY 2016

☒ Alberta High School Diploma: English

☐ Not Achieved

Student must satisfy all requirements in one of the requirement lists to be eligible for the credential. See the [Guide to Education](#) for more details.

[Download](#)

Requirement	Student's Progress 
100 Credits Awarded 100 or more credits are required.	15 credits awarded
✓ 30 Level English Language Arts Credit in a 30 level English Language Arts course is required.	5 credits awarded
✓ 30 Level Social Studies Credit in a 30 level Social Studies course is required.	
✓ 20 Level Mathematics Credit in a 20 level Mathematics course is required.	