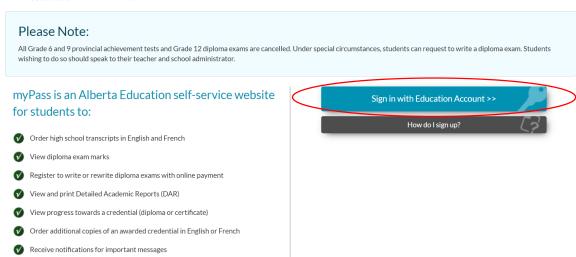
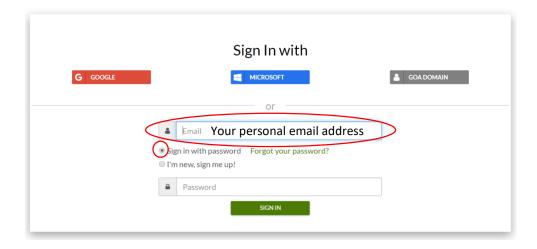
Instructions:

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

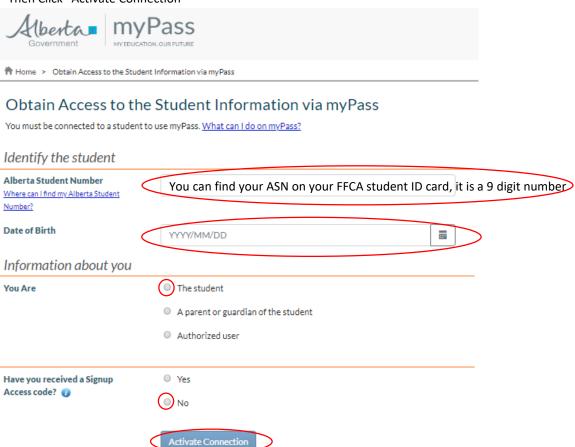




- 3. Either sign in with your Google/Microsoft/GOA username/password and go to step 7 OR
- 4. Fill in your email. DO NOT use your FFCA Email address. Use a personal email like Gmail
- 5. Click "I'm new, sign me up
- 6. Click "SIGNUP"



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

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.

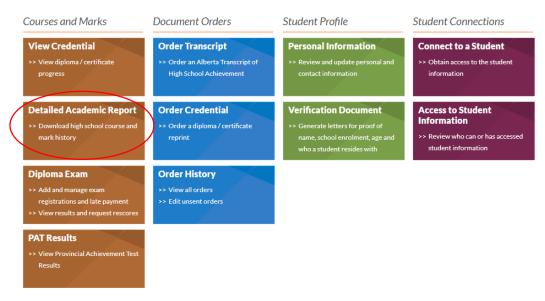
- 10. Once you receive your letter in the mail, you can finish the steps to creating your myPass Account. You will notice that the PIN will expire soon so you need to activate it right away!
- 11. Go to myPass.alberta.ca like in step 1 above. Click Sign in with Education Account.
- 12. Sign in to your 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?



Detailed Academic Report

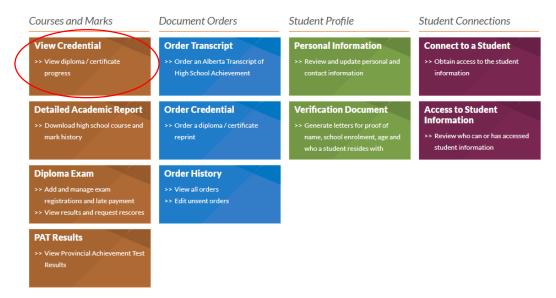
The Detailed Academic Report (DAR) contains complete high school course and mark history. This report is not an official high school transcript.

Download as PDF File

Credentials Checklist

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

What are you looking for?



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.

