

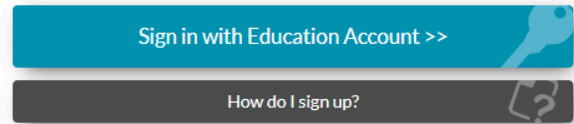
# myPASS SET-UP INSTRUCTIONS

- log-in to the myPass website: <https://public.education.alberta.ca/PASI/mypass/welcome>
- click on "Sign in with Education Account"

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

**PARENTS:** you may use myPass to support the student and to notify the Minister of a home education program not supervised by a school authority



### Contact

For myPass access and support, contact AE Helpdesk, Hours: 8:15 am to 4:30 pm (Monday to Friday, closed statutory holidays)  
Phone: 780-427-5318, Option 1  
Toll free: 310-0000 before the phone number (in Alberta)

For Transcript, credential, and marks issues, Email:  
studentrecords@gov.ab.ca  
Transcript inquiries Phone: 780-427-5732

- sign-in with your email and password
  - you will need to sign-in with your personal email that was provided to Mrs. Mirau, not your school email (use your personal email password as well)
  - if you have not yet provided a personal email address, please send one to Mrs. Mirau at [jmhs@gshare.blackgold.ca](mailto:jmhs@gshare.blackgold.ca)
  - if you have a Gmail account, click on "Sign In with Google" and if you have another type of account, click "Sign In with Password"

Please sign in to access myPass (<https://public.education.alberta.ca/PASI/>)

## Sign In with



or


Sign in with password [Forgot your password?](#)

I'm new, sign me up!

SIGN IN

- click on "I Am  The student"
- fill in the following information:
  - Alberta Student Number (if you do not know it, please ask the office)
  - Date of Birth (YEAR/MONTH/DAY)
  - Postal Code (use the format A0A 0A0 - must include the space in the middle)
- DO NOT input a Signup Access Code
- click Activate Connection

FR
Logged in as Extranet\Krystal.Mirau.113476
Sign Out


Messages (0)

---

### Obtain Access to the Student Information via myPass

You must be connected to a student to use myPass. [What can I do on myPass?](#)

To know more about how your personal information is collected, used and disclosed, please view our [Personal Information Management Notice](#).

#### Information about you

**I Am**

The student (current or previous Alberta student) ←
   
 A parent or guardian of the student
   
 Other (not the student and not the Parent/Guardian)

---

#### Student Information

**Alberta Student Number**  
[Where can I find my Alberta Student Number?](#)
 ←

**Date of Birth**  
 ←

---

#### Additional Information

**Signup Access Code** ⓘ  
  
Only enter an access code if you have received one from Alberta Education

**Cell Phone Number**

**Postal Code**  
 ←  
Example: A0A 0A0

**Note:** By clicking Activate Connection below, you agree to be bound by the [myPass Terms of Use Agreement](#).

myPass is a 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