

## My Pass Info

This is the screen where parents sign in with an Education Account. They use the email we added to the parent/guardian info in PASI. They then click “I’m new, sign me up!”



### Please Note:

Effective April 3, 2018, all myPass student accounts must re-establish existing parent, guardian, or other authorized user connections. Affected users have been sent an email containing instructions for re-establishing these connections.

myPass is a secure self-service website for Alberta 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 progress towards a credential (diploma or certificate)

Sign in with Education Account >>

How do I sign up?

What is myPass?

Connect to a Student – here is the screen they enter the information to connect to their child: (They need their ASN, DOB, check who they are, and click Activate Connection.)

## 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?](#)

Date of Birth

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/Pin Code

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

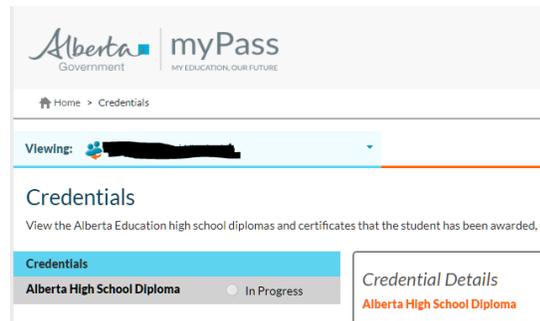
Activate Connection

Cancel Request

This is the screen they will see when they get in. When they click on “View Credentials” for example, there will be a dropdown box at the top with their students name on it. If they have multiple children in the school, they will need to “Connect to a Student” and enter the information for each student, provided the parent email is entered in PASI for each student.

What are you looking for?

| <i>Courses and Marks</i>  | <i>Document Orders</i>   | <i>Student Profile</i>   | <i>Student Connections</i>  |
|---|--|--|---|
| <b>Diploma Exams</b><br>>> Add and manage exam registrations and late payments<br>>> View results and request rescors | <b>Order Transcript</b><br>>> Order an Alberta Transcript of High School Achievement | <b>Personal Information</b><br>>> Review personal and contact information                                | <b>Connect to a Student</b><br>>> Obtain access to the student information                    |
| <b>Detailed Academic Report</b><br>>> Download high school course and mark history                                    | <b>Order Credential</b><br>>> Order a diploma / certificate reprint                  | <b>Verification Document</b><br>>> Generate letters that provide proof of name, school enrolment and age | <b>Access to Student Information</b><br>>> Review who can or has accessed student information |
| <b>View Credentials</b><br>>> View diploma / certificate progress   | <b>Order History</b><br>>> View all orders<br>>> Edit unsent orders                  |  |   |



If a parent has an account and they don't remember their password, they can click forgot password on the login screen, and a link will be sent to their email to reset it.