



Welcome to your myPass!

myPass is an Alberta Education self-service website for Alberta students to:

- View diploma exam results and request rescores
- 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)
- View student personal information

How do I register?

Google **myPass** or go to

<https://public.education.alberta.ca/PAS/myPass>

To register for an account, you will need

- your Alberta Student Number (**ASN**) this is the longer 9-digit number on your SAB student ID card
- a personal **email** address (do not use your SAB/EICS email)
- a correct mailing **address** on file with Alberta Education
(If you need to change your address you can do so at the front office)

1. Set up an Education Account
2. You will receive two things – **an email** with a URL and a physical letter in the mail with a 4-digit **PIN**. Once you have received BOTH the email and the letter, go to the URL contained in the email and enter the 4-digit PIN.
(It will take 5-10 business days for the letter to arrive in the mail. The PIN expires after 30 days so if you do not authenticate your account within that time frame you will have to start over.)
3. **Record** your username and password in a safe place. You will be using this account throughout your High School, so please don't lose your log in information – it is not easy to reset!

Third Party Access

Parents/guardians may access your myPass account as well. Process looks the same, however, third party will use their own email. They will need to provide the student's ASN and date of birth upon registration.

If you have any questions or need a bit of help, please don't hesitate to come and see Ms Labrecque for some additional assistance!