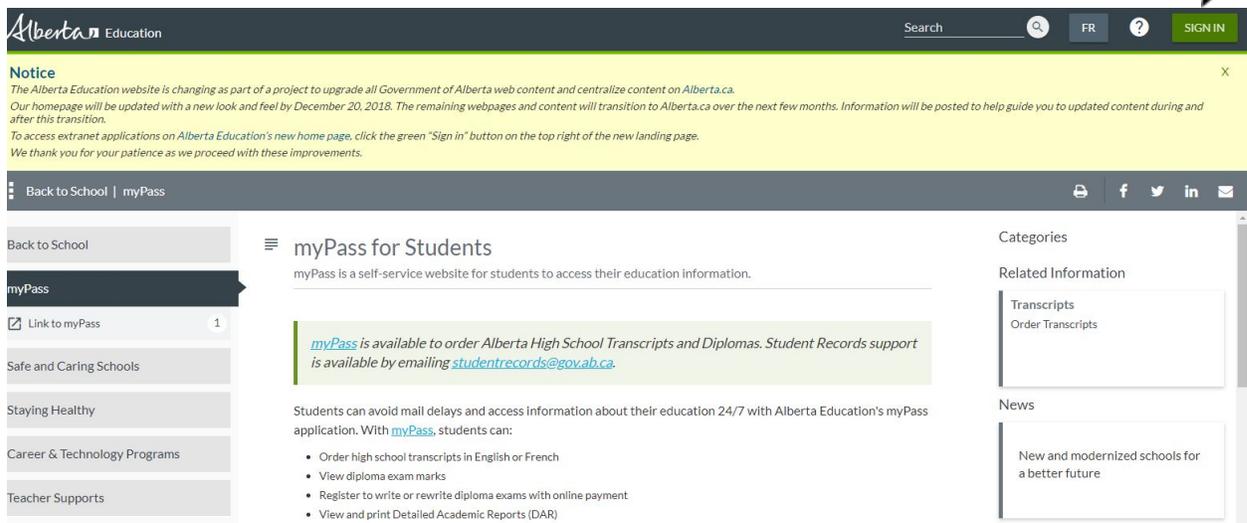


MyPass Instructions

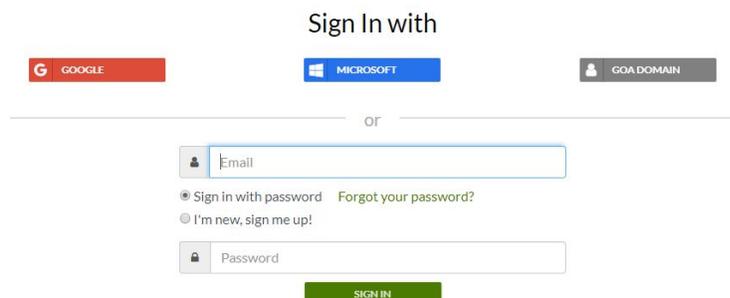
Have your MyPass Set Up & Active Today

- 1) Visit the Career Centre to give them your Name, Personal Email Address, and Alberta Student Number (this is on your Student ID Card - ASN) You will also need this # when you activate your account. You can submit this information by clicking on this link <https://goo.gl/forms/c30evkecd73JYQDB3>
- 2) Ask the Career Centre when they will have your e-mail address added.
- 3) Once you know that your e-mail address has been inputted, go to MyPass. When you type in mypass in a search engine - it is the second link that comes up. <https://education.alberta.ca/back-to-school/mypass/?searchMode=3>
- 4) You will see this page. Click on **SIGNIN**



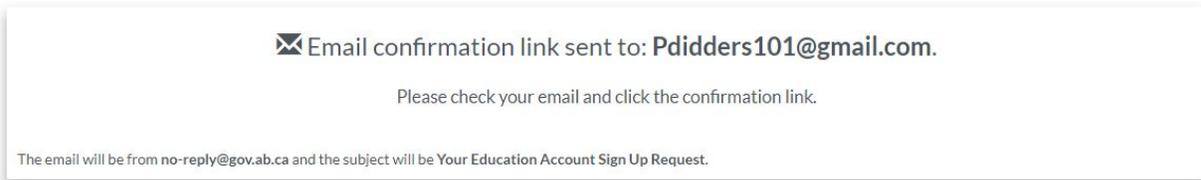
The screenshot shows the Alberta Education website interface. At the top right, there is a search bar, a language selector set to 'FR', a help icon, and a green 'SIGN IN' button. Below this is a yellow notice banner. The main content area is titled 'myPass for Students' and includes a description, a link to order transcripts, and a list of services available. A sidebar on the left contains navigation links like 'Back to School', 'myPass', and 'Link to myPass'. A right sidebar contains 'Categories', 'Related Information', and 'News' sections.

- 5) You will see the sign in screen. Type in the **SAME** personal e-mail address that you gave to the Career Centre. Click the button beside I'm new, sign me up! You will also have to click on I'm not a robot. Then continue.

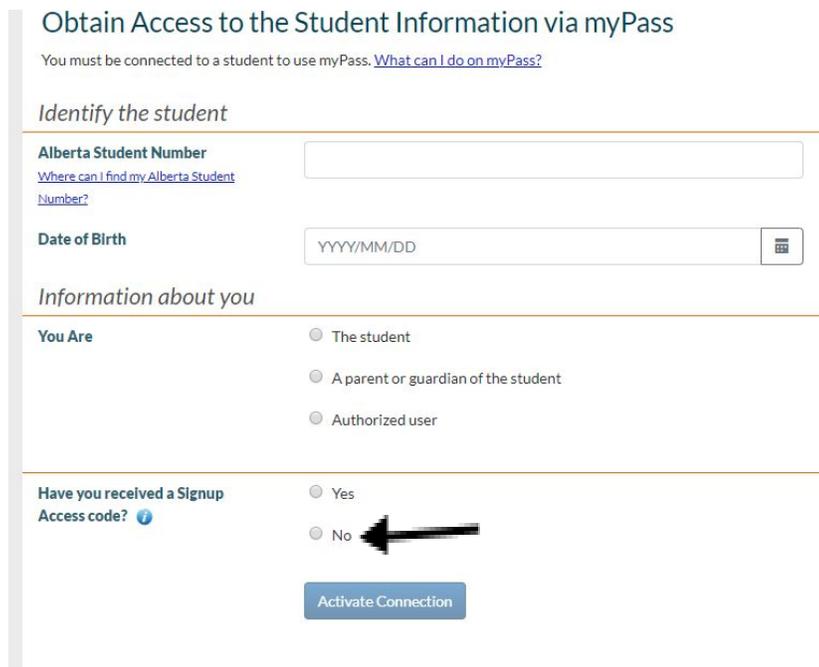


The sign-in screen features three social login options: Google, Microsoft, and GOA DOMAIN. Below these is a horizontal line with the word 'or'. There are two input fields: 'Email' and 'Password'. Below the 'Email' field are two radio buttons: 'Sign in with password' (selected) and 'I'm new, sign me up!'. A link 'Forgot your password?' is next to the first radio button. At the bottom is a green 'SIGN IN' button.

- 6) You will see this. Check your e-mail on your phone or computer.



- 7) Create a screen name and password. (Make sure you put it in your phone so you don't forget it!) Click Finish.
- 8) You will see a screen with a notice at the top. Scroll down and click on the mypass link that is highlighted.
- 9) You will see a screen that comes up. Sign up with an education account. Click on that. It will take you to this screen. Input information. You will also be asked if you have a 4 digit pin - answer is **NO**. Click on 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

Have you received a Signup Access code?

- Yes
- No

Activate Connection

- 9) You are now in MyPass!
- 10) The next time you log in, search MyPass and click on the first one that comes up this time. Log in to: see all of your diploma exam results, print off your detailed academic report, register to re-take a diploma exam, and all of the other options available.