It is expected that all students at Archbishop Jordan be responsible for creating and assessing their individual myPass accounts. MyPass is an Alberta Education self-service website set up 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?

1. Google **myPass** or go to **https://public.education.alberta.ca/PASI/myPass**
2. To register for an account, you will need
   - your Alberta Student Number **(ASN)** this is the longer 9-digit number on your ABJ student ID card
   - a personal **email** address **(do not use your school email)**
   - your date of birth
3. Set up an Education Account
4. Google may be used to create the Alberta Education Account: students must enter their email, click "I'm new, sign me up!" and select "Sign Up"
   Check your email for a confirmation link after you have created your Education Account. Select the link to confirm the creation of your Education Account. You will then enter in a screen name and a password. You can then select "Finish" **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!
5. Conversely, if you do not sign up for your myPass account through Google, you will be prompted to request an Access Code. This code will be sent to your home address and will arrive within 5-10 business days. Once the code arrives, you can authenticate your account from there. Please note, the code expires within 30 days of its arrival, so please set up your account as soon as you receive it!

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.

For more general information about myPass, click here:
https://www.alberta.ca/student-information-high-school-transcripts.aspx#toc-1
If you would like a **STEP BY STEP Guide** on how to sign up for your account, watch this video!
https://youtu.be/2_cVeGIZo_Q

Or follow along:

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 ABJ 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.

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?

Courses and Marks	Document Orders	Student Profile	Student Connections
View Credential >> View diploma / certificate progress	**Order Transcript** >> Order an Alberta Transcript of High School Achievement	**Personal Information** >> Review and update personal and contact information	**Connect to a Student** >> Obtain access to the student information
Detailed Academic Report >> Download high school course and mark history	**Order Credential** >> Order a diploma / certificate reprint	**Verification Document** >> Generate letters for proof of name, school enrolment, age and who a student resides with	**Access to Student Information** >> Review who can or has accessed student information
Diploma Exam >> Add and manage exam registrations and late payment >> View results and request rescores	**Order History** >> View all orders >> Edit unsent orders		
PAT Results >> View Provincial Achievement Test Results			

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?

Courses and Marks

View Credential
>> View diploma / certificate progress

Detailed Academic Report
>> Download high school course and mark history

Diploma Exam
>> Add and manage exam registrations and late payment
>> View results and request rescores

PAT Results
>> View Provincial Achievement Test Results

Document Orders

Order Transcript
>> Order an Alberta Transcript of High School Achievement

Order Credential
>> Order a diploma / certificate reprint

Order History
>> View all orders
>> Edit unsent orders

Student Profile

Personal Information
>> Review and update personal and contact information

Verification Document
>> Generate letters for proof of name, school enrolment, age and who a student resides with

Student Connections

Connect to a Student
>> Obtain access to the student information

Access to Student Information
>> Review who can or has accessed student information

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.

Action ⌄

Credential Details

Alberta High School Diploma
Credential Number: XXXXX-XXXXX

○ In Progress
What does this mean?
Achievement as of 24 MAY 2016

- **Alberta High School Diploma: English**

○ Not Achieved

Student must satisfy all requirements in one of the requirement lists to be eligible for the credential. See the Guide to Education for more details.

📄 Download

Requirement	Student's Progress ⓘ
100 Credits Awarded 100 or more credits are required.	15 credits awarded
✓ **30 Level English Language Arts** Credit in a 30 level English Language Arts course is required.	5 credits awarded
✓ **30 Level Social Studies** Credit in a 30 level Social Studies course is required.	
✓ **20 Level Mathematics** Credit in a 20 level Mathematics course is required.	