

## 2. Detailed overview – How to connect a student to myPass?

### 2.1 Student - Signup with email match

<p><b>Step 1: Enter Email address in PASIprep</b></p> <ul style="list-style-type: none"> <li>School enters or confirms the student email address in PASIprep.</li> </ul>	<table border="1"> <thead> <tr> <th colspan="2">Student Email Addresses</th> </tr> <tr> <th>ADD</th> <th>DELETE</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <th>Email Address</th> <th>Active?</th> </tr> <tr> <td><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> johndoe@gmail.com</td> <td>Yes</td> </tr> </tbody> </table>	Student Email Addresses		ADD	DELETE	<input type="checkbox"/>	<input type="checkbox"/>	Email Address	Active?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> johndoe@gmail.com	Yes
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<p><b>Step 2: Create/Sign in to myPass</b></p> <ul style="list-style-type: none"> <li>The school instructs the student to create an Education Account with an email address that match the email address registered in PASIprep</li> <li>The student visits the myPass website via <a href="http://mypass.alberta.ca">mypass.alberta.ca</a>, or simply searches 'myPass' in browser.</li> <li>The Student clicks on "Sign in with Education Account."</li> <li>The Student signs in with the Education Account, or with a Google or Microsoft Account.</li> </ul>	<p><b>myPass.alberta.ca</b> is an Alberta Education secure self-service website for Alberta students to:</p> <ul style="list-style-type: none"> <li>Order high school transcripts</li> <li>View diploma exam marks</li> <li>Register to write or reswrite diploma exams with online payment</li> </ul> <p><b>Sign In with</b></p> <p>GOOGLE    MICROSOFT    GOA DOMAIN</p> <p>OR</p> <p>Email</p> <p>Sign in with password</p> <p>Forgot your password?</p> <p>I'm new, sign me up!</p> <p>Password</p> <p>SIGN IN</p>										

### Step 3: Enter details in myPass

- The student enters the following information:
  1. ASN
  2. Date of Birth
  3. Select the option "The Student"
  4. Click "Activate Connection"
- The student receives an email notification with details that an active connection has been created on their record.

Home > Obtain Access to the Student Information via myPass

### 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** 1234-5678-9  
[Where can I find my Alberta Student Number?](#)

**Date of Birth** 1990/01/01

#### 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**