MyPass Instructions for Parent Access

Before you begin, you will need your child’s Alberta School Number

Google mypass or https://public.education.alberta.ca/PASI/myPass.

Choose Sign in.
Enter your email address and choose I’m new. Sometimes you have to go through a selection of questions to prove you are an actual person.

Choose “sign up” and an email will be sent to that email address.
Go to your email and click on the link. The email arrives quite fast so if it has not arrived, check your spam folder.

Create a screen name and a STRONG password.
Request a connection to a student.

Complete this page. You will need your child's Alberta School Number.
The next page will be a page where you confirm the student’s address but it actually does not show the address for security reasons. Unless you have recently moved, click on “submit connection request”. If you have recently moved, confirm with your child’s school that they have your correct mailing address.

From here, an email will be sent to you. Keep it. A PIN will be mailed to your child.

If you want to request access for another child, go to the homepage and then choose “request connection to a student”.

Once the PIN arrives in the mail, ask your child for the PIN. Click on the link that was sent to your email and enter the PIN. You will now have access.