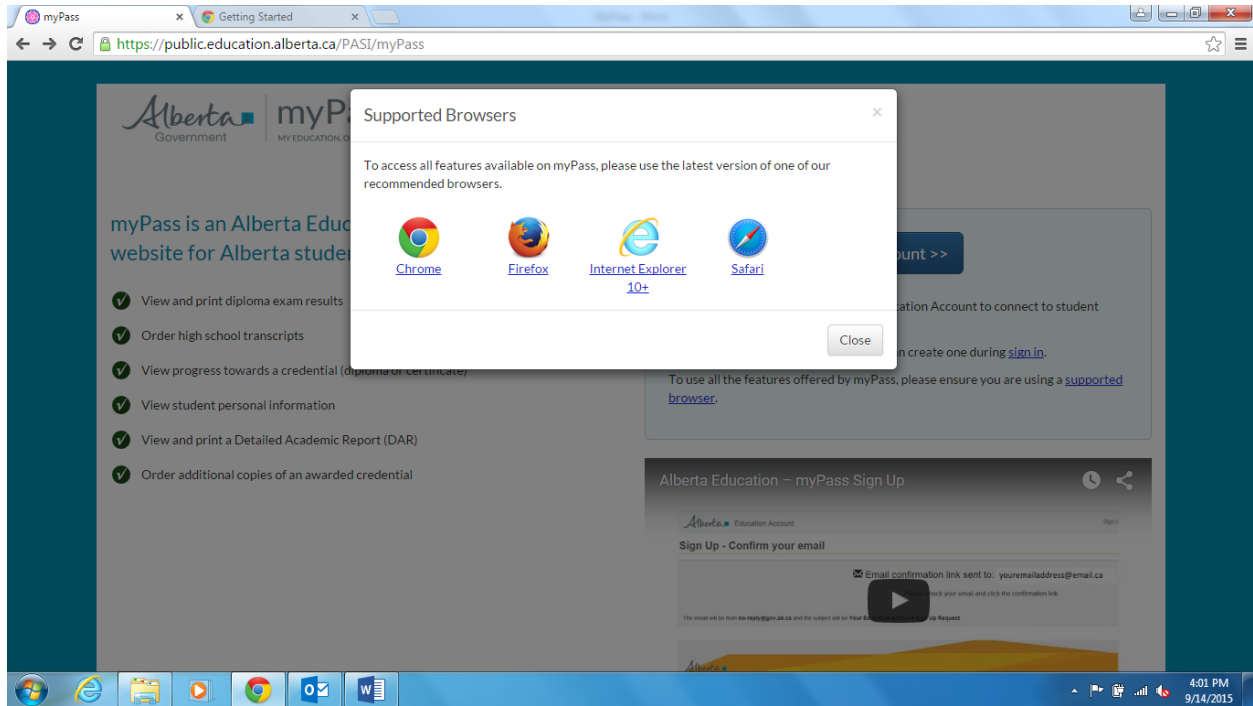


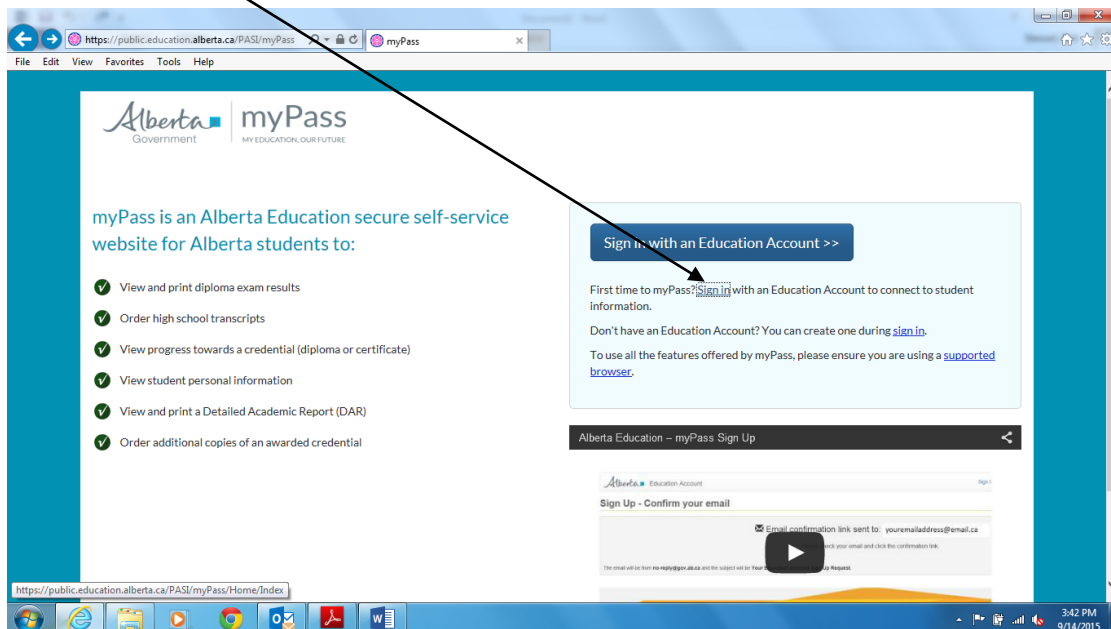
## MyPass Instructions for Parent Access

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

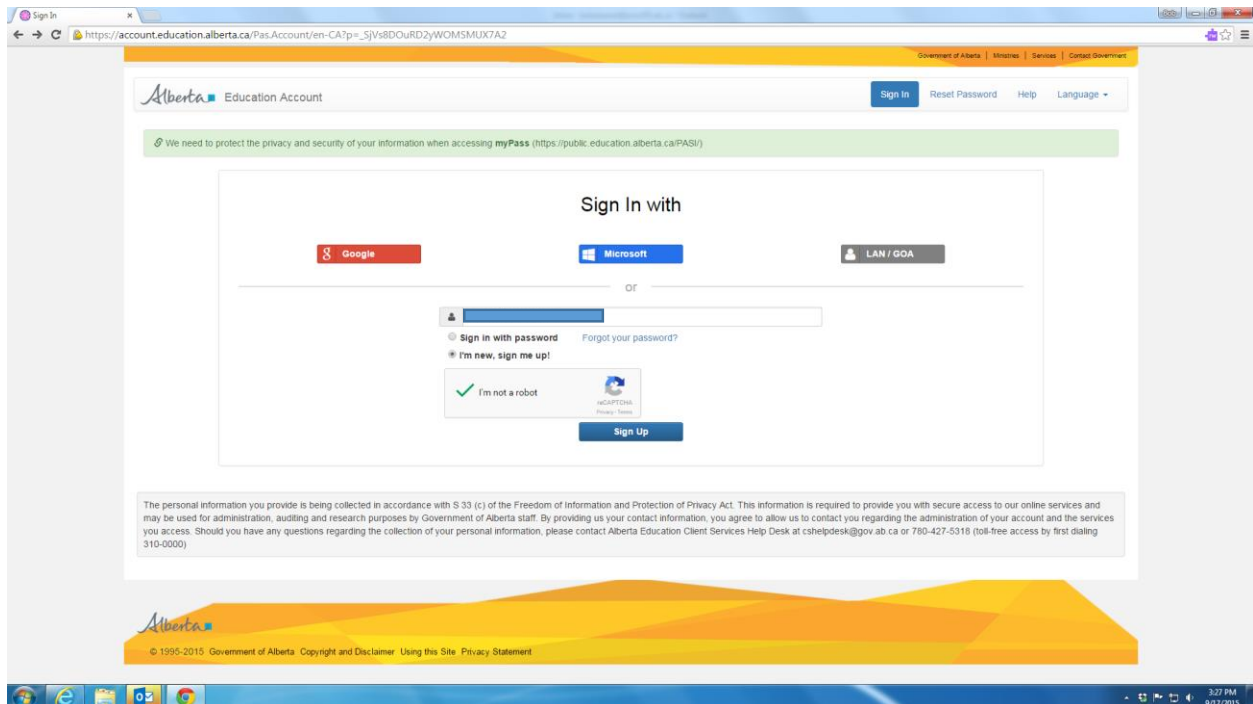
Google mypass or <https://public.education.alberta.ca/PASI/myPass>.



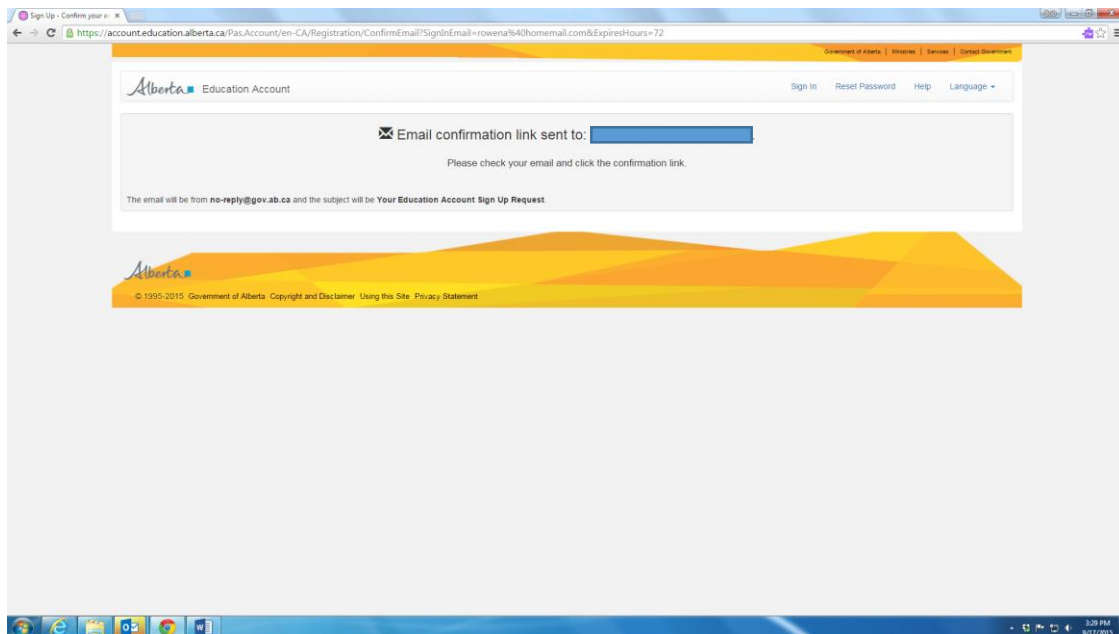
Choose Sign in.



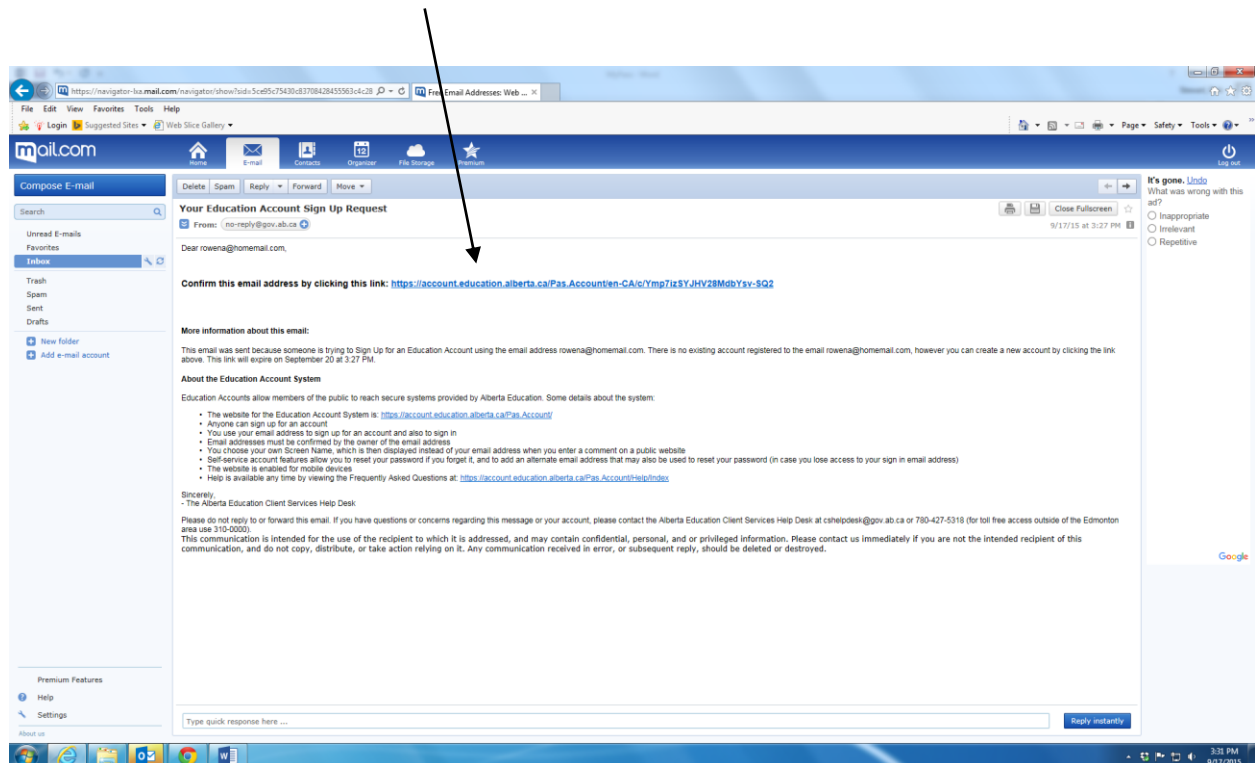
Enter your email address and choose I'm new. Sometimes you have go through a selection of questions to prove you are an actual person.



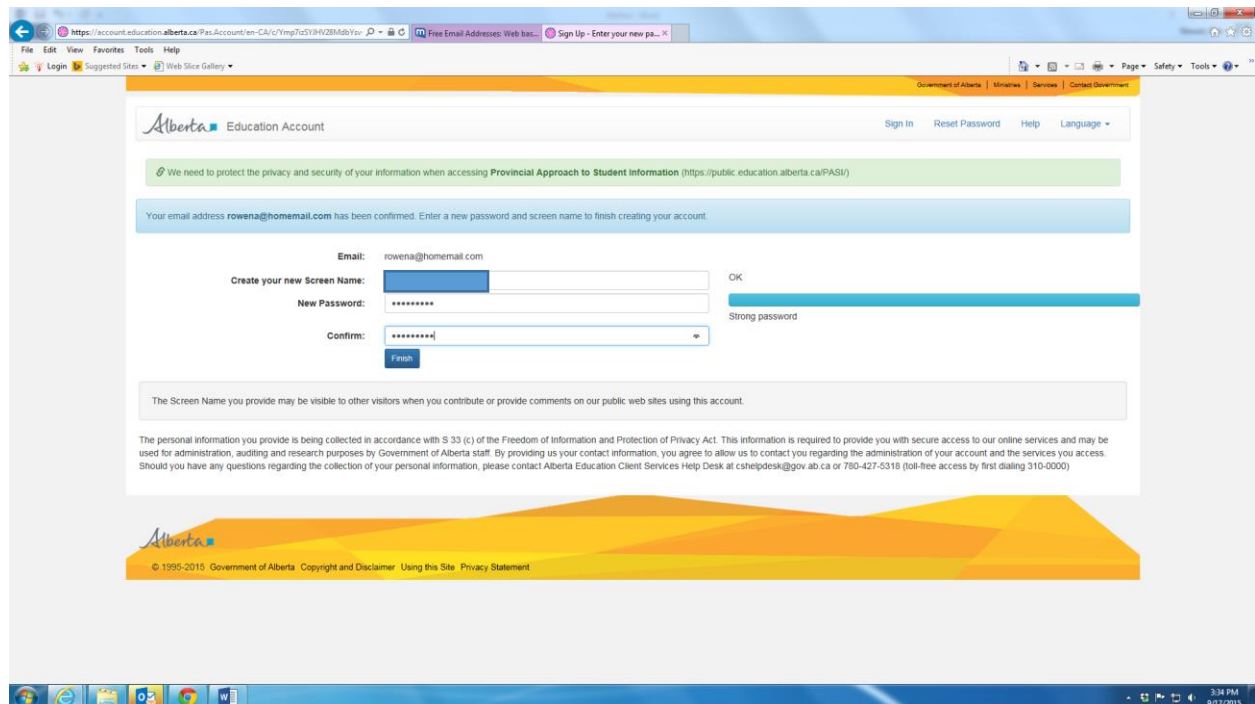
Choose "sign up" and an email will be sent to that email address.



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.

myPass  
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Home

You are not Connected to a Student  
You must be connected to a student to use myPass. [What can I do on myPass?](#)

**I'm a student**

Have an Access Code?  
Connect now!

[Have a 4 digit PIN instead!](#)

Alberta Student Number

Example: 1234-5678-9

Access Code

Date of Birth

YYYY/MM/DD

By clicking Connect! below, you agree to be bound by the [myPass Terms of Use Agreement](#)

Connect!

**I'm a family member or a guardian**

Request a Connection to a Student!

Request

Please note: There is a verification process that will take 1-2 weeks before you can gain access.

For assistance, please contact your school if you are currently enrolled in Alberta; otherwise contact the [Help Desk](#).

The personal information collected by myPass is collected pursuant to section 33(c) of the Freedom of Information and Protection of Privacy Act (FIPPA) and the Access to Information Act (ATIA). This information will be used for the purpose of administering access to and provision of online transcript and student records services. Questions regarding the collection of personal information may be directed to the Director, PASI and Student Records Alberta Education.

By mail: 11th Floor, 10044-108 Street, 44 Capital Boulevard, Edmonton, AB T5J 5E6  
By e-mail: [transcriptsanddiplomas@gov.ab.ca](mailto:transcriptsanddiplomas@gov.ab.ca)  
By telephone at 780-427-5736. (Dial 310-0000 to be connected toll-free from outside the Edmonton area).

Complete this page. You will need your child's Alberta School Number.

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Home > Connect to Student

Connect to a Student

Gain access to a student's information by completing a connection request.

Identify Confirm Done

**What do I need to connect to a student to see his/her information?**

To connect to a student to view his/her student information on myPass, you must have the following:

- The student's Alberta Student Number (ASN) and date of birth
- Your relationship with the student
- The student's current mailing address on file with Alberta Education

A letter will be sent to the student at this mailing address. You will need to obtain the information on this letter to complete the connection.

**How do I connect to the student?**

- Complete the following form. This one-time setup confirms that the student consents to you accessing their student information.
- You will receive an email that contains an activation link.
- A letter will arrive to the student's current mailing address within 1-2 weeks that contains a PIN. You may then click on the activation link to enter the PIN to complete the connection.

Student's ASN

Example: 1234-5678-9

Student's Date of Birth

YYYY/MM/DD

Your Relationship to Student

Your Name

Next

[I do not wish to complete this request at this time](#)

Alberta Government

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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.

