

Notre Dame myPass - Instructions to Create your Online Account

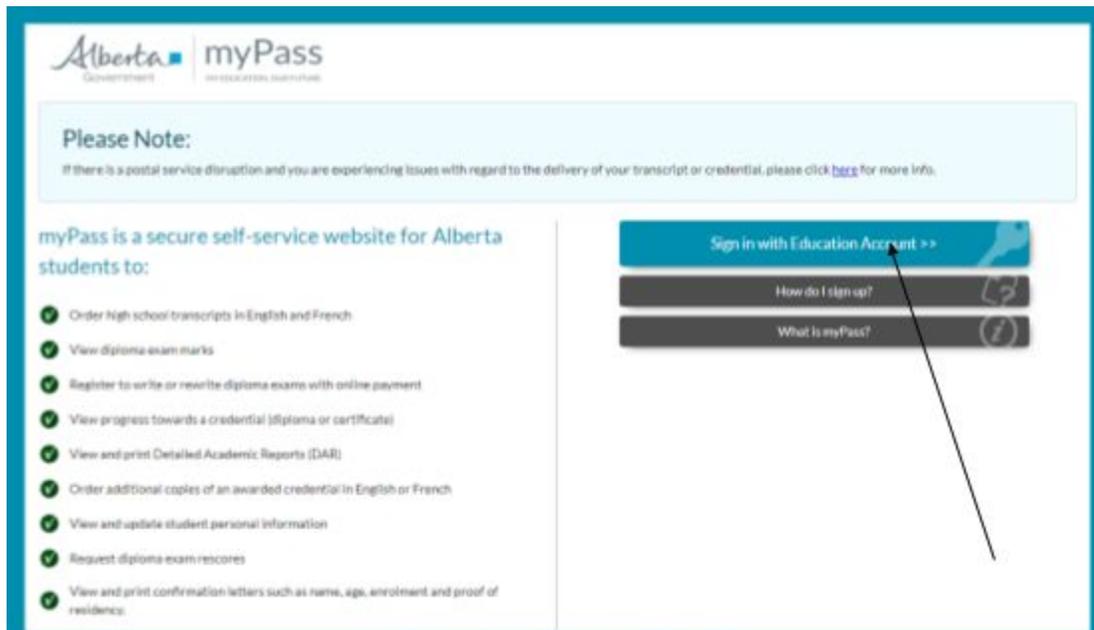
myPass.alberta.ca is a self-service website for Alberta students provided through Alberta Education. All high school students are required to sign up for this account. From this website, you will be able to:

- Order high school transcripts
- View diploma exam results
- Register to write or rewrite diploma exams (through online payment)
- View progress towards a high school diploma
- View and print Detailed Academic Report (DAR)
- View or update your personal information

To sign up, you will require your **Alberta Student Number (ASN)**, which can be found on your Notre Dame High School student ID card. You will also require a personal email address (**not school email**), and your current mailing address.

Instructions:

1. Type myPass.alberta.ca into your browser.
2. Click on "Sign in with Education Account"



3. Either sign in with your Google/Microsoft/Government of Alberta username/password and go to step 7.

OR

4. Fill in your email. **DO NOT USE YOUR SCHOOL EMAIL.** When you graduate, your school email becomes disabled, which will make you unable to access myPass if you created an account with a school email address. Use a personal email like Gmail.

5. Click “I’m new, sign me up!”

6. Click “SIGNUP”

Please sign in to access Alberta Education Website (<https://education.alberta.ca/>)

Sign In with

GOOGLE MICROSOFT GOA EXAMIN

OR

Email

Sign in with password [Forgot your password?](#)

I'm new, sign me up!

I'm not a robot

SIGNUP

Personal information you provide is being collected in accordance with S.33 (c) of the Freedom of Information and Protection of Privacy Act. This information is required to a

7. Fill in the required information. Check off “No” to the last question - “have you received a Signup Access Code?”

Then Click “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 <https://enr.ca/education/alberta/student-numbers/>

Date of Birth

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

Personal Information Management

myPass collects, uses and discloses personal information pursuant to sections 33(c), 39(1)(a), 39(1)(c) and 40(1)(c) of the Freedom of Information and Protection of Privacy Act (Alberta). Personal information is collected, used and disclosed as required for the operation of Alberta Education programs and activities, which may include registration for myPass, identity authentication, communications relating to myPass services, delivering services, maintaining records and sharing information to school authorities as necessary. User information, including the IP address and browser information, are logged and cookies are sent for security purposes.

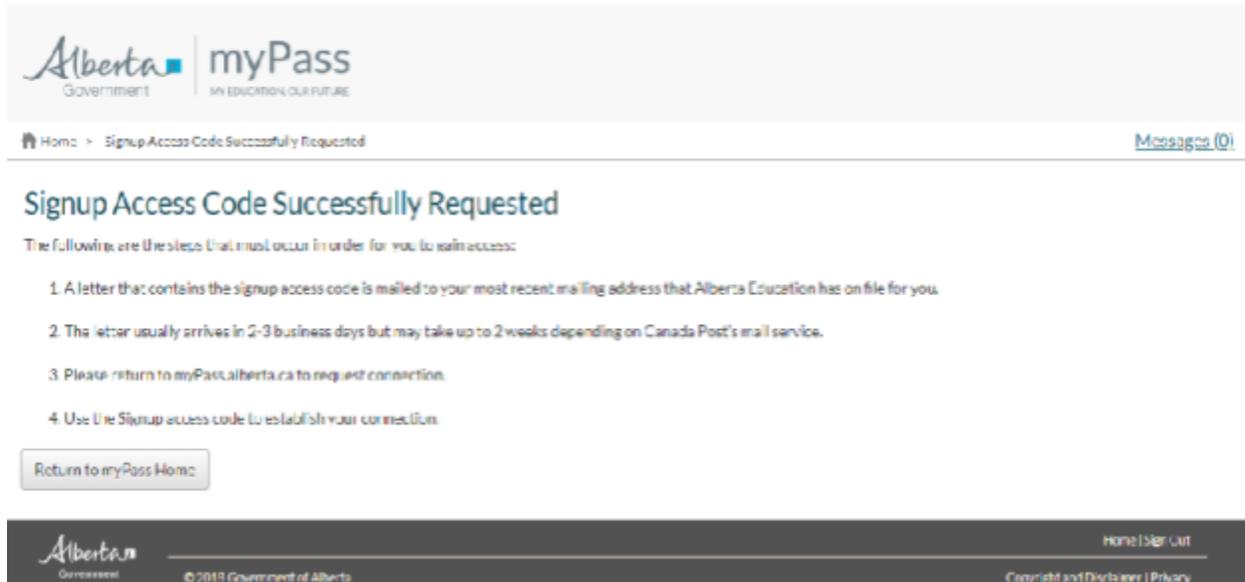
Questions regarding the collection or corrections of personal information may be directed to the Director, PASI and Student Records, Alberta Education:

- By mail: 10044-106 Street, 44 Capital Boulevard, Edmonton, AB T5J 0S6
- By email: StudentRecords@edusab.ca
- By telephone at 780-427-5730, (for toll free access within Alberta, first dial 310-0000).

Alberta
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8. Verify the info about your current address on the next screen and click on “Request Signup Code”. If your address has changed recently, you will need to update it.

9. The last screen will look like this.

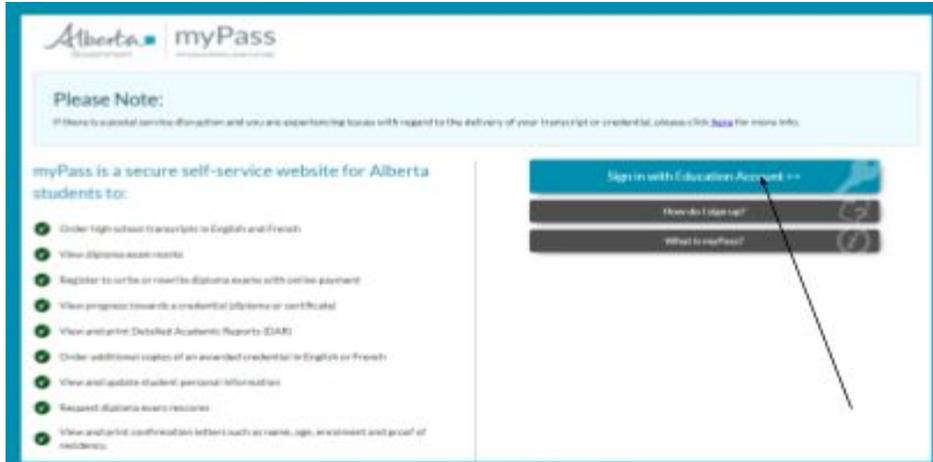


You are done! You will need to wait for Alberta Education to mail you a Signup Access Code. Don't forget to watch the mail for delivery of an envelope that is addressed to you from Alberta Education.

10. Once you receive the letter, you can finish the steps to creating your myPass Account.

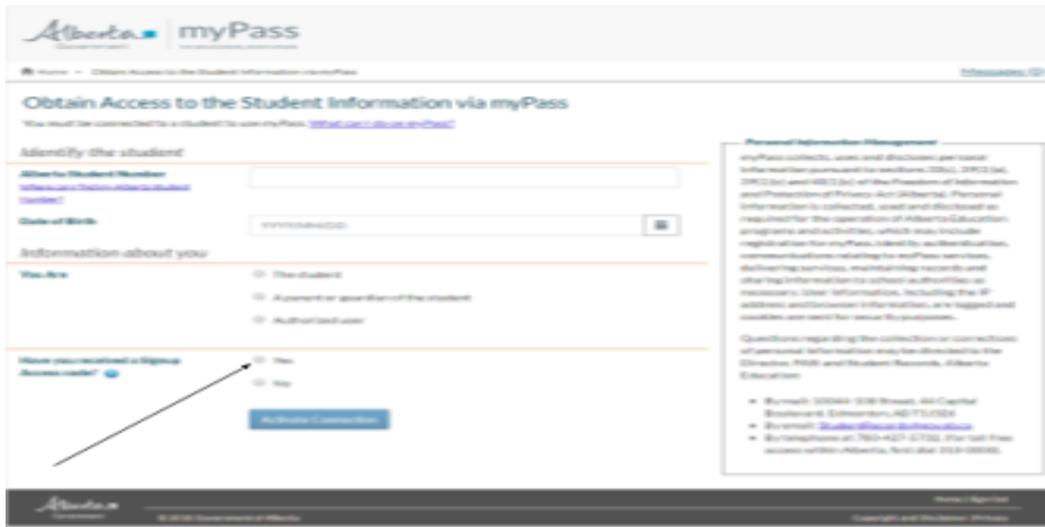
Your Activation Code expires shortly after the letter is sent. You need to activate your account right away.

11. Go to myPass.alberta.ca like in step 1 above. Click Sign in with Education Account.



12. Sign into your account the same way you did in step 3 or 4 above. Either with your Google/Microsoft/Government of Alberta username/password **or** email/password you created before.

13. This time you will click “Yes” to 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.

If questions arise, see Counselors in Student Services or Ms. Halter in the Career Centre or Mrs. Williams in the Office.