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"

Alberta myPass				
Please Note: If there is a postal service disruption and you are experiencing issues with regard to the delivery of	your transcript or credential, please click <u>here</u> for more info.			
myPass is a secure self-service website for Alberta students to:	Sign in with Education Account >>			
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Register to write or rewrite diploma examo with online payment View progress towards a credential (sightema or certificate)				
View and prior Detailed Academic Reports (DAR) Order additional copies of an awarded credential in English or French View and update student paraonal information				
Request diploma examinescores View and print confirmation latters such as name, aga, enrolment and proof of residency.	Λ_{-}			

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

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"

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	or	
	A Email	
	Sign in with password Forgot your password? The new, sign me up?	
/	I'm not a robot	

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

Then Click "Activate Connection"

Identify the student			myPass collects, uses and discloses personal
Alberta Stallent Number Weni zei Histori Aberta Stalert Natileit			information purchast to sections 38(3):94(5)(a), 39(3)(c) and 40(1)(c) of the Propose of Information and Protection of Privacy Act (Alberta), Pernanal Information Is collected, used and disclosed as
Date of Birth	WWWW/DD	=	required for the operation of Alberta Education programs and activities, which may include
Information about you			registration for myPass, identity authentication, communications relating to myPass services.
You Arw	The student Aparent or guardian of the student Active root user		delivering services, maintaining records and sharing information to school authorition an measure. User Information, Including the IP address and Israwser information, are logged and cookies are sent for security porposes. Questions regarding the collection or corrections
Have you received a Signup Access code?	© Ves © No Acthoda Connection		al genoral information muy be directed to the Director. PASI and Student Records. Alterta Education: • By mail: 10044-100 Stylest. 44 Capital Bourevard. Estructure. AB T5.556 • By enable <u>Student Record Stylest Akca</u> • By telephone al 780-427-5732, for fail free access within Alterta, first alla 310-00005.

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.

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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.

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Obtain Access to th	e Student Information via myPass	- New of Internation Transported
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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.