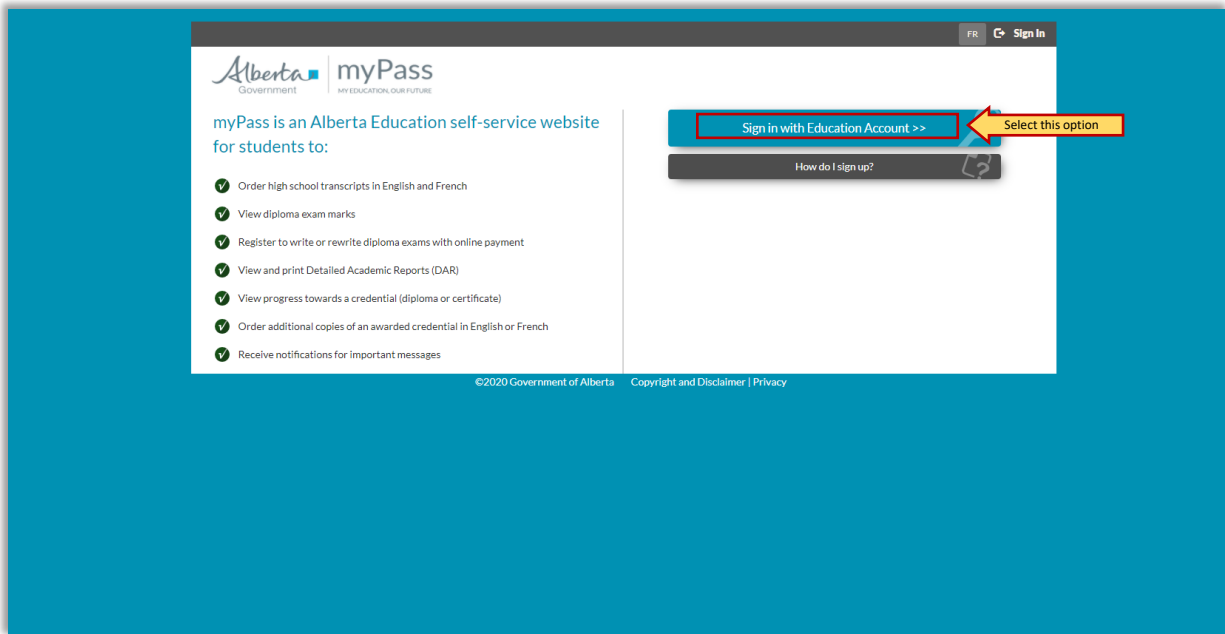
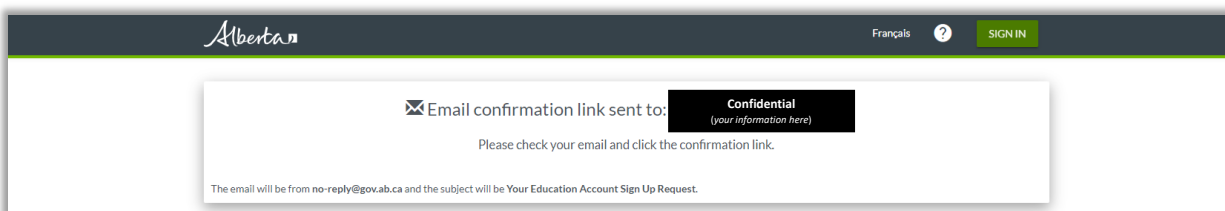
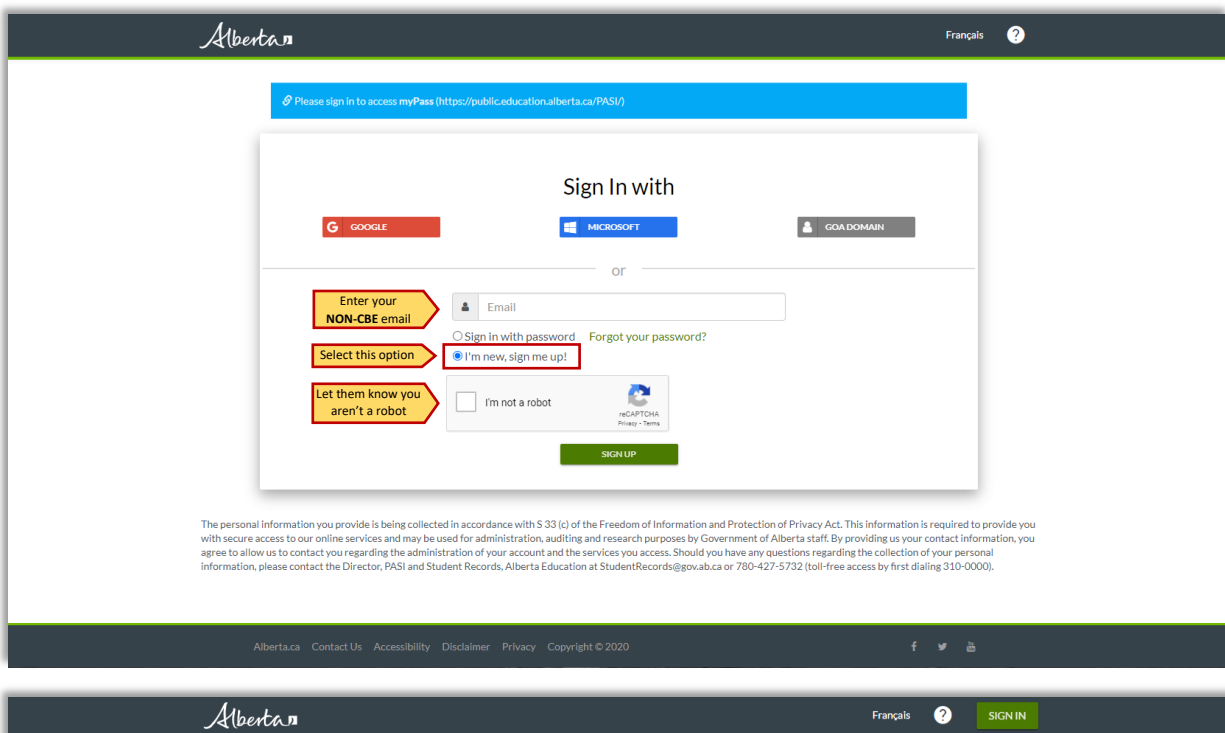


Signing up for myPass

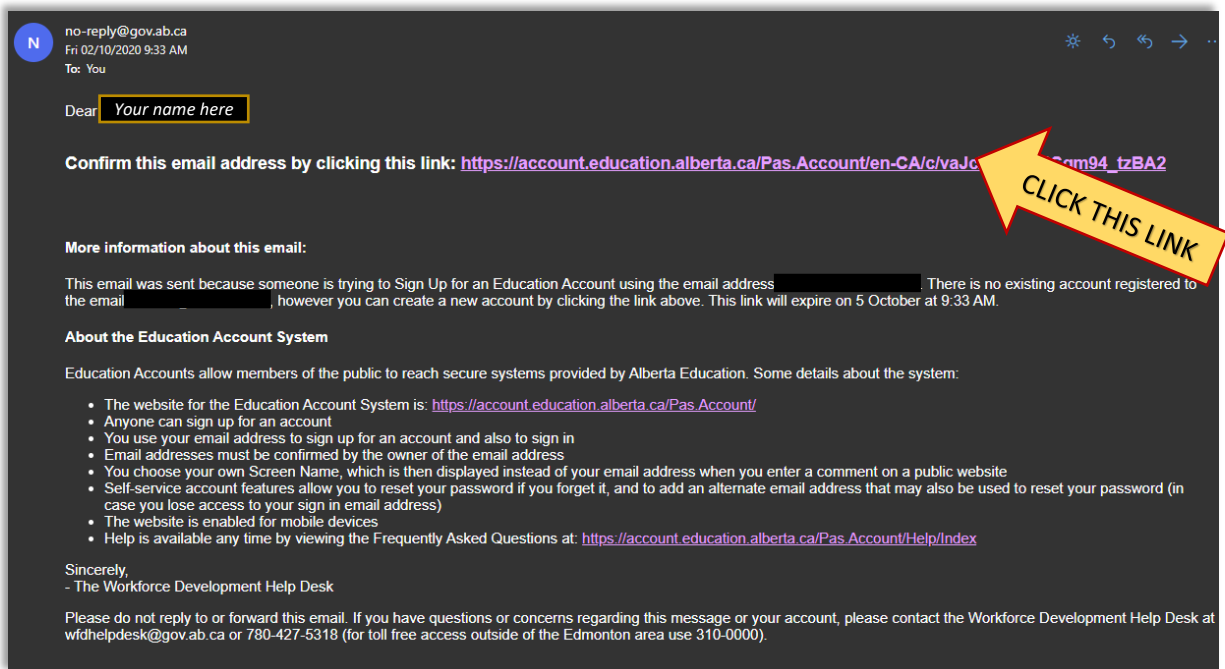
STEP 1: go to the website (myPass.alberta.ca) and click on “Sign in with Education Account >>”



STEP 2: Enter your non-CBE email, select “I’m new, sign me up!”, and verify that you aren’t a robot (🤖). Then click on “SIGN UP”. Once you have done this, you’ll see a page that’s telling you that a message has been sent to the email you provided.



STEP 3: Verify your email by clicking on the link provided in the email that was sent to you from the government.



STEP 4: Once you have verified your email, you'll be asked to create a new Screen Name, and enter a password. Make sure you create a strong password using UPPER and lower case letters, as well as numbers and maybe another character like "!" or ";". Once done, click "FINISH".

A screenshot of the Alberta government website's account creation page. The page has a dark header with the Alberta logo, 'Français', a help icon, and a 'SIGN IN' button. Below the header, a blue banner states: 'Please sign in to access myPass (https://public.education.alberta.ca/PASI/)'. A blue box below the banner says: 'Your email address [your email here] has been confirmed. Enter a new password and screen name to finish creating your account.' The main form area has fields for 'Email:' (displaying 'Confidential (your information here)'), 'Create your new Screen Name:', 'New Password:', and 'Confirm:'. The 'New Password' and 'Confirm' fields are masked with dots. A yellow box with the text 'Make a strong password!' points to these fields. Below the form is a 'FINISH' button. At the bottom, there is a disclaimer about the collection of personal information in accordance with the Freedom of Information and Protection of Privacy Act.

STEP 5: On the next page, select “The student (current or previous Alberta student)” and fill in the following information (see arrows on screen shot below):

- Alberta Student Number (different than your CBE ID) – you can find your ASN on PowerSchool
- Date of Birth (year/month/day – i.e., 2020/07/23)
- Cell Phone number (including area code)
- Postal Code

Once this information is entered, click on “Activate Connection”.

Home > Obtain Access to the Student Information via myPass Messages (0)

Obtain Access to the Student Information via myPass

You must be connected to a student to use myPass. [What can I do on myPass?](#)

Information about you

I Am ☒ The student (current or previous Alberta student) **Select this option**
☐ A parent or guardian of the student
☐ Other (not the student and not the Parent/Guardian)

Student Information

Alberta Student Number **⇒ This is NOT your school ID number**
[Where can I find my Alberta Student Number?](#)

Date of Birth **⇒** YYYY/MM/DD

Additional Information

Signup Access Code **⇒ You shouldn't have this information yet**
Only enter an access code if you have received one from Alberta Education

Cell Phone Number **⇒**

Postal Code **⇒**

Example: A0A 0A0

Note: By clicking Activate Connection below, you agree to be bound by the [myPass Terms of Use Agreement](#).

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: 10044-108 Street, 44 Capital Boulevard, Edmonton, AB T5J5E6
- By email: StudentRecords@gov.ab.ca
- By telephone at 780-427-5732. (for toll free access within Alberta, first dial 310-0000).

STEP 6: If Alberta Education was unable to establish a connection with the information provided, you might need to provide more information. You'll be provided with three options:

1. **Phone:** if you select this option, you'll be given information about next steps. You'll need to call them at the number they give you and verify your identity.
2. **School:** this option is not available to students at Joane Cardinal-Schubert.
3. **Mail:** (PREFERRED) if you select this option, you'll be mailed an access code (secure) that you'll need to use to verify your information. This option takes a little more time, but it's the most secure. Sometimes this option isn't displayed. If not, go with option #1 – Phone.

Additional Options for Establishing a myPass Connection

Alberta Education was unable to establish a connection with the details provided. Below are additional options you can try to establish a myPass connection.

Request Information

I Am The student (current or previous Alberta student)

Alberta Student Number Confidential

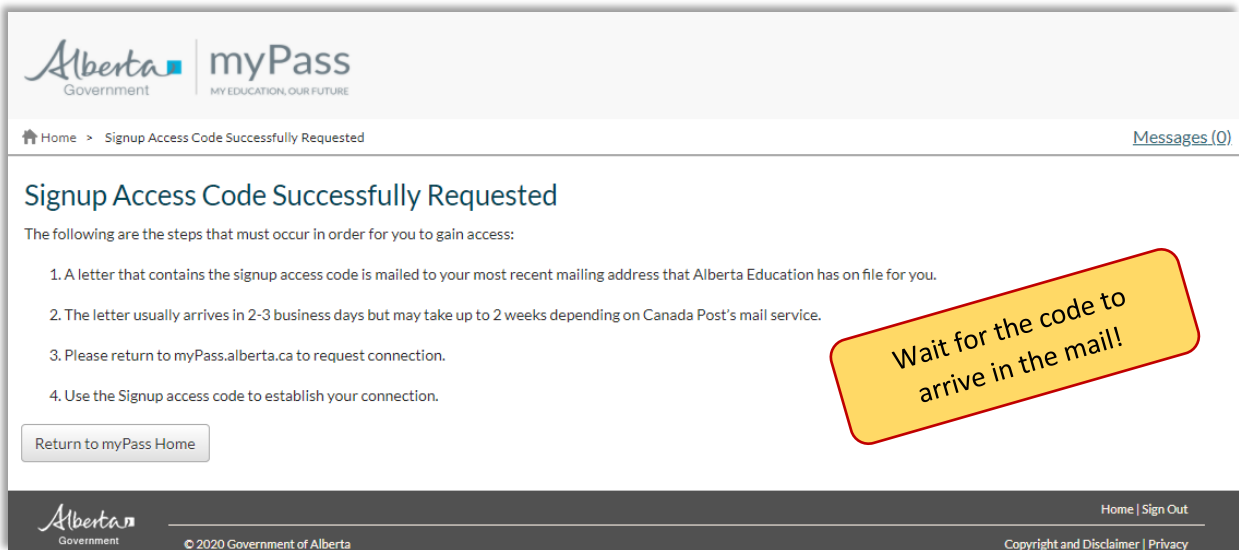
Date of Birth (your information here)

Access Options

- ☒ By Phone **This option will work.**
- ☒ By Your School
- ☒ By Mail **This is the BEST option.**

Alberta Government © 2020 Government of Alberta Home | Sign Out Copyright and Disclaimer | Privacy

STEP 7: If you select “By Phone”, follow the instructions on the page to verify by phone. If you select “By Mail”, wait for your access code.



The screenshot shows the myPass website interface. At the top, the Alberta Government logo and myPass logo are visible. Below the header, a breadcrumb trail reads "Home > Signup Access Code Successfully Requested". The main heading is "Signup Access Code Successfully Requested". Below this, a subheading states: "The following are the steps that must occur in order for you to gain access:". A list of four steps follows:

1. A letter that contains the signup access code is mailed to your most recent mailing address that Alberta Education has on file for you.
2. The letter usually arrives in 2-3 business days but may take up to 2 weeks depending on Canada Post's mail service.
3. Please return to myPass.alberta.ca to request connection.
4. Use the Signup access code to establish your connection.

Below the list is a button labeled "Return to myPass Home". A yellow callout box with a red border and rounded corners is positioned on the right side of the page, containing the text: "Wait for the code to arrive in the mail!". The footer of the page includes the Alberta Government logo, copyright information "© 2020 Government of Alberta", and links for "Home | Sign Out", "Copyright and Disclaimer", and "Privacy".

Once this code comes in the mail, go to the website provided on the letter and enter the Access Code given to you in the letter. Once you do this, you'll have full access to your myPass account!