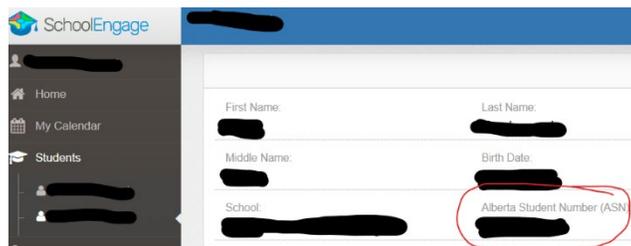# Setting Up Your myPass Account

myPass is an Alberta Education self-service website for students to view diploma results, request and pay for diploma rewrites, to order transcripts and access your Detailed Academic Report (DAR). Students need to register for a myPass account through Alberta Education.
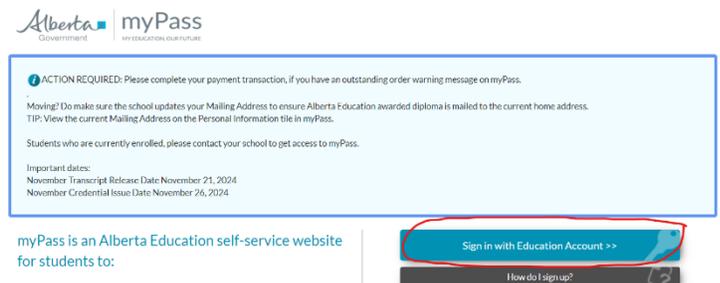
Step 1: Get your Alberta Student Number (ASN) from either a previous Report Card (found in PowerSchool) or School Engage (also accessed through PowerSchool): https://redeemer.powerschool.com/

Step 2: Go to https://public.education.alberta.ca/PASI/mypass/welcome
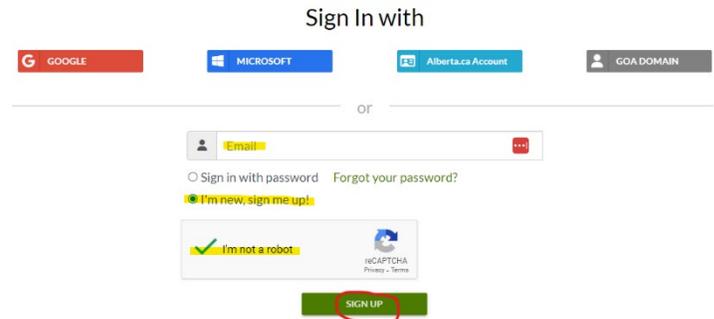
Click on "Sign in with Education Account"

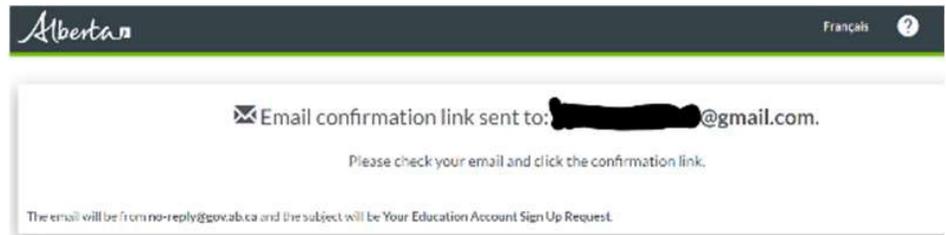Enter your PERSONAL email address. Not your school one.

Click on "I'm New, sign me up!
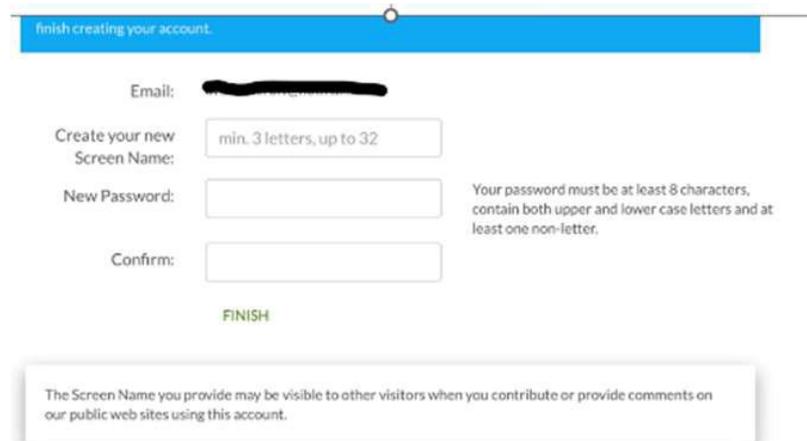
Check the I'm not a robot box.

Click the green Sign Up button.

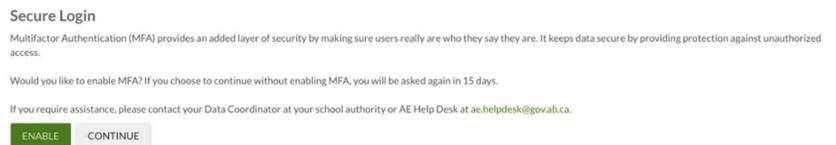**Step 3:** Alberta Education will email you a confirmation link.

Go to your personal email. Create a screen name and a new password to finish creating your account.

Step 4: Sign out and log back in again at the home screen.

Note: You may be asked to set up a Multi-factor authentication. Be sure to enable this for security reasons.

Step 5: Complete the information as shown here:

Note: You do not have a "Signup Access Code" yet. Select "Activate Connection". This will prompt a request to get the Sign Up Access Code.
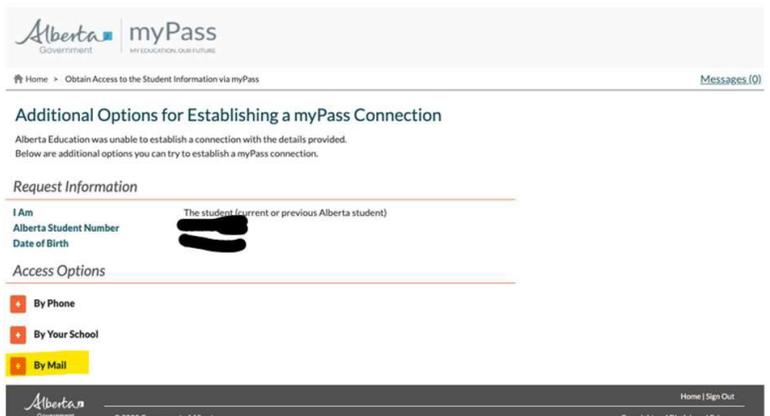

Step 6: One of 2 screens may appear. Follow the instructions for the screen that appears for you.

Screen 1: "By Email Address" – have your Signup Access Code sent to you by email. This is the quickest option.
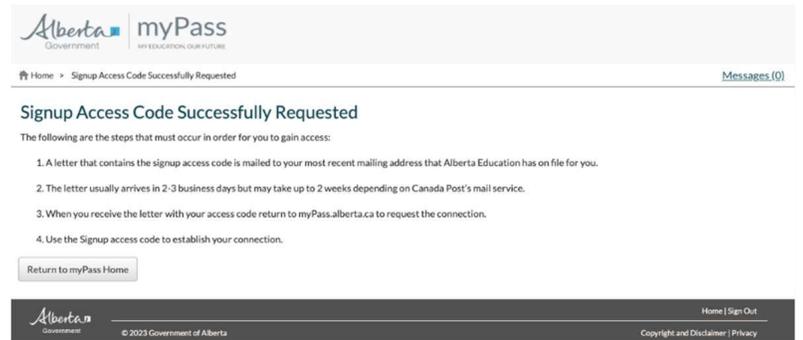
The information screen above can stay open while you go to your email and get your Signup Access Code. Copy and paste the access code and hit enter.

Screen 2: "By Mail" – have your Signup Access Code sent to you my mail.

You should then see this screen once you have requested the Signup Access Code.

Step 7: Record your Login details for future use!

If you need assistance with accessing PowerSchool or School Engage, please contact your Family Service Coordinator at the school.

If you need assistance with myPass please use the following contact information for support: