To {Student Preferred Name},

You are receiving this letter because you are writing one or more diploma exams in {Exam Period} {Year}. Diploma exam results will be available on or before {Transcript Release Date} through myPass.

Signup Access Code

|  |
| --- |
| **{XXXXXXXX}** |
| Expires {Expiry Date}  One-time use only |

***How to sign up for myPass?***

1. Go to {URL}
2. Create an Education Account and sign in
3. Enter the Signup Access Code (one-time use only), your Alberta Student Number and your Date of Birth

If you cannot obtain access to myPass, your diploma exam results can be obtained through your school or by contacting Alberta Education’s Transcripts and Diplomas Office, using the contact info below.

myPass is an Alberta Education self-service website for you to:

* Order high school transcripts in English or French
* View diploma exam marks
* Register to write or rewrite diploma exams with online payment
* View progress towards a credential (diploma or certificate)
* View and print a Detailed Academic Report (DAR)
* Order additional copies of an awarded credential in English or French

Visit myPass to learn more about myPass benefits.

For more information, please contact Alberta Education’s Transcripts and Diplomas Office:

Hours of Operation: 8:15 a.m. to 4:30 p.m. Monday – Friday (Mountain Time)

Phone: 780-427-5732 (for toll-free access within Alberta, first dial 310-0000)

Email: [StudentRecords@gov.ab.ca](mailto:StudentRecords@gov.ab.ca)