To {Student Preferred Name},

You are receiving this letter because a recent request was made to Alberta Education for a Signup Access Code to gain access to your student information on myPass.

The following are the details of the user who made this request:

**Education Account**: {Education Account Email}

Signup Access Code

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

**Access Requested On**: {Date requested}

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

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

This signup access code will permit you to access your information on {URL}.

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)