

Transcripts and Diploma Services

What is myPass?

myPass is an Alberta Education self-service website current and former students can use to access their information, order documents and register for diploma exams.

How do I get access to myPass?

- Visit mypass.alberta.ca to sign-up.
- If you're in high school, visit your school administrator for access. You need your **Alberta Student Number (ASN)** and a **valid email address** to gain access.

Why should I sign up for myPass?

myPass allows you to access your information and receive services anywhere you are, 24 hours a day. With just a few clicks of a button, you can:

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

- Receive notifications for important messages

What if I don't have a credit card or Internet access?

Mail and drop-off options are still available.

How do I apply to an Alberta post-secondary institution?

If you are applying to an Alberta post-secondary institution, the institution can order transcripts on your behalf from *ApplyAlberta* (www.applyalberta.ca). Transcripts ordered from *ApplyAlberta* on your behalf are free of charge.

Service Options

Online: mypass.alberta.ca

Mail: Alberta Education
PASI & Student Records
44 Capital Boulevard
10044-108 Street NW
Edmonton, Alberta T5J 5E6

Download forms at:

education.alberta.ca/StudentRecordsForms

Pay by cheque or money order (do not mail cash)

Drop box:

Southeast corner of 44 Capital Boulevard

General inquiries:

Email: StudentRecords@gov.ab.ca or Phone: 780-427-5736 (toll-free within Alberta, first dial 310-0000)