

## Create/Sign in to myPass

- The school instructs the student to create an Education Account with an email address that match the email address registered in PASIprep
- The student visits the myPass website via [mypass.alberta.ca](http://mypass.alberta.ca), or simply searches 'myPass' in browser.
- The Student clicks on "Sign in with Education Account."
- The Student signs in with the Education Account, or with a Google or Microsoft Account.

The screenshot shows the myPass website interface. At the top, there is a navigation bar with the Alberta Government logo and the myPass logo. Below the navigation bar, there is a "Please Note:" section with a warning icon and text: "If you are registering for a Diploma Exam be advised that it may take up to a week for the list of available Writing Centres to appear. Please select the Exam Session, Language, and Diploma Exam you would like to register for and WAIT for the Writing Centre(s) selection dropdown to present a list of options. Once the list is available you will be able to select a Writing Centre and complete your registration." Below this, there is a list of services: "Order high school transcripts", "View diploma exam marks", and "Register to write or re-write diploma exams with fee payment". To the right, there are three buttons: "Sign in with Education Account >>", "How do I sign up?", and "What is myPass?". Below this, there is a "Sign In with" section with three buttons: "GOOGLE", "MICROSOFT", and "LINK DOWN". Below these buttons, there is a "or" separator, followed by an "Email" input field, a "Password" input field, and a "SIGN IN" button. There are also links for "Sign in with password", "Forgot your password?", and "I'm new, sign me up!".

## Enter details in myPass

- The student enters the following information:
  1. ASN
  2. Date of Birth
  3. Select the option "The Student"
  4. Click "Activate Connection"
- The student receives an email notification with details that an active connection has been created on their record.

The screenshot shows the "Obtain Access to the Student Information via myPass" form. At the top, there is a breadcrumb trail: "Home > Obtain Access to the Student Information via myPass". Below this, there is a heading "Obtain Access to the Student Information via myPass" and a sub-heading "You must be connected to a student to use myPass. [What can I do on myPass?](#)". Below this, there is a section "Identify the student" with two input fields: "Alberta Student Number" (with a value of 1234-5678-9) and "Date of Birth" (with a value of 1990/01/01). Below this, there is a section "Information about you" with a radio button selected for "The student" and two other options: "A parent or guardian of the student" and "Authorized user". Below this, there is a section "Do you have a Signup Access code? If yes, then please provide below" with an input field for "Signup Access Code/Pin Code". Below this, there is a "Note: By clicking Activate Connection below, you agree to be bound by the [myPass Terms of Use Agreement](#)." and an "Activate Connection" button.