How to Connect Students to myPass

This document provides the following information to support <mark>School/Authority Users</mark>.
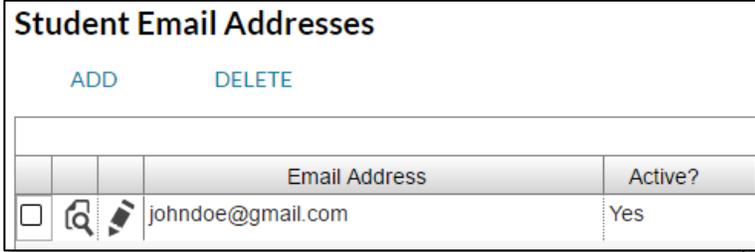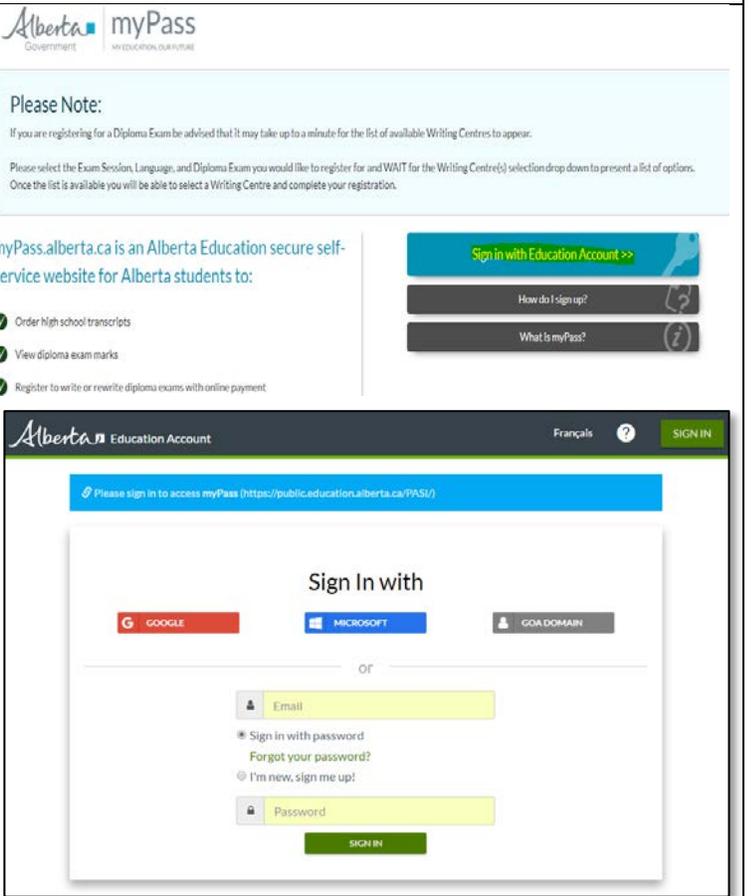- Student definition
- Overview How to connect a Student to myPass.
- Overview How to manage myPass Connections in PASIprep.

1. Student Definition and overview how to connect to myPass

Who can have access to myPass?		
Student		• Any student from age 13 or older.
How to connect to myPass?		
Student age below 13		• myPass is not available for students below age 13. • myPass provides most added value to students that are attending High School. Most students that are attending high school are 13 years or older. The Parent/Guardian can get access to student information in myPass for students below age 13.
Student age above 13	**Signup with email match**	• School enters the Student personal Email address to PASIprep. • Student creates an Education Account with an email address that match the email address registered by the School in PASIprep • Student enters the correct Alberta Student Number and Date of Birth in myPass.
	Signup with Access Code	• Student receives the Signup Access code by letter via mail for the following situations: 1. The Email address that is used for the Education account does not match the Email address in PASIprep or there is no email address in PASIprep. The student is unable to establish a myPass connection and has the option to request an Access Code. **OR** 2. The Student is registered for a diploma exam, but does not have a myPass account For both situations the student should have a current mailing address in PASIprep. • Student creates Education Account. • Student enters the correct Alberta Student Number and Date of Birth in myPass. • Student enters the provided Sign up access code in myPass.

2. Detailed overview – How to connect a student to myPass?

2.1 Student - Signup with email match

Step 1: Enter Email address in PASIprep • School enters or confirms the student email address in PASIprep.	**Student Email Addresses** ADD DELETE |			Email Address	Active?
☐	🔍	✏	johndoe@gmail.com	Yes	
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Step 2: 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, 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.	*Alberta* myPass Please Note: If you are registering for a Diploma Exam be advised that it may take up to a minute 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 drop down to present a list of options. Once the list is available you will be able to select a Writing Centre and complete your registration. myPass.alberta.ca is an Alberta Education secure self-service website for Alberta students to: ✓ Order high school transcripts ✓ View diploma exam marks ✓ Register to write or rewrite diploma exams with online payment [Sign in with Education Account >>] [How do I sign up?] [What is myPass?] *Alberta* Education Account — Français ? SIGN IN Please sign in to access myPass (https://public.education.alberta.ca/PASI/) **Sign In with** [G GOOGLE] [MICROSOFT] [GOA DOMAIN] — or — 👤 Email ⦿ Sign in with password Forgot your password? ○ I'm new, sign me up! 🔒 Password [SIGN IN]

Step 3: 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.
	🏠 Home > Obtain Access to the Student Information via myPass
	
	 Obtain Access to the Student Information via myPass
	 You must be connected to a student to use myPass. What can I do on myPass?
	
	 Identify the student
	 Alberta Student Number `1234-5678-9`
	 Where can I find my Alberta Student Number?
	 Date of Birth `1990/01/01` × 📅
	
	 Information about you
	 You Are ◉ The student
	         ○ A parent or guardian of the student
	         ○ Authorized user
	
	 Do you have a Signup Access code? If yes, then please provide below
	 Signup Access Code/Pin Code ⓘ [ ]
	
	 Note: By clicking Activate Connection below, you agree to be bound by the myPass Terms of Use Agreement.
	
	 [Activate Connection]

2.2 Student - Signup with Access Code

Step 1: Receive of Sign up Access Code letter	

• Student receives the Signup Access code by letter mail for the following situations
 	
    1. The Email address that is used for the Education account does not match the Email address in PASIprep or there is no email address in PASIprep. The student is unable to establish a myPass connection and has the option to request an Access Code**.**
 	
      OR
 	
    2. The Student is registered for a diploma exam, but does not have a myPass account.
 	
      For both situations the student should have a current mailing address in PASIprep.
	TEST >>> TEST >>> TEST >>> TEST >>>
	 TEST >>> TEST >>> TEST >>> TEST >>>
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	 ![Alberta Government]
	
	 Alberta Education
	 44 Capital Boulevard
	 10044 – 108 Street
	 Edmonton, Alberta T5J 5E6
	 Canada
	 mypass.alberta.ca
	
	 04 FEB 2018
	 Alberta Student Number: 1073-1067-4
	
	 >>> Non-Production Document - Do Not Mail <<< 1
	
	 Carson Stewart Angermeier
	 BOX 1725
	 BEAVERLODGE AB T0H 0C0
	
	 To Carson Stewart Angermeier,
	
	 You are receiving this letter because you are writing one or more Diploma Exams in January 2018. Diploma Exam results will be available on or before 16 FEB 2018 through myPass.
	
	 How to sign up for myPass?
	 1. Go to https://public.education.alberta.ca/PASI.UAT/myPass
	 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
	
	 Signup Access Code
	 YCMzVRfk
	 Expires 06 FEB 2018
	 One time use only
	
	 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 Detailed Academic Reports (DAR)
	 • Order additional copies of an awarded credential in English or French

Step 2: Sign Education Account • The student visits the myPass website via 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 Google or Microsoft Account • Preferable the student uses the same personal email address as the email address that is registered in PASIprep by the school.	

Step 3: Enter details in myPass
 	
• The student enters the following information:
   1. ASN
   2. Date of Birth
   3. Select the option "The Student"
   4. Enters the provided Signup Access Code from the Access Signup Letter
   5. Click "Activate Connection"
 	
• If the entered information matches exactly with student record, the student is informed that 'Access to the student record has been granted'.
 	
• The student will receive a notification email with details that an active connection has been created on their record.	

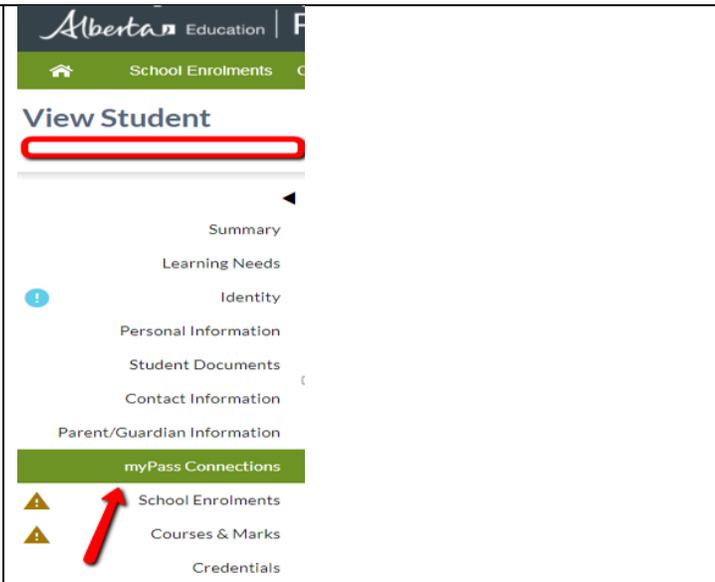|	

Step 4: View Connection details
 	
• The student is able to view the details of the connected parent/guardian or authorized user in the "Access to the Student Information" section of myPass
    ○ Personal details including name, relationship and email address.
    ○ The status of the connection (if one exists)
    ○ Last time the connection was used
    ○ The expiration date of the connection
	Access to the Student Information
	
	▬ *myPass connections to the student information*
	
	➕ Add User
	
	Education Account / **Connection Status**
	
	_____@gmail.com
	Relationship to you:
	Self
	Active
	Last accessed on: 22 FEB 2018
	Access expires on: N/A
	
	_____@gmail.com
	Relationship to you: Aunt
	Active
	Last accessed on: 06 FEB 2018
	Access expires on: 17 JAN 2019
	Edit Delete
	
	_____@gmail.com
	Relationship to you: Parent
	Active
	Last accessed on: 16 FEB 2018
	Access expires on: 17 JAN 2019

Step 5: Manage existing myPass Connection • The student is able to edit existing Authorized user Connections via the "Access to the Student Information" section in myPass • The student is **not** able to suspend or delete the parent/guardian connection • The student is able to (un)suspend or delete an authorized user connection	Alberta Government | myPass 🏠 Home › Access to the Student Information Messages (2) Viewing: 👤 Hartman Ryan Duncan ▾ **Access to the Student Information** Delete **Name** **Relationship** Parent **Email Address** _____@mail.com **Expiry Date** 2019/01/17 **Suspend?** ⭘ Save Cancel

3. Manage Student Connections in PASIprep

Step 1: Select myPass Connection PASIprep • Go to "myPass Connections" Section in the PASIprep menu	
Step 2: Manage myPass Connections • The user can select the following options in the menu: • **Suspend:** Allows the user to suspend an active myPass connection • **Reactivate:** Allows the user to reactivate a suspended myPass connection • **Delete:** Allows the user to delete an active, expired or pending myPass connection. • For Suspending, Reactivating or Deleting an existing Connection: 1. Select the connection that needs to be changed 2. Click "Suspend", "Reactivate" or "Delete" 3. The status of connection will be changed after user click "YES"	