

# Red Tape Reduction and Student Records

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## Digital Official Documents

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# Red Tape Reduction & Student Records

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- Alberta Education
- Red Tape Reduction and Student Records Branch
- The Provincial Approach to Student Information (PASI) system

# myPass

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- myPass.alberta.ca is a secure self-service website for Alberta students to:
  - Order official high school transcripts and credentials
  - Register to write or rewrite diploma exams
  - View progress towards a credential
  - View or update student personal information

# Digital Official Documents - Terminology

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- Digital Official Document
  - An official .pdf version of the Alberta High School Transcript and / or credential.
- Digital Official Document Consumer
  - An organization or institution that signs up to receive digital official documents from Alberta Education.

# Digital Official Documents - Overview

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- Students provided access to order digital official documents via myPass
- Alberta Education staff sign up and manage Digital Official Document Consumers
- Notifications provided to Consumers and Students
- Privacy and security ensured

# Digital Official Document Orders

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# Digital Official Document Orders

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- myPass user orders an official document, high school transcript or credential via myPass
- A Digital Official Document Consumer is selected as the destination and the order is successfully completed
- The myPass user may view their orders and will receive an 'accessed successfully' notification

# Receiving Digital Official Documents

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# Receiving Digital Official Documents

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- Consumer receives a notification that they have a document or documents available.
- Consumer user clicks the link contained within their notification
- Consumer user is authenticated using their Education Account

# Receiving Digital Official Documents

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- Viewing site confirms that the link used has not expired and presents a list of available documents
- Consumer selects the document(s) from the list to view and/or download
- 30 days to access the link, once downloaded the document is available for re-download for 24 hours

# Digital Official Document Consumer Registration

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# Consumer Registration

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- Request an application from Student Records Business Supports at [srbusinesssupport@gov.ab.ca](mailto:srbusinesssupport@gov.ab.ca)
- An application will be provided along with information the organization may wish to share with Alberta applicants
- With application approval the organization is added to myPass as a destination for official documents

# Questions?

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# Contact

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## Red Tape Reduction & Student Records

- Email: [StudentRecords@gov.ab.ca](mailto:StudentRecords@gov.ab.ca)
- Phone: 780-422-9337 (for toll-free access within Alberta, first dial 310-0000)

## Student Records Business Support

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