

APPLYING TO POST-SECONDARY PROGRAMS IN ALBERTA

A practical guide for Highwood students

START EARLY

Use a personal email address that you will continue to access after graduation. Keep your Alberta Student Number and passwords private.

At a glance

- ☐ Provide your personal email address to the Academic and Career Advisor, then follow the myPass setup steps sent to you.
- ☐ Create a BASIC Alberta.ca Account using a personal email address.
- ☐ Gather your Alberta Student Number, school history, courses, grades, and payment method.
- ☐ Use ApplyAlberta to begin applications to participating Alberta institutions.
- ☐ Complete any institution-specific steps and pay the application fee.
- ☐ Check your applicant portal and personal email regularly after applying.

1. Set up myPass

myPass is Alberta Education and Childcare's secure self-service website for student records. You can use it to:

- order Alberta high school transcripts in English or French
- view diploma exam marks
- register and pay to write or rewrite diploma exams
- view and print a Detailed Academic Report (DAR)
- check progress toward a diploma or certificate
- order additional copies of an awarded credential
- receive important notifications

What you need

- ☐ Your Alberta Student Number (ASN).
- ☐ A personal email address that you will continue to access after graduation.
- ☐ The setup steps sent to you by the Academic and Career Advisor.
- ☐ Your birthdate and any other information requested during account setup.

Highwood myPass setup process

1	Provide your personal email address Send or provide the Academic and Career Advisor with a personal email address that you will continue to access after graduation. Do not use your school-assigned email address.
2	Watch for the setup instructions The Academic and Career Advisor will send the steps you need to create your myPass account.
3	Create and activate your account Follow the instructions carefully and use the same personal email address you provided to the Academic and Career Advisor.

Need help? If you do not know your ASN or have difficulty creating your account, contact the Academic and Career Advisor. Keep your ASN and account information private.

[Open myPass](#)

2. Prepare before applying

Gather the information below before starting. Having it ready will make the application process easier and reduce interruptions.

- ☐ Alberta Student Number (ASN)
- ☐ personal email address and Alberta.ca Account sign-in
- ☐ legal name and contact information
- ☐ names of high schools and any post-secondary institutions attended
- ☐ high school courses and grades requested in the application
- ☐ current Grade 12 courses and courses still in progress
- ☐ a credit card or other accepted online payment method
- ☐ program choices and intended start term

Important: Enter courses, completed marks, courses in progress, and anticipated grades carefully and honestly. Admission decisions may depend on the information you provide and on final official results.

3. Apply through ApplyAlberta

ApplyAlberta is Alberta's online application and transcript-transfer system for undergraduate programs at participating publicly funded post-secondary institutions.

1	Create or sign in to your Alberta.ca Account Only a BASIC Alberta.ca Account is required for ApplyAlberta. Use a personal email address, not a school-assigned account that may become unavailable after graduation.
2	Complete your ApplyAlberta profile Provide the requested personal details, ASN, academic history, courses, and grades. Review all entries for accuracy.
3	Start an application Choose the institution, intended start period, and program. ApplyAlberta will direct you to the institution's application portal to complete any additional questions.
4	Pay the application fee Application fees vary by institution. Review the fee shown before submitting and use an accepted payment method.
5	Confirm transcript permissions Follow the prompts regarding transcript requests and consent. ApplyAlberta lets you view and manage transcript activity connected with applications submitted through the system.

[Open ApplyAlberta](#)

[Read the official ApplyAlberta application guide](#)

4. After you apply

Each institution manages its own admission review and may request additional information. After submitting an application:

- ☐ Save the confirmation page, application number, and payment receipt.
- ☐ Set up the institution's applicant or student portal when access instructions arrive.
- ☐ Check the portal for application status, required documents, deadlines, and next steps.
- ☐ Check your personal email regularly, including junk and spam folders.
- ☐ Upload or submit updated marks or documents in the way the institution requests.
- ☐ Apply for entrance awards, scholarships, and bursaries. Review both institutional and external opportunities.
- ☐ Respond to an offer by the stated deadline and follow instructions for deposits, registration, residence, or other requirements.

Outside Alberta: Begin with the official website of the institution or the application service used in that province. Follow that institution's instructions for applying and sending transcripts.

Application tracker

Institution	Program	Submitted	Portal set up	Documents complete	Decision / deadline

Notes

Official resources

- [myPass](#)
- [ApplyAlberta](#)
- [How to Apply through ApplyAlberta](#)
- [Alberta.ca Account](#)

Reminder: Admission requirements, deadlines, fees, document procedures, and portal instructions vary by institution and program. Always confirm details on the institution's official website before submitting.