

A group of graduates in silhouette are celebrating at sunset, with many throwing their caps into the air. The scene is framed by a white border.

APPLYING to POST SECONDARY!

Here's what you need to know!



COUNSELLOR CORNER WEBSITE

Scan the QR code!



A hiker in an orange shirt and black shorts stands on a rocky mountain peak with arms raised in triumph. The background shows a vast mountain range under a blue sky with scattered white clouds. A valley with green fields and a small town is visible in the distance.

Academic Advising Counsellor Corner

EVERY STUDENT **NEEDS A MYPASS** ACCOUNT BEFORE THEY GRADUATE.

01

If you have not set up your myPass account yet, GET ON IT!

(we can help at the end of this presentation)

02

You will need access to your Detailed Academic Report to apply to post-secondary institutions.

03

You can also check your diploma results in myPass

myPass is an Alberta Education self-service website for students to:

- ✓ Order high school transcripts in English and 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

Applying to Schools in Alberta!



- **ApplyAlberta:** Streamlined process for applying to one or more post secondary institutions
- The first time students use ApplyAlberta they will create a profile with their **personal and academic history.**
- This information is filled in automatically on each of the Alberta post-secondary applications they complete

Alberta's post-secondary application platform

ApplyAlberta is an online application and transcript transfer system that anyone can use to apply to undergraduate programs throughout Alberta.

How to apply



Click on *'How to Apply'* to get started!

Click on *Create Account* when ready.



Let's get started with your application

Applying can be a bit difficult on a cell phone—we recommend using a computer for the best experience.

[Create Alberta.ca account](#)

You need to create an [Alberta.ca](#) Digital ID to access the ApplyAlberta Website.




Sign in to Alberta.ca
Account for personal use


Email or username

[Find my account.](#)

Continue

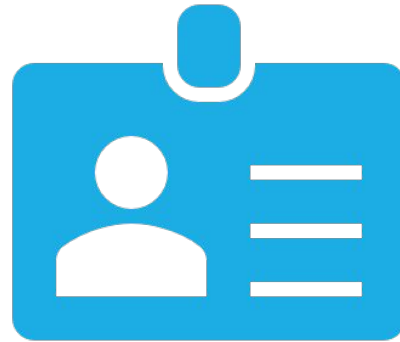
or

 Sign in with Google

 Sign in with Microsoft

[Don't have an account?](#) [Create account](#)

Did you know that you need to have a [Alberta.ca](#) Digital ID for all Government websites?



Once you have created your Digital ID, you will be able to proceed to the ApplyAlberta website.

- NO need to wait for your ID confirmation; just log in.

Welcome Paige Bowman

My Activities

[Manage My Application Activities](#)

[Manage My Transcript Activities](#)

My Account

[Privacy & Legal Agreement](#)

Privacy & Legal Agreement

ApplyAlberta Privacy Notice, Transcript Authorization & Terms and Conditions

You are about to enter ApplyAlberta, the Alberta Post-Secondary Application System. ApplyAlberta provides students with access to essential information and services to support application for admission to one or more of Alberta's public post-secondary institutions. ApplyAlberta provides these services through collaborative integrated program agreements with Alberta Advanced Education and 26 Alberta post-secondary institutions.

Privacy Notice—Protecting Your Privacy

Your personal information is collected under the authority of Section 33(c) of [Alberta's Freedom of Information and Protection of Privacy \(FOIPI Act\)](#) for the following purposes:

- to disclose consistent, accurate personal information to each post-secondary institution to which you choose to apply;
- to facilitate the processing of electronic transcript requests from other Alberta post-secondary institutions and Alberta Education to support your application(s) for admission.

If you have questions about the collection, use or disclosure of your information for ApplyAlberta, please contact admin@applyalberta.ca.

If you do not wish to declare specific information within this application, do not use ApplyAlberta. You must contact the [post-secondary institution](#) of your choice directly to apply for admission.

Terms and Conditions

- I understand the service.
- I understand the terms and conditions.
- I understand that providing false information may result in my application being denied.
- I understand that providing false information may result in my application being withdrawn.
- I understand that providing false information may result in my application being considered incomplete.
- I understand that providing false information may result in my application being considered fraudulent.
- I understand that providing false information may result in my application being considered invalid.
- I understand that providing false information may result in my application being considered ineligible.
- I understand that providing false information may result in my application being considered non-compliant.
- I understand that providing false information may result in my application being considered non-eligible.
- I understand that providing false information may result in my application being considered non-qualified.
- I understand that providing false information may result in my application being considered non-satisfactory.
- I understand that providing false information may result in my application being considered unsatisfactory.
- I understand that providing false information may result in my application being considered unacceptable.
- I understand that providing false information may result in my application being considered unacceptable.

Welcome Paige Bowman

My Profile

Personal Information

Addresses

Contact Information

Citizenship

High School History

High School Marks

Highest Level

Post-Secondary History

Additional Information

[Select Institution](#)

My Activities

Before you can apply to an institution, you must complete each of the My Profile sections listed above.

[Manage My Application Activities](#)

[Manage My Transcript Activities](#)

My Account

[Privacy & Legal Agreement](#)

High School Academic History

Provide your high school history in support of your application.

Schools Attended

Indicate "yes" if you are enrolled in, plan to enroll in, or have completed courses at the high school level. "High school level" includes courses taken at high school, through home schooling, high school equivalency or academic upgrading courses taken at a post-secondary institution, or dual credit courses.

NOTE: For dual credit courses, indicate the institution where the course was completed or will be completed on the "Post-Secondary History" screen. required

Yes No

High School Name	Address	Attendance Dates	
Foothills Composite High School	OKOTOKS	2002-SEP - 2005-JUN	<input type="button" value="Remove"/>

Information for Foothills Composite High School

School Address:
229 WOODHAVEN DR.
OKOTOKS, ALBERTA
CANADA
T1S2A7

Phone Number:
(403)9386116

Credential Received or Working Towards (Select all that apply): required

- High school diploma
- Certificate of High School Achievement / Vocational Diploma
- IB - International Baccalaureate
- M.A. Advanced Placement College Board

Welcome Paige Bowman

My Profile

Personal Information

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My Account

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Personal Information

The personal information requested on this form is collected for the purpose of determining eligibility for admission and/or the administration of academic programs and student services. After submission of an application, certain personal information may be made available by post-secondary institutions to federal and provincial government departments and agencies under appropriate legislative authority.

Applicant's Name

Your name was entered as part of the account creation process.

First Name : Paige
Last Name : Bowman

Preferred First Name :

Please enter your preferred first name for institutions to use when communicating with you, if different than above. For example, your Legal First Name may be Robert, and your Preferred First Name is Bob. ?

Legal Name

If your current or former legal name is not the same as the name displayed above, please enter your legal name. This will help with retrieving your transcript(s) and matching them to your application.

Legal First Name (if different than above):

Legal Middle Name (if different than above):

Legal Last/Family Name (if different than above):

Historical Entries

Enter all former names if different than applicant's name shown above.

Other Information

Alberta Student Number :

What are you looking for?

Courses and Marks

View Credential
 >> View diploma / certificate progress

Detailed Academic Report
 >> Download high school course and mark history

Diploma Exam
 >> Add and manage exam registrations and late payment
 >> View results and request rescors

PAT Results
 >> View Provincial Achievement Test Results

Document Orders

Order Transcript
 >> Order an Alberta Transcript of High School Achievement

Order Credential
 >> Order a diploma / certificate reprint

Order History
 >> View all orders
 >> Edit unsent orders

Student Profile

Personal Information
 >> Review and update personal and contact information

Verification Document
 >> Generate letters for proof of name, school enrolment, age and who a student resides with

Home Education
 >> Notify Alberta Education that you are providing a Home Education Program

Student Connections

Connect to a Student
 >> Obtain access to the student information

Access to Student Information
 >> Review who can or has accessed student information

ENTERING COURSES AND MARKS:

1. USE your DAR found on **myPass** to make this simple
2. Only enter grade 11 (20 level) and grade 12 (30 level) courses and marks.
3. Modules must be entered separately!
4. Enter grades for every grade 11 course and then enter **your predicted grade** for any grade 12 course that is still in progress or not being taken until semester 2.

If you're
having
issues...

*If the course doesn't appear in the drop down after entering the course code, then try entering the title of the course instead.

**If you are scheduled to take a course in semester two that is taught in modules (for example construction), please email/speak to the teacher and ask POLITELY for the course codes for the modules you'll be covering.

CHOOSING YOUR COLLEGES OR UNIVERSITIES:



Once your profile is complete, you are ready to apply!



Each University/College charges an application fee.



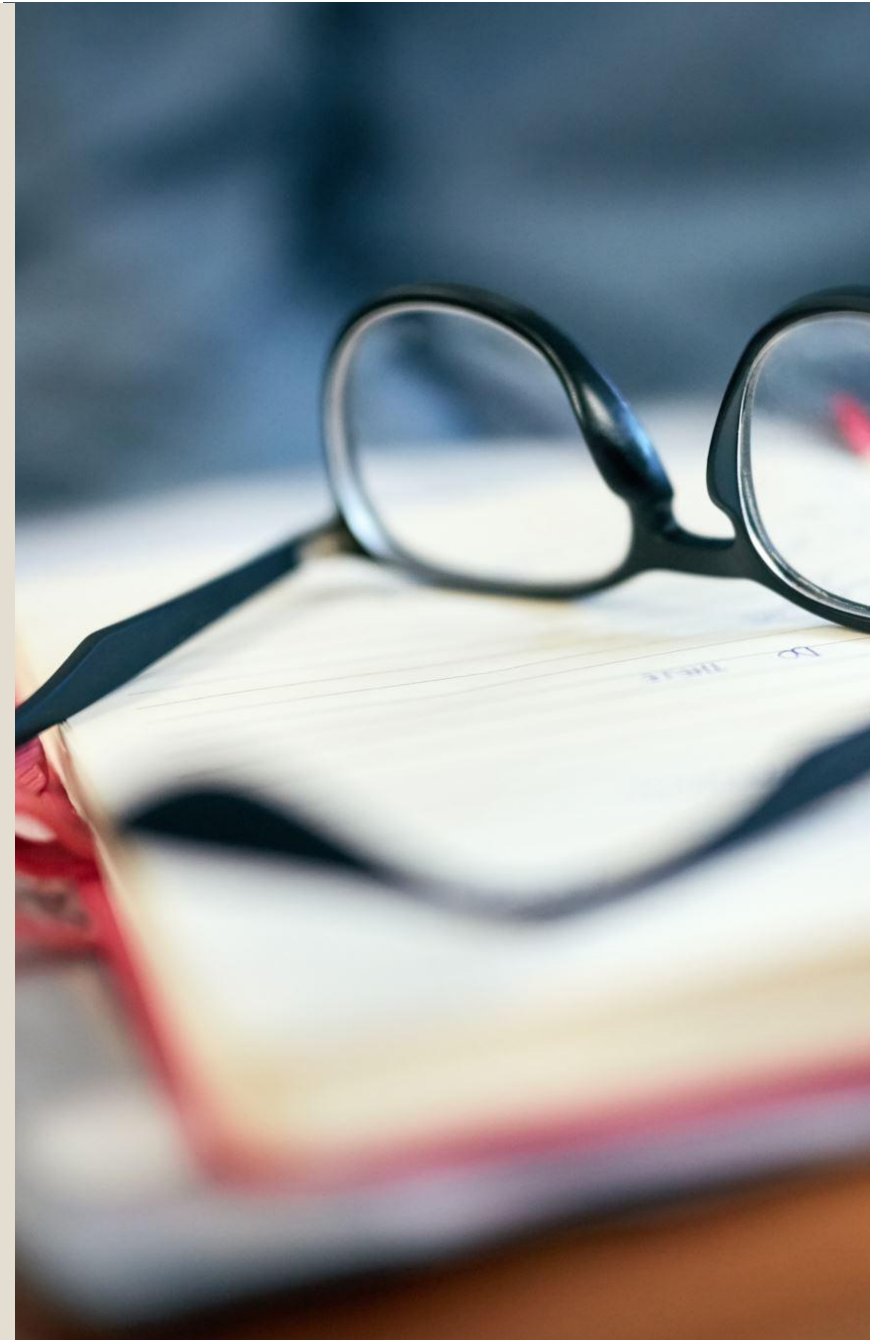
The fees are usually roughly \$100 per institution.



For most Colleges and Universities, you will be able to choose two programs. Make sure you prioritize your ideal program as choice #1.

NOW you wait...

- All Alberta institutions will access your transcripts on YOUR BEHALF
- You will be contacted by the institutions to let you know the status of your application.
- They will let you know if you are missing anything, and what kind of extra documentation they might need.
- Make sure that you read any correspondence very carefully as **applications are very time sensitive and have deadlines.**
- Visit the College and University websites directly to further explore the programs you've applied to.
- Don't hesitate to connect with an Advisor/Recruiter at the University or College of your choice. **Remember – their job is to help you and recruit you for their institution.**



Review: Your Steps!

Here are the steps you'll go through to complete your application:

1

Create your account

First, you will create an Alberta.ca account and provide your Alberta Student Number (or create one if you have never studied in Alberta before).

2

Fill in your profile

Now you have access to the ApplyAlberta portal. At this point, you will make sure that your profile is fully completed (missing profile information will delay your ability to apply).

ApplyAlberta is where you will manage your applications and view transcript requests that institutions have made on your behalf.

3

Complete your application

Almost there! Now you will 'Start a New Application' at the institution of your choice. You will be directed to the institution's application portal where you will apply and pay any application fees.

Early Admission...

- **Early admission opens October 1**
- Universities ONLY offer about 10-15% of their program's population at this time
 - 80% of offers will go out by February/March
 - If you apply early you can get an offer by mid November BUT you still must meet all the requirements of the University or College
 - Your application and transcript will be re-reviewed up to four times, depending on the post secondary institution. Do not stress if you do not get an early offer
- From an awards perspective, **it is a good idea to apply during early admission!**
 - Even if you know you won't be accepted for early admission you can still apply and be considered for awards
 - For example, at the University of Calgary, their first award application closes in December

Applying outside of AB

→ Applying to British Columbia?

EducationPlannerBC

→ Applying to Ontario?

OUAC (Ontario Universities'
Application Centre)

→ Applying international?

Common App

****You will need to order transcripts from myPass to be sent to out of province institutions! This can be done in advance.**



Grade 12 To-Do List...



1. **Research** the requirements for your program of choice! Have you enrolled in the proper high school courses? Do NOT apply if you do not meet requirements.
2. **Look** at Post-Secondary schools of your choice and register online for Open Houses.
(PS. sometimes you can apply for FREE when you attend Open Houses)
3. **Contact/Find** an Academic Advisor/Recruitment officer at the post-secondary institution and ask direct questions about requirements and programs. These Academic Advisors are paid to know the "ins and outs" of their programs.
4. **Activate** MyPass & ApplyAlberta
5. **Apply** to schools that have early admission (know your due dates)
6. **Look** and **prepare** for scholarships that you are going to apply for.
7. **Work hard in your classes!** Make sure you can apply with grades that you are proud of.

We are here to help and we are cheering you on.

How to sign up for myPass

Follow these steps:

- Visit the myPass website: myPass.alberta.ca.
- Click on Sign in with Education Account
- Enter in your **PERSONAL EMAIL** and click on I'm new, sign me up! You will be sent a confirmation email.
- **Follow the prompts:** you'll need to provide some personal information and verify your identity.
 - You can find your 9 digit Alberta Student Number (ASN) in your Edsembli account.
 - If you need further assistance, you can contact the Alberta Education Helpdesk at 780-427-5318 or toll-free at 310-0000 (within Alberta) during business hours.





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