

Below is a step-by-step guide to assist you in accessing your official e-transcript. This electronic version of your official transcript can be sent to you or an external organization or employer.

1. Log into your Student Centre (my.ucalgary.ca)


Log in

[Continue with your IT account](#)

For current students and staff.

[Continue with your eID](#)

For student applicants, alumni, and guests.

 UNIVERSITY OF CALGARY | **Start something.**

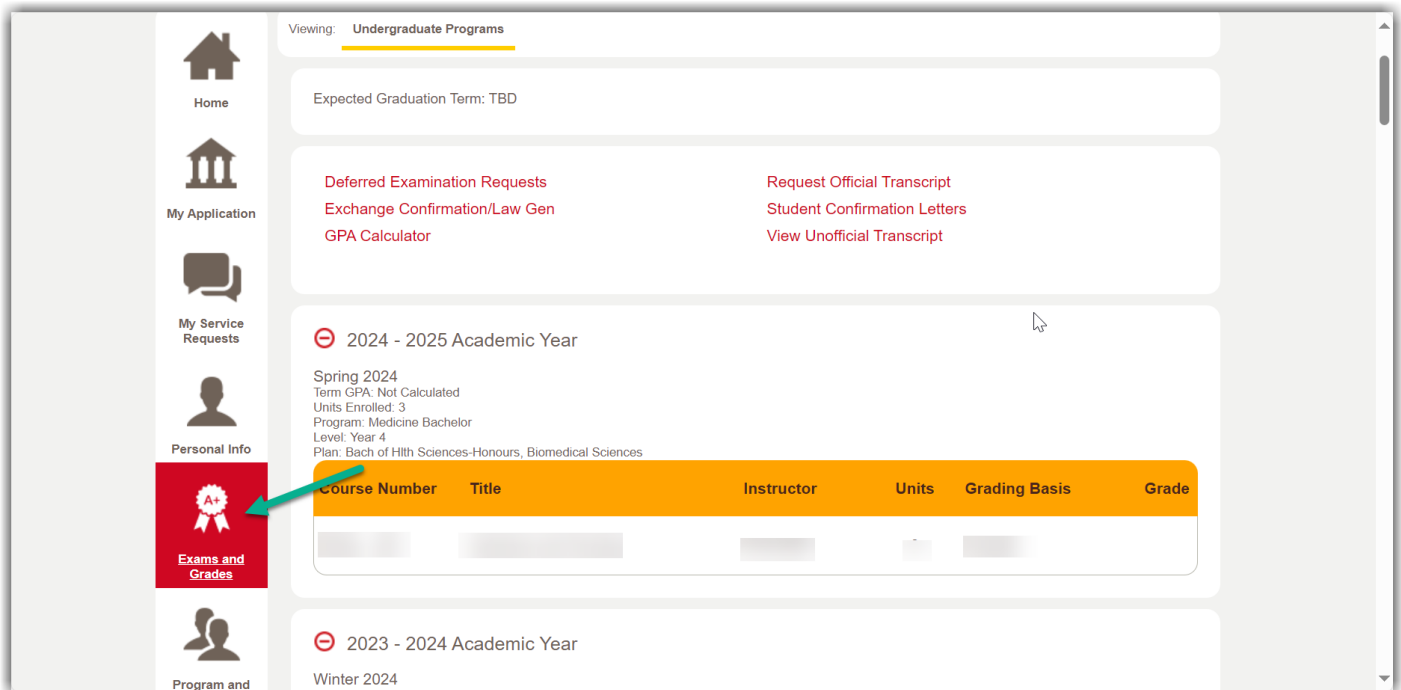
Sign in

[Can't access your account?](#)

[Back](#) [Next](#)

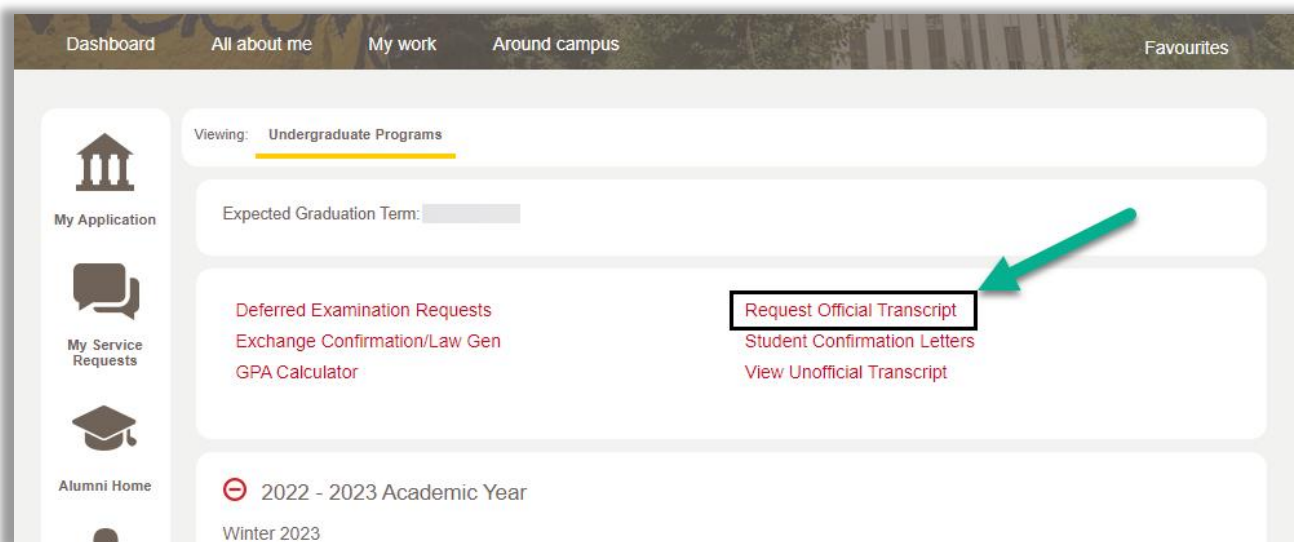
[Register IT Account](#) | [Account FAQs](#) | [Contact UCalgary IT Support](#)

2. Current students can request official paper transcripts from the [Exams and Grades](#) page. If you are an alumni, you can request your transcript from the [Alumni Home](#) page.



The screenshot shows the student portal interface. On the left sidebar, the 'Exams and Grades' tab is highlighted with a red background and a white ribbon icon. A green arrow points to this tab. The main content area shows 'Viewing: Undergraduate Programs' and 'Expected Graduation Term: TBD'. Below this, there are links for 'Deferred Examination Requests', 'Exchange Confirmation/Law Gen', 'GPA Calculator', 'Request Official Transcript', 'Student Confirmation Letters', and 'View Unofficial Transcript'. The '2024 - 2025 Academic Year' section is expanded, showing 'Spring 2024' with 'Term GPA: Not Calculated', 'Units Enrolled: 3', 'Program: Medicine Bachelor', 'Level: Year 4', and 'Plan: Bch of Hlth Sciences-Honours, Biomedical Sciences'. Below this is a table with columns: Course Number, Title, Instructor, Units, Grading Basis, and Grade. The '2023 - 2024 Academic Year' section is collapsed, showing 'Winter 2024'.

3. From the [Exams and Grades](#) or [Alumni Home](#) tab, select [Request Official Transcript](#). You may need to **disable your pop-up blocker**.



The screenshot shows the student portal interface. The top navigation bar includes 'Dashboard', 'All about me', 'My work', 'Around campus', and 'Favourites'. The left sidebar shows 'My Application', 'My Service Requests', and 'Alumni Home'. The main content area shows 'Viewing: Undergraduate Programs' and 'Expected Graduation Term:'. Below this, there are links for 'Deferred Examination Requests', 'Exchange Confirmation/Law Gen', 'GPA Calculator', 'Request Official Transcript', 'Student Confirmation Letters', and 'View Unofficial Transcript'. A green arrow points to the 'Request Official Transcript' link, which is highlighted with a black box.

4. For **Transcript Type**, choose **eTranscript**.

Input YOUR PERSONAL **Email Address**. This email address will be used to send you your *MyCreds* login information. **DO NOT ENTER THE RECIPIENT'S EMAIL ADDRESS.**

There are three ordering options for your transcripts	
Immediate Processing	Your transcript request will be processed within five business days and will reflect your academic record as of the day it was ordered.
Grades Posted	Your transcript will be printed once all official grades have been posted for the term. If you have applied for a flexible grading option, be sure it is reflected prior to submitting your transcript request.
Degree Confer Date	Your transcript will be processed on or after your conferral date. Your conferral date is the date of your convocation ceremony.

Select Option

Transcript Type

Quantity

Note: Quantity defaults to '1', as multiple copies can be shared on MyCreds.ca

Email address for use by MyCreds

Note: This address will not be saved. The email you provide will be used to send you instructions for accessing your electronic transcript through MyCreds. You will use this email to create and login to your MyCreds digital wallet.

Verify Your Contact Information

In the event that you need to be contacted regarding this transcript request, the following information will be used. Make any required additions/corrections and then click the 'refresh' button to display your changes.

5. Scroll down to verify all your personal information to ensure details are current. Edit details if required, or else scroll further down to the bottom of the page and click **Next**.

Verify Your Contact Information

In the event that you need to be contacted regarding this transcript request, the following information will be used. Make any required additions/corrections and then click the 'refresh' button to display your changes.

If you are sending a transcript by courier to a private residence or residential building, a valid phone number is required.

If you are requesting an electronic transcript, please confirm your email (instructions for accessing your electronic transcript will be sent to this address).

Current students: your UCalgary email will be used. Click 'Next' below to continue.
Past students and alumni: if you no longer have access to your UCalgary email, you will need to update your email on file. You may do so below.

Address Type	Address
Home (Mailing)	

Edit Addresses

Phone Type	Phone	Ext	Preferred
Current Home			<input type="checkbox"/>
Other			<input type="checkbox"/>
Work			<input type="checkbox"/>

Edit Phones

Email Type	Email Address	Preferred
ALUM	@alumni.ucalgary.ca	<input type="checkbox"/>
Campus	@ucalgary.ca	<input type="checkbox"/>
Other	@gmail.com	<input type="checkbox"/>
UofC	@ucalgary.ca	<input checked="" type="checkbox"/>

Edit Email Addresses

[Refresh](#)

[VIEW A TRANSCRIPT THAT YOU HAD PREVIOUSLY REQUESTED](#)
Next

6. Review the MyCreds information provided on the next page. Confirm you would like to proceed with the request by checking off the box. Then click **Next**.

1. Electronic Transcript Request Details

1 2 3 4

Please review the important information about official eTranscripts below and verify your email. Once your email address is correct, click "Next".

The University of Calgary is pleased to be partnering with MyCreds™ to offer certified eTranscripts!

Think of MyCreds™ like a digital wallet; after you submit your eTranscript request, a verified copy of this document will be prepared, verified, and uploaded to your "wallet" (MyCreds.ca) for safe keeping. Once in your digital wallet, you can view your eTranscript anytime for free! You can also purchase shares to securely send your transcript wherever you need it to go: institutions, employers, and more.

No matter how many times you want to share your document, you only need to make a request for one eTranscript. That copy will last you until your record changes, at which time you can request a new eTranscript to replace your outdated one.

Ready to add your transcript to your digital wallet? Please **confirm your email** (instructions for accessing MyCreds™ will be sent to this address).

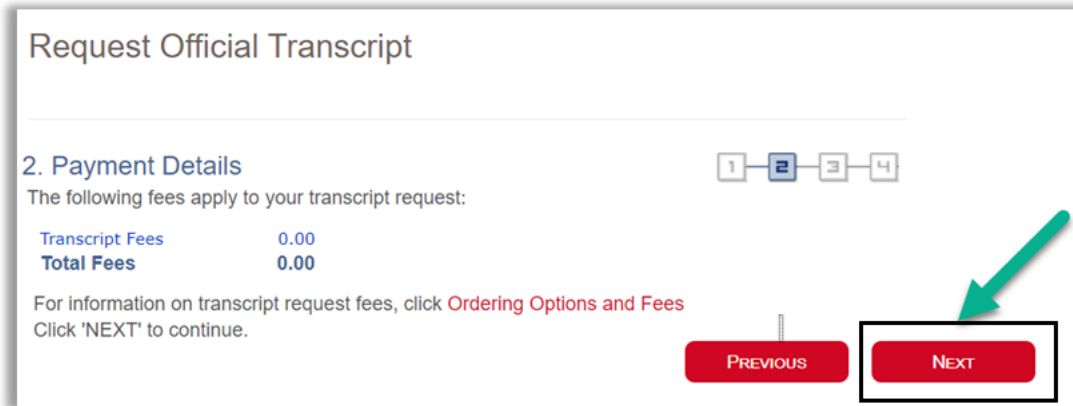
Current students: your UCalgary email will be used. Click the email confirmation box below and "Next" to continue.
Past students and alumni: if you no longer have access to your UCalgary email, you will need to update your email on file. You may do so in your Student Centre (Personal Info > Edit Email Addresses)

Email address used for MyCreds:

I would like to confirm my eTranscript request.

[PREVIOUS](#)
Next

7. Once you verify your request, the page will display a payment summary with **Total Fees** indicating \$0.00. While the university does not charge to process an e-transcript request, there will be an \$8 charge associated with every share you request for through the MyCreds portal. Click **Next** to continue the request.



Request Official Transcript

2. Payment Details

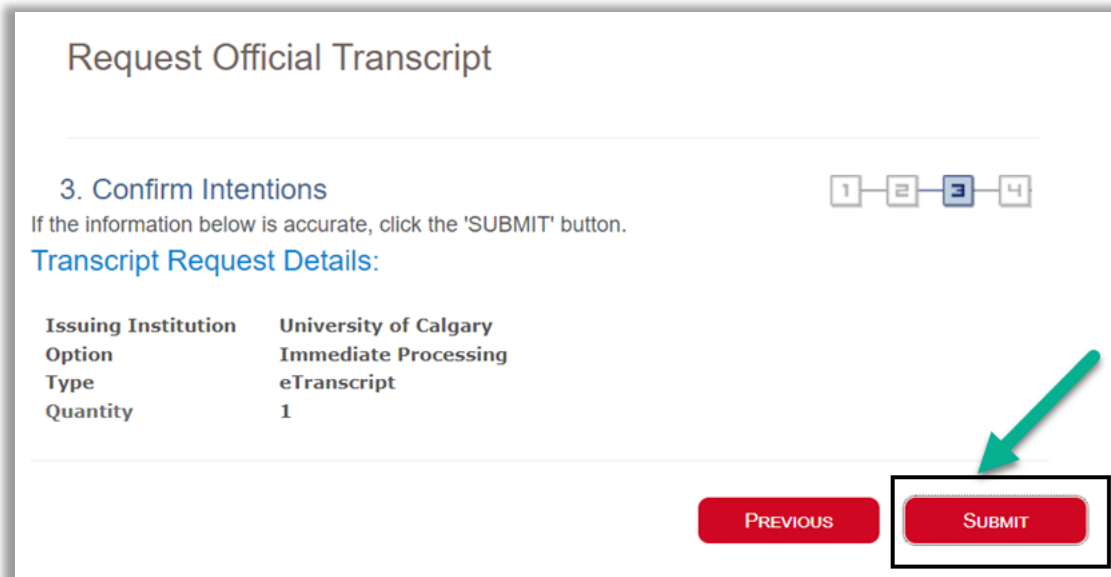
The following fees apply to your transcript request:

Transcript Fees	0.00
Total Fees	0.00

For information on transcript request fees, click [Ordering Options and Fees](#)
Click 'NEXT' to continue.

PREVIOUS NEXT

8. You will be asked to review the details of your e-transcript request before it can be submitted. If all the information is correct, click **Submit** to finalize the request.



Request Official Transcript

3. Confirm Intentions

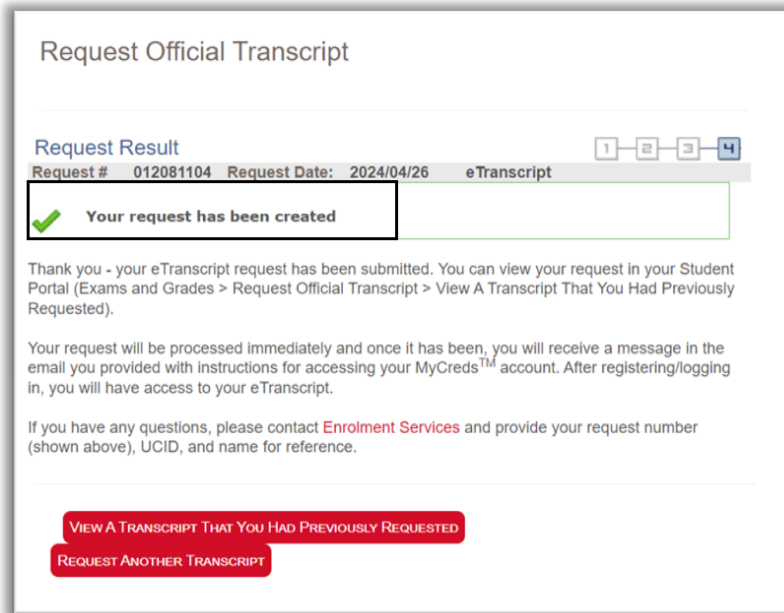
If the information below is accurate, click the 'SUBMIT' button.

Transcript Request Details:

Issuing Institution	University of Calgary
Option	Immediate Processing
Type	eTranscript
Quantity	1

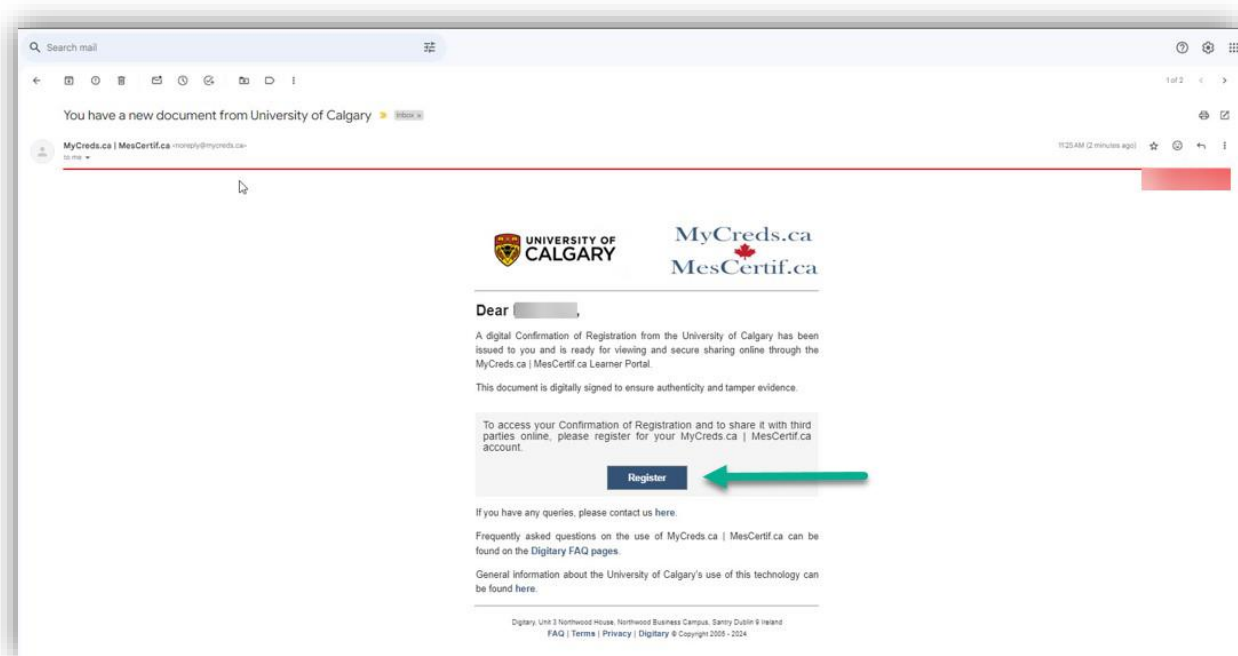
PREVIOUS SUBMIT

9. Once you click Submit, you will see confirmation that the request has been submitted. You are notified that you will receive an email from **MyCreds** with instructions on how to access your e-transcript. **Please check your spam and junk folders for the email.**

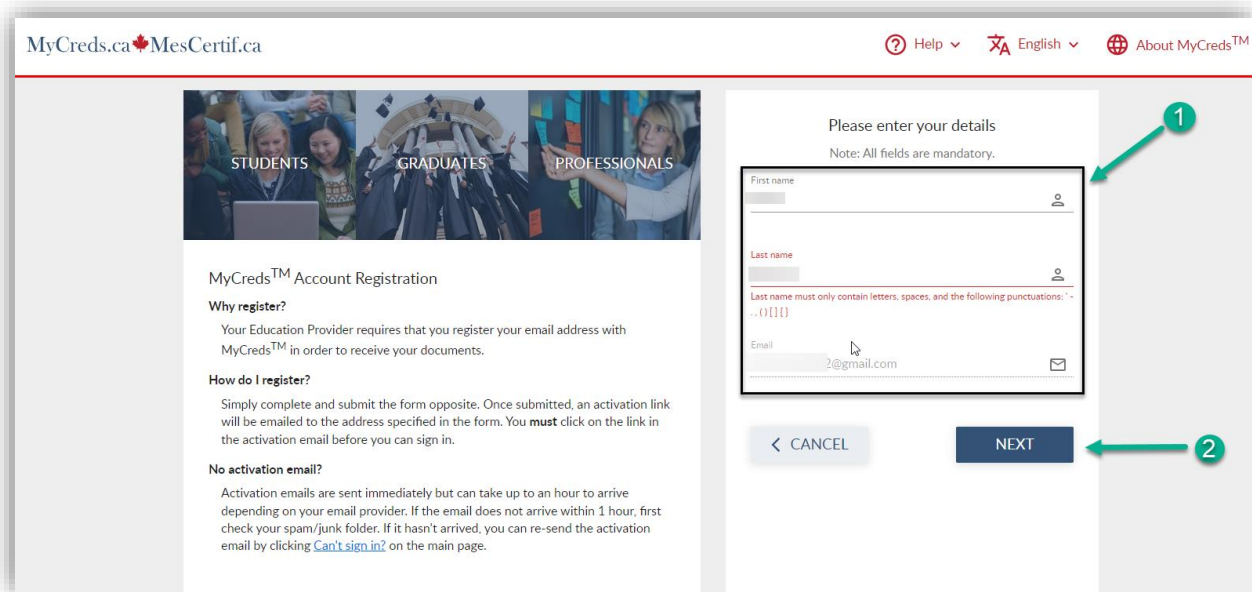


- 10 **MyCreds Registration:** If this is your first time requesting a MyCreds document, you will receive an email to the email address you provided in Step 4. The email will provide you with the link to **Register** to the MyCreds.ca portal. Proceed to **Page 5, Step 11.**

MyCreds Login: If you already have a MyCreds account associated with the email address mentioned in Step 4, please skip forward to **Page 8, Step 15.**



- 11 Once you click the **Register** link, you will be redirected to the MyCreds registration page. Fill out your **First Name, Last Name** and **Email Address** (the email address should be the same as what was provided in your Student Centre request in Step 4).
Click **Next**.



MyCreds.ca MesCertif.ca

Help English About MyCreds™

STUDENTS GRADUATES PROFESSIONALS

MyCreds™ Account Registration

Why register?
Your Education Provider requires that you register your email address with MyCreds™ in order to receive your documents.

How do I register?
Simply complete and submit the form opposite. Once submitted, an activation link will be emailed to the address specified in the form. You **must** click on the link in the activation email before you can sign in.

No activation email?
Activation emails are sent immediately but can take up to an hour to arrive depending on your email provider. If the email does not arrive within 1 hour, first check your spam/junk folder. If it hasn't arrived, you can re-send the activation email by clicking [Can't sign in?](#) on the main page.

Please enter your details
Note: All fields are mandatory.

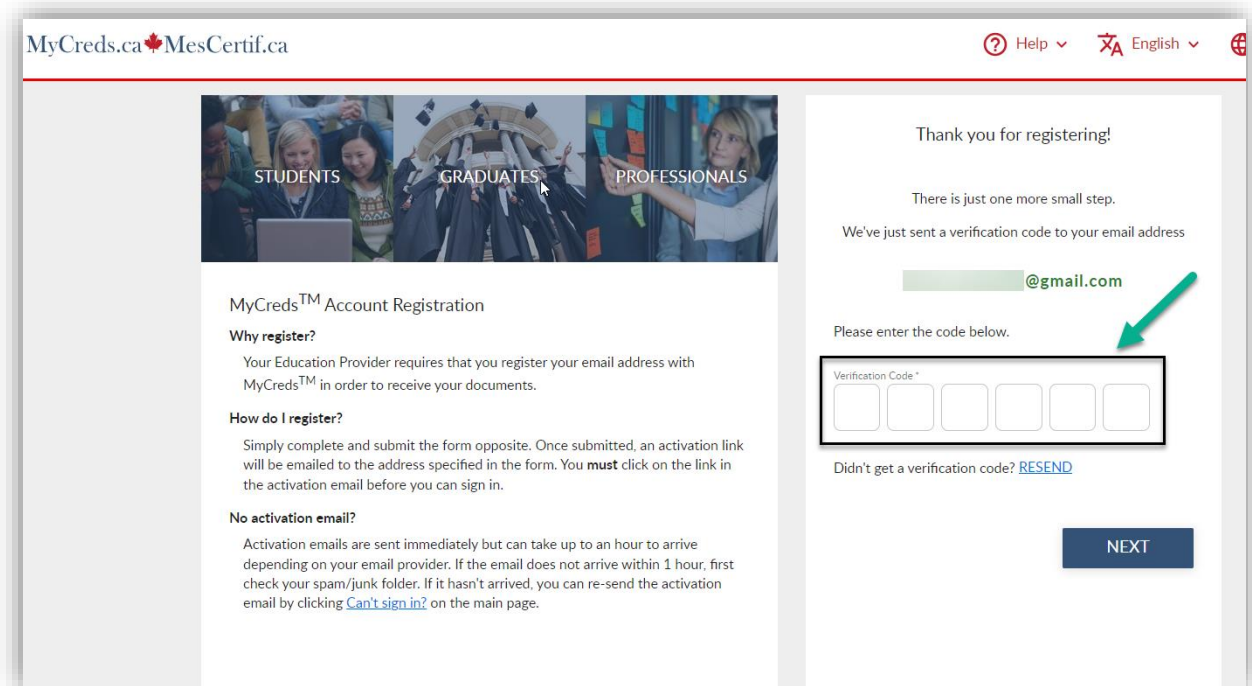
First name

Last name
Last name must only contain letters, spaces, and the following punctuations: '- .(){}'.

Email
@gmail.com

< CANCEL NEXT

- 12 The next screen will request a 6-digit **Verification Code**. MyCreds will send this code to your email inbox to verify your email.



MyCreds.ca MesCertif.ca

Help English

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Thank you for registering!

There is just one more small step.
We've just sent a verification code to your email address
@gmail.com

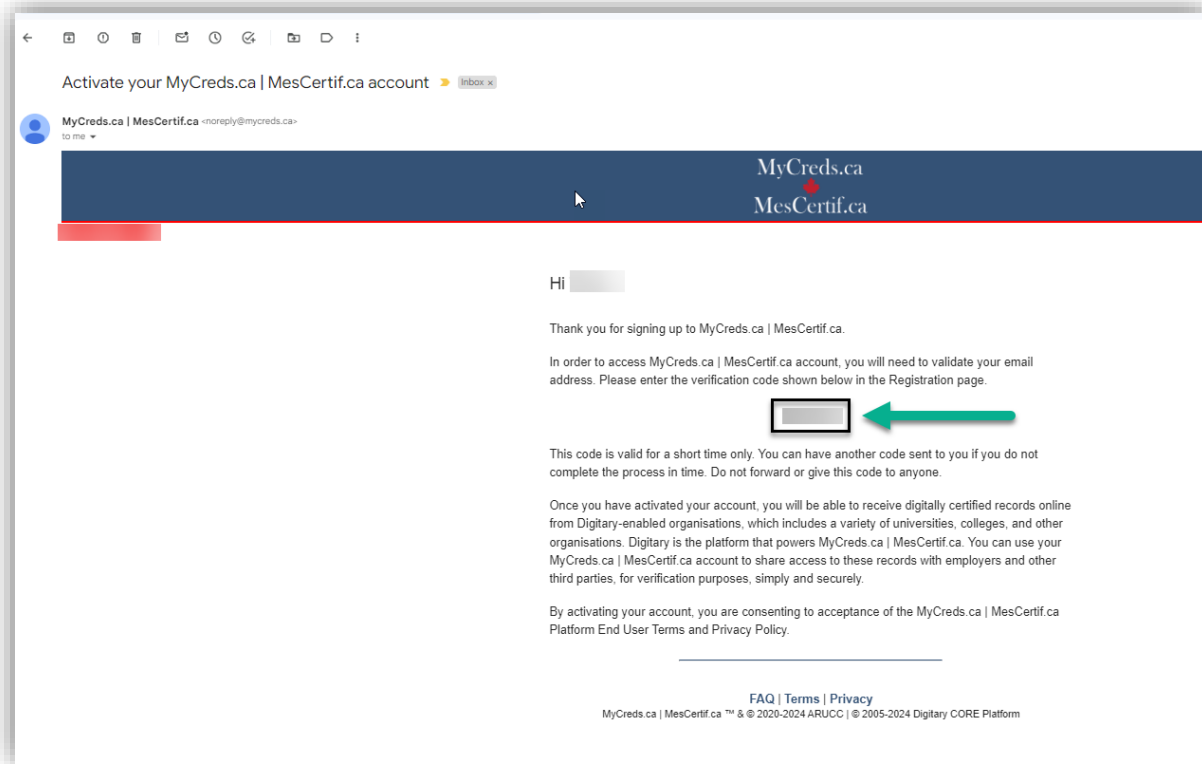
Please enter the code below.

Verification Code *

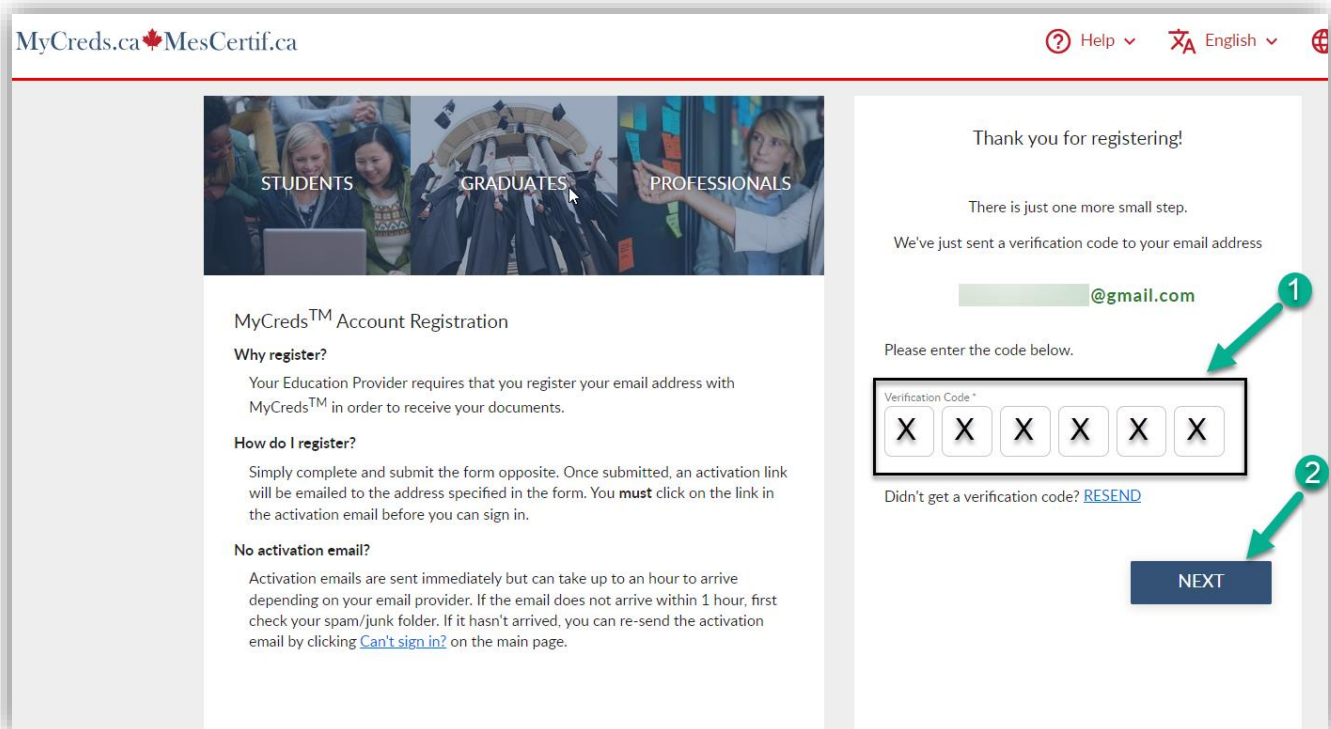
Didn't get a verification code? [RESEND](#)

NEXT

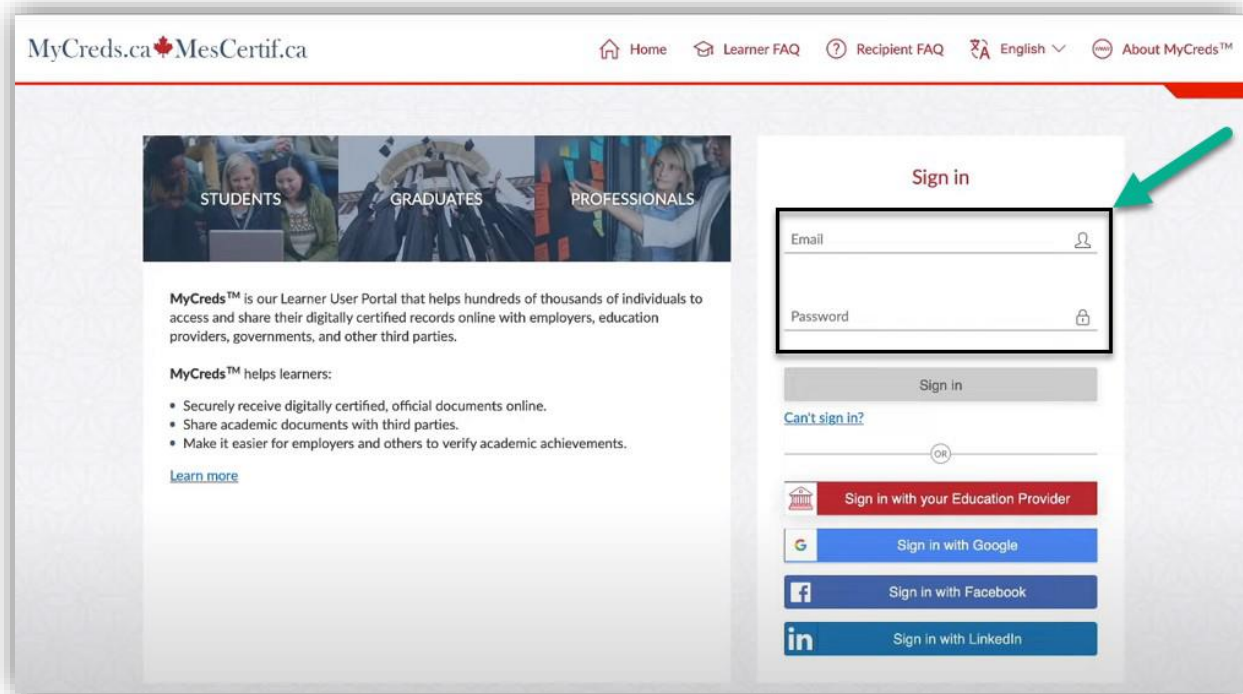
13 Open your email inbox to view the 6-digit Verification Code. Copy this code over to the MyCreds portal.



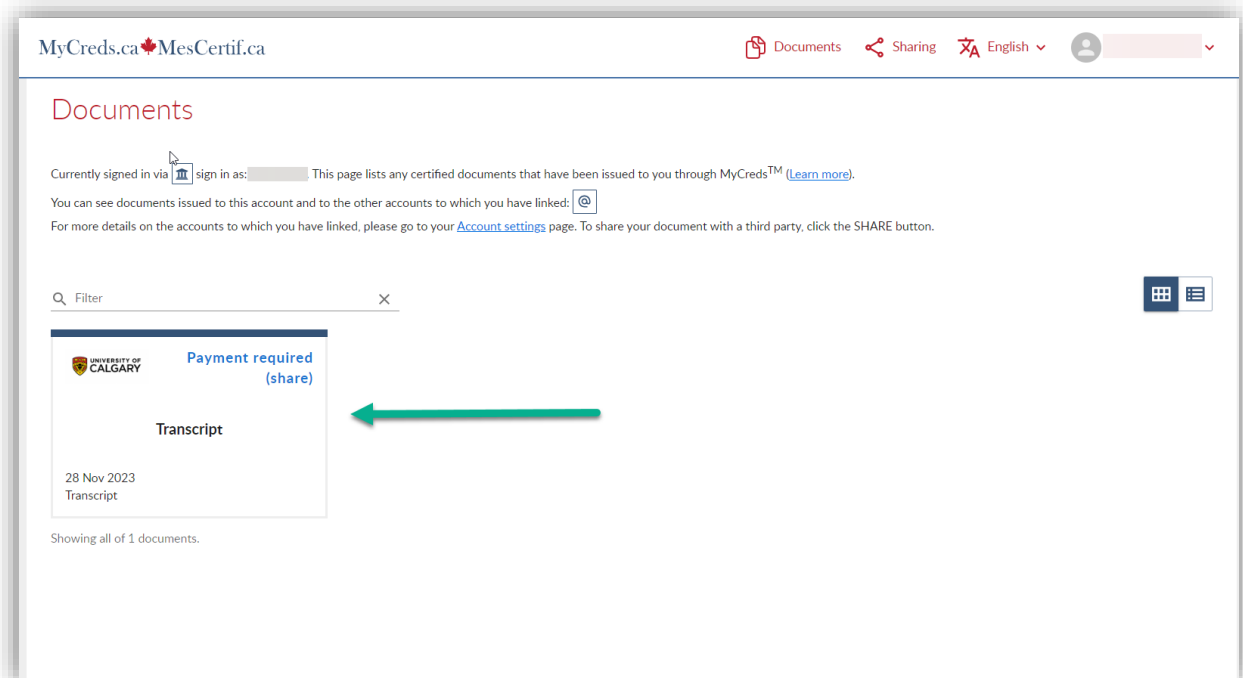
14 Once you have input the code to the MyCreds page, click **Next**.



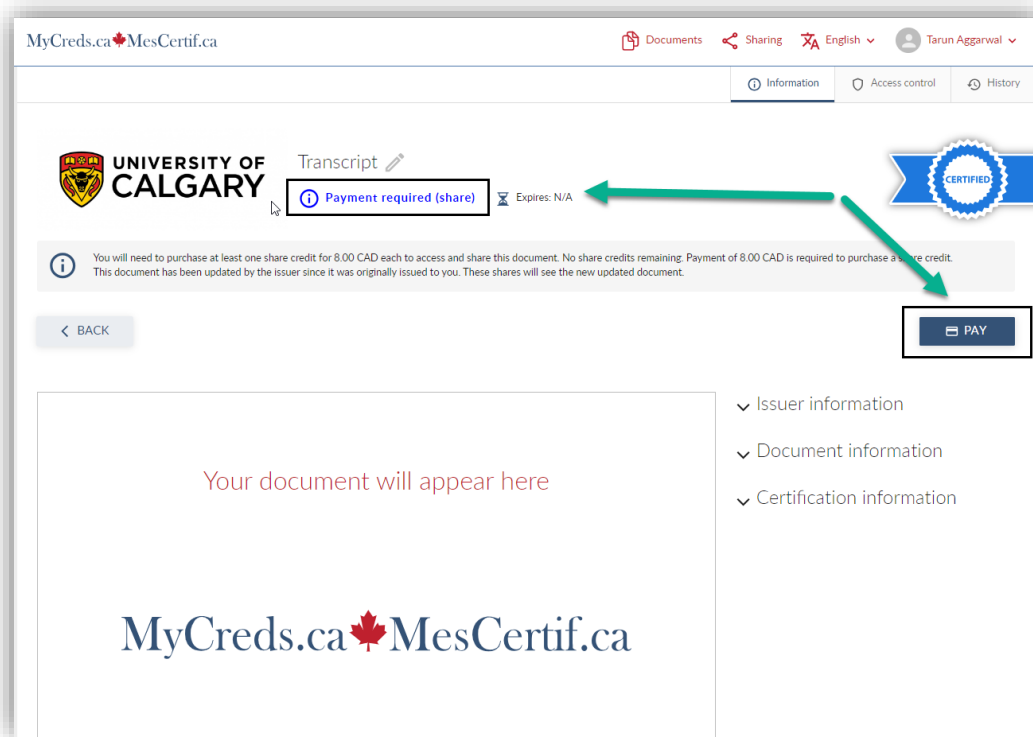
- 15 You will now be directed to log in to your MyCreds portal, where you can input the login information.
If you already have a MyCreds account associated with the email address mentioned in Step 4, you can enter your login information directly on the MyCreds **Sign In page to access the letter.



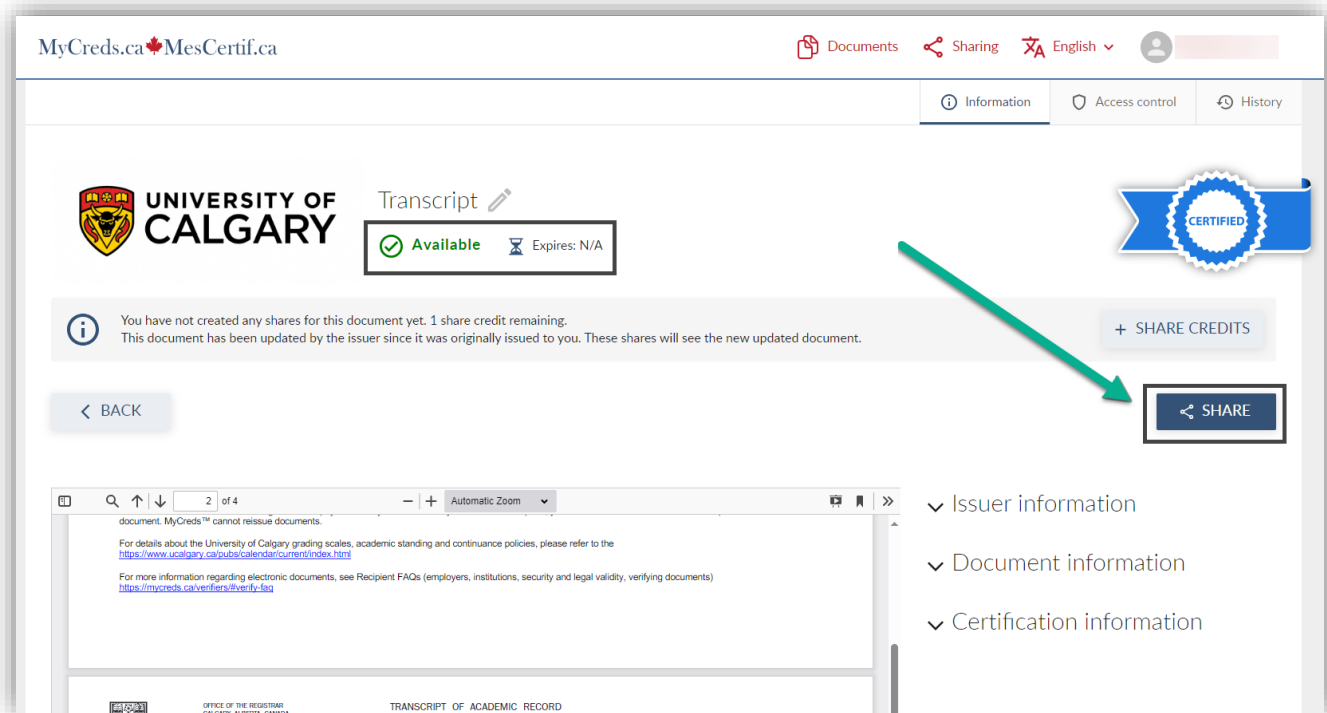
- 16 You are now logged in to your MyCreds portal. Your requested letter should be available on the **Documents** page. Click on the tile with your letter to open it.



17. The next page will indicate that there is **Payment required** to access the letter. You can initiate this payment through the **Pay** button.



18. Once payment is complete, you can **view, download, and share** the transcript.



End of Procedure. For further questions, please contact [Enrolment Services](#).