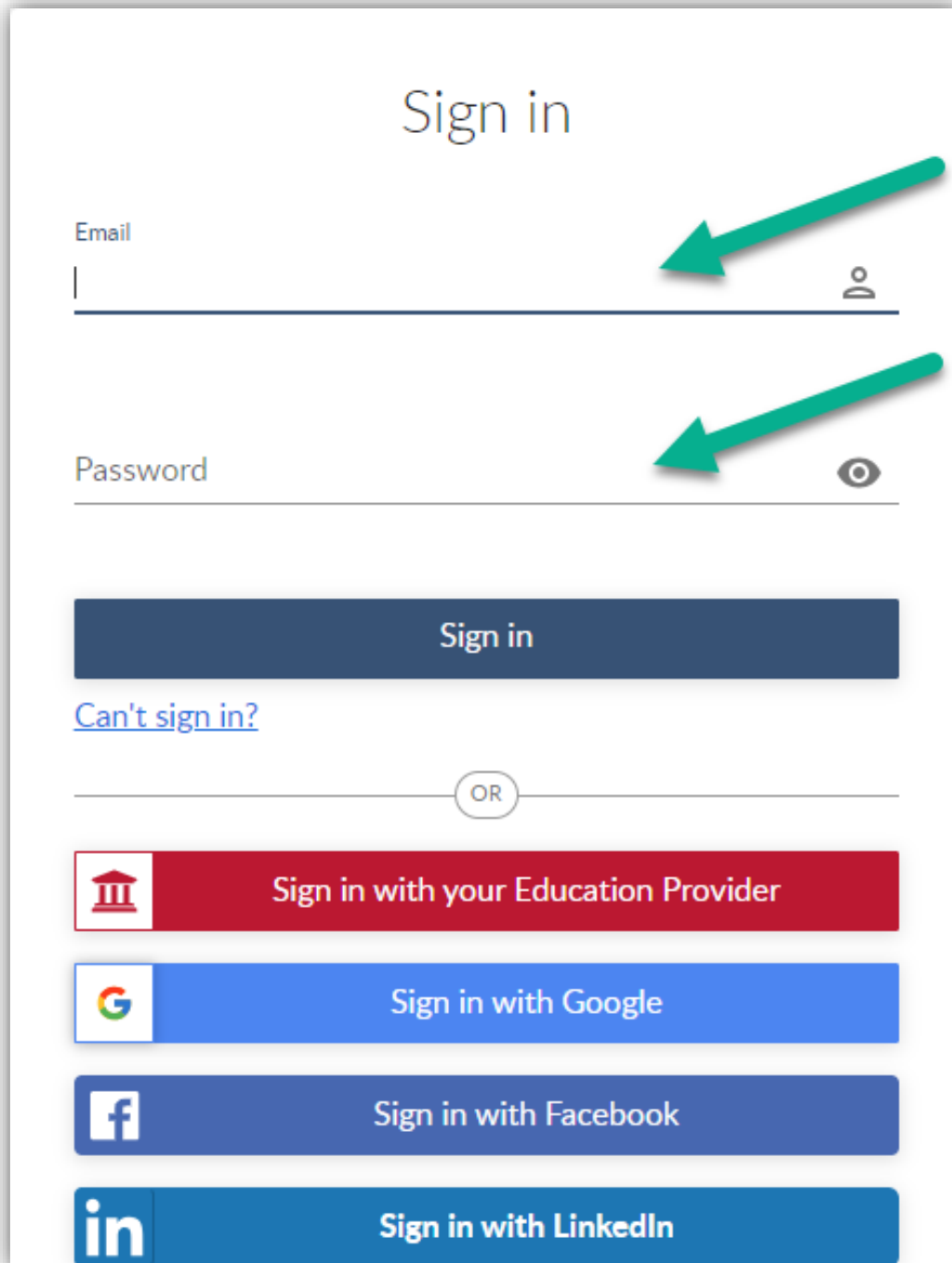


Once you have submitted a request for eTranscripts on your Student Centre, you will then create a MyCred™ account. Once you have your MyCred™ account, follow these steps to buy share credits in order to share you transcripts with other institutions.

1. Log into the MyCreds™ portal (mycreds.ca) using your MyCreds™ login information:



Sign in


Email


Password


Sign in


[Can't sign in?](#)

OR

 Sign in with your Education Provider

 Sign in with Google

 Sign in with Facebook

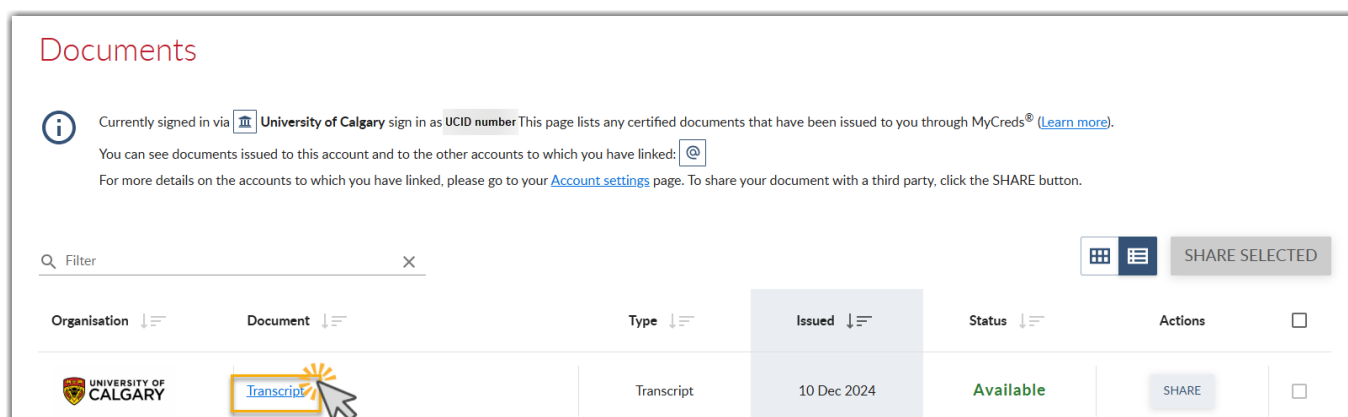
 Sign in with LinkedIn

Transcripts

Request Official Transcript

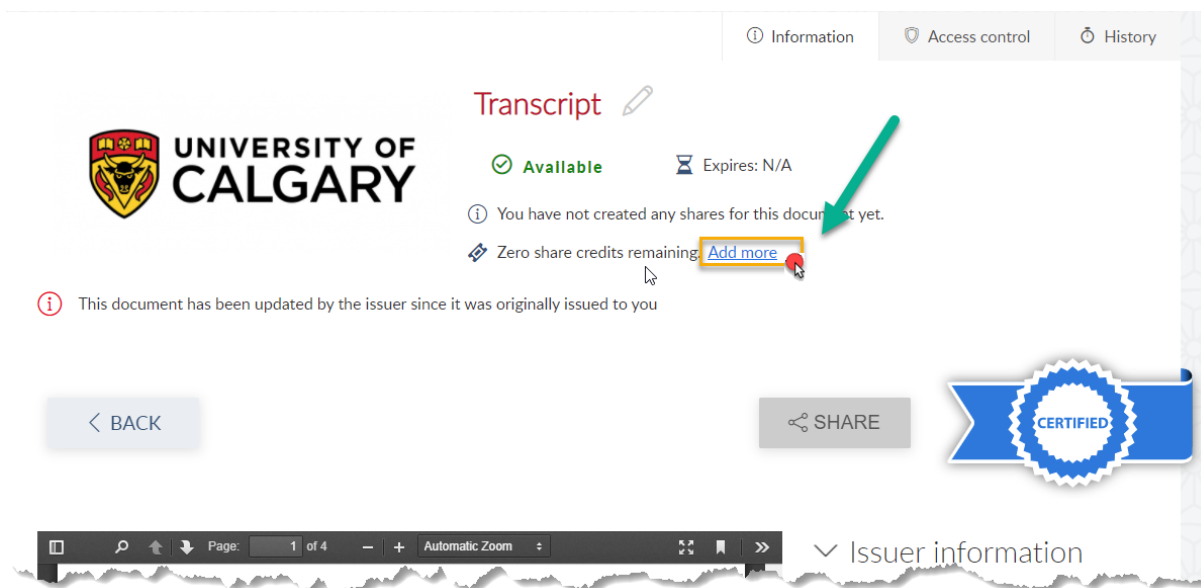
- If you have already submitted a transcript request through your Student Centre (my.ucalgary.ca) and it has been processed, it should now automatically appear on your MyCreds™ **Documents** Page. The share button will remain grayed out until you purchase shares.

To purchase shares, click the **Transcript** button:



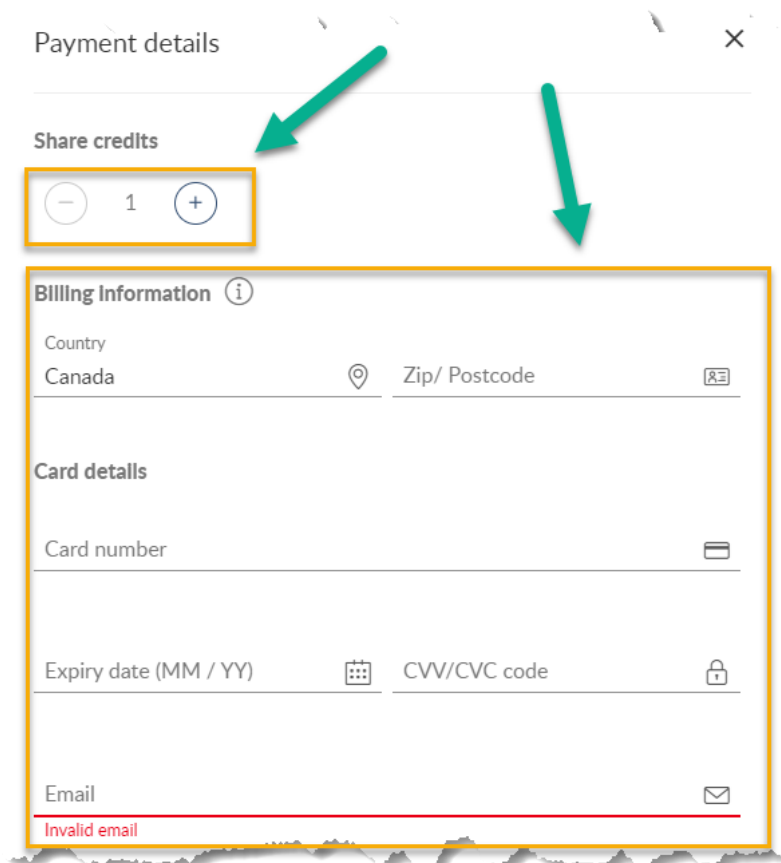
The screenshot shows the 'Documents' page in the MyCreds system. At the top, there is an information icon and text stating the user is signed in as 'University of Calgary' and that the page lists certified documents issued through MyCreds. Below this is a search bar with the text 'Filter' and a 'SHARE SELECTED' button. A table lists documents with columns for Organisation, Document, Type, Issued, Status, and Actions. The first row shows a document from the University of Calgary, with the 'Document' column containing a 'Transcript' button highlighted by a yellow box and a mouse cursor. The 'Type' column shows 'Transcript', the 'Issued' column shows '10 Dec 2024', and the 'Status' column shows 'Available'. The 'Actions' column has a 'SHARE' button and a checkbox.

- Select **Add More** next to the amount of share credits you have.



The screenshot shows the 'Transcript' details page. At the top, there are tabs for 'Information', 'Access control', and 'History'. The 'Information' tab is selected. The page displays the University of Calgary logo, the word 'Transcript' with an edit icon, and a green checkmark indicating the document is 'Available'. It also shows 'Expires: N/A'. Below this, there is a message: 'You have not created any shares for this document yet.' and a 'Zero share credits remaining' message with an 'Add more' button highlighted by a yellow box and a red arrow. A 'BACK' button is on the left, and a 'SHARE' button is on the right. A blue 'CERTIFIED' seal is also visible. At the bottom, there is a 'Page: 1 of 4' indicator and a 'Automatic Zoom' setting. The page is partially obscured by a torn paper effect at the bottom.

4. Choose the amount of share credits you would like to purchase and then enter in your billing information.



The screenshot shows a 'Payment details' form with a close button (X) in the top right corner. The form is divided into two main sections: 'Share credits' and 'Billing Information'. The 'Share credits' section contains a quantity selector with minus, 1, and plus buttons, which is highlighted by a green arrow. The 'Billing Information' section is highlighted by a green arrow and contains several input fields: 'Country' (pre-filled with 'Canada'), 'Zip/ Postcode', 'Card details' (with a sub-section for 'Card number'), 'Expiry date (MM / YY)', 'CVV/CVC code', and 'Email'. The 'Email' field has a red error message 'Invalid email' below it. The entire form is enclosed in a light gray border with a close button (X) in the top right corner.

Payment details

Share credits

— 1 +

Billing Information ⓘ

Country
Canada

Zip/ Postcode

Card details

Card number

Expiry date (MM / YY) CVV/CVC code

Email
Invalid email

Transcripts

Request Official Transcript

5. You will receive a purchase confirmation indicating you have successfully purchased share credits and may now share your document.

Purchase confirmation

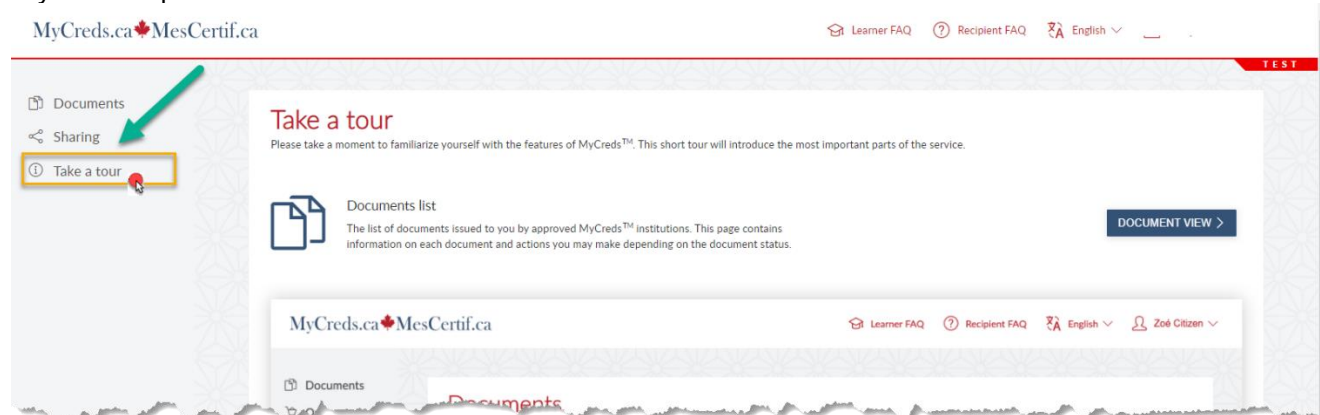


Your payment has been processed and you have successfully purchased 2 additional share credits.

You now have a total of 2 share credits for sharing your document.

OK

Further instructions on How to Share Documents can be found under the **Take a Tour** section of the MyCreds™ portal:



Related Guides:

Request Official Transcript to request a transcript through your Student Centre (my.ucalgary.ca).

Request Unofficial Transcript for a PDF copy of your unofficial transcript.

End of Procedure.