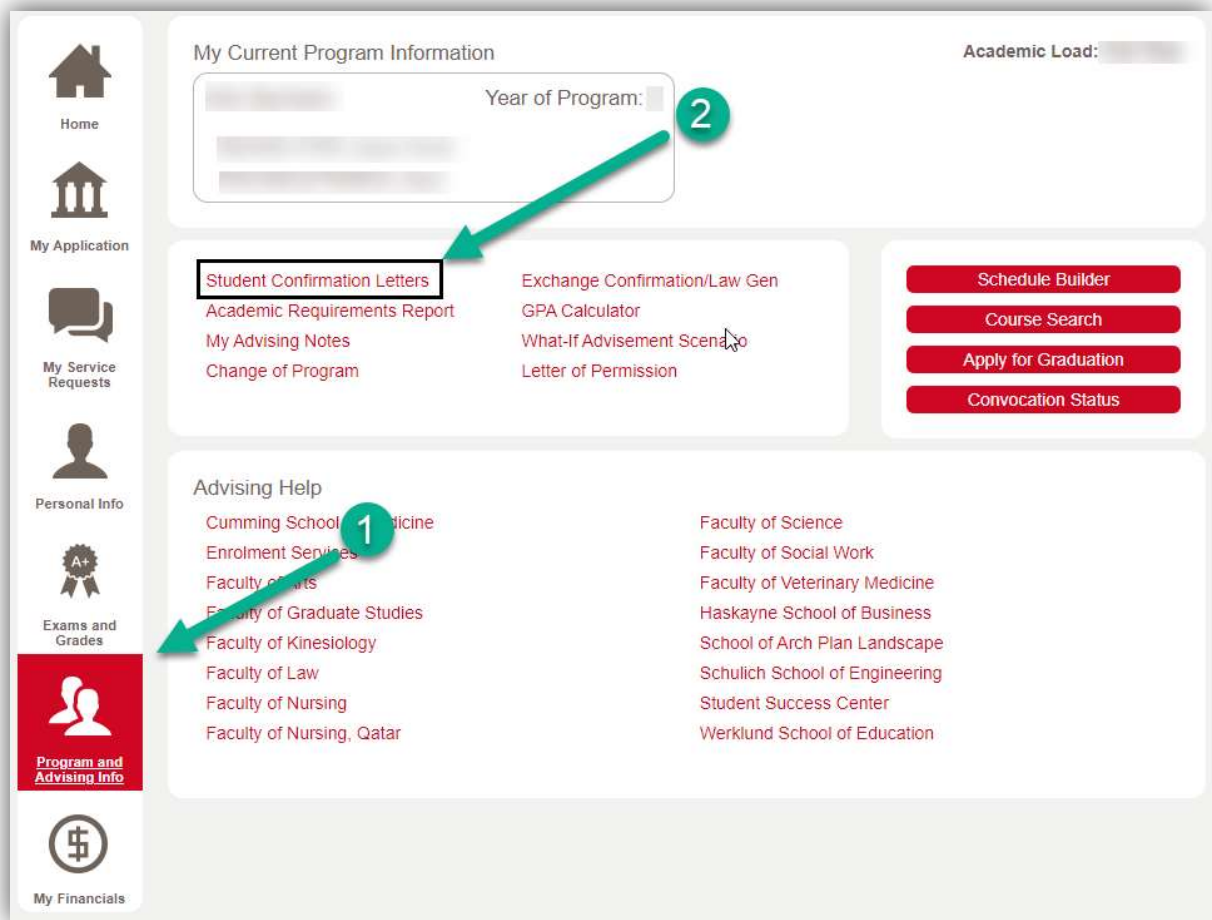


Below is a step-by-step guide to assist you in accessing your Confirmation of Registration (COR) letter.

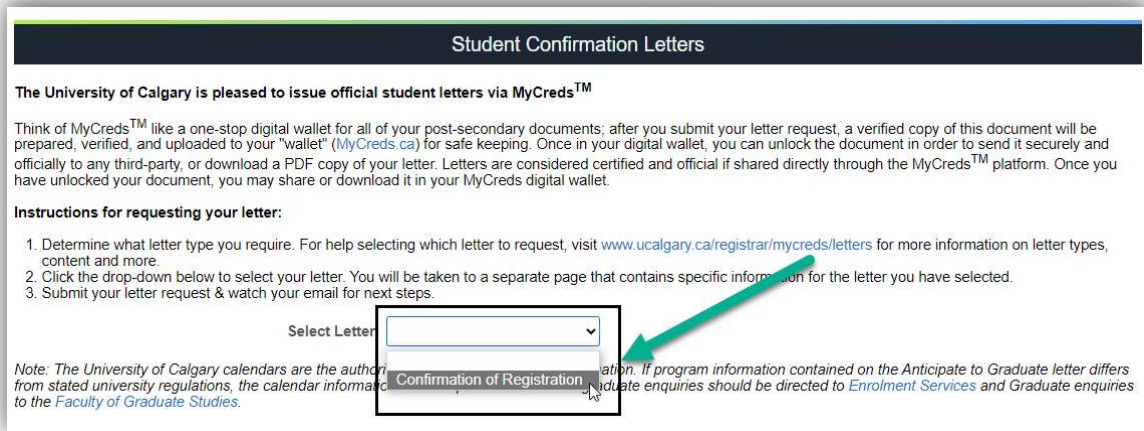
1. Log into your Student Centre (my.ucalgary.ca)



2. Go to the **Program and Advising Info** tab on the navigation panel, scroll to the middle of the page, and click on **Student Confirmation Letters**.

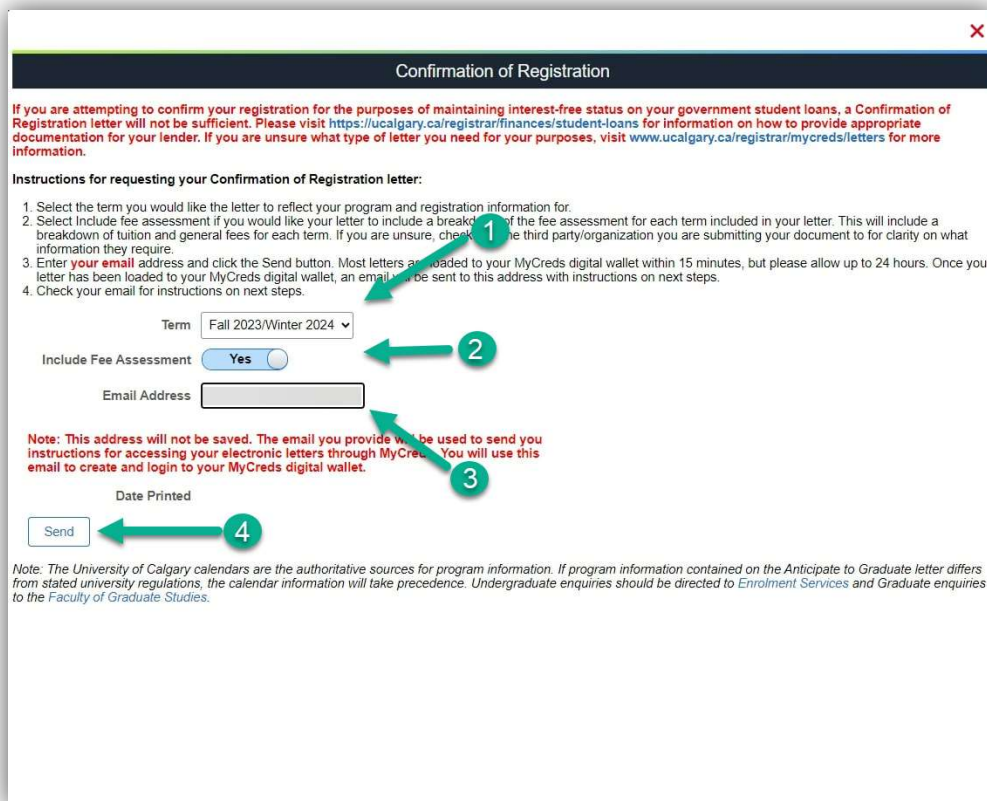


3. Select the letter type – **Confirmation of Registration**

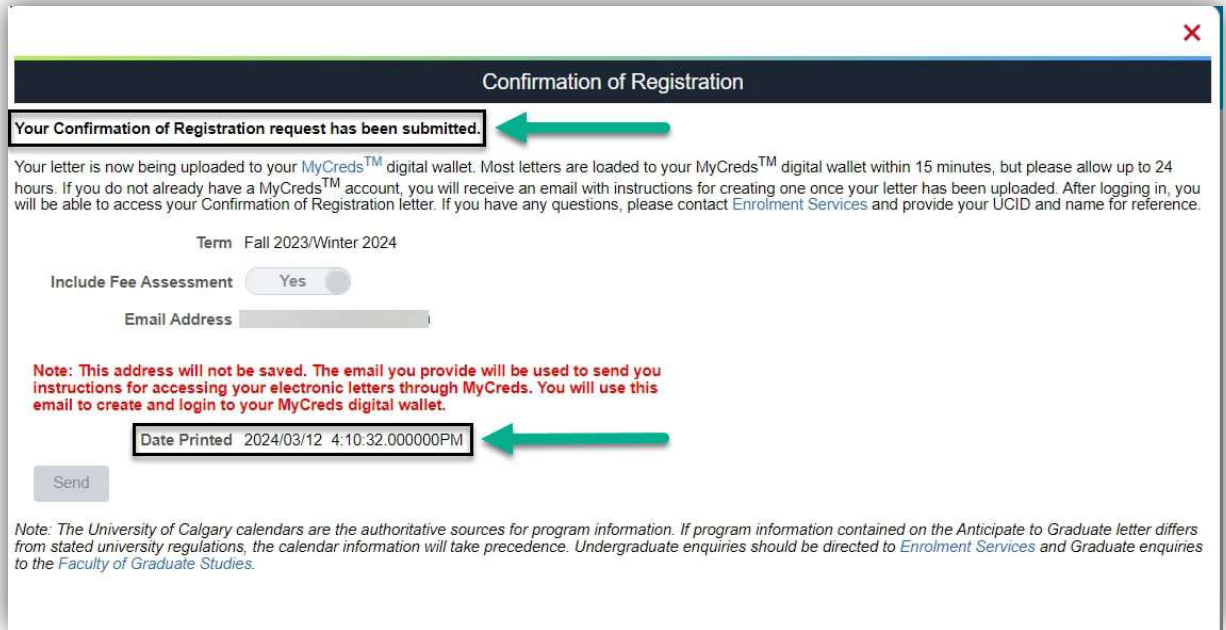


4. Select the **Term** you would like to request the COR Letter for.
 For the **Include Fee Assessment** section, toggle the button to confirm 'Yes' if you require the letter to list all fees assessed for the terms, and 'No' if you do not require this.
 *Note, these are two separate letter requests.

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



5. The screen will confirm that your request has been submitted. This page will also confirm the Print Date that will be reflected on the requested letter.



✕

Confirmation of Registration

Your Confirmation of Registration request has been submitted.

Your letter is now being uploaded to your MyCreds™ digital wallet. Most letters are loaded to your MyCreds™ digital wallet within 15 minutes, but please allow up to 24 hours. If you do not already have a MyCreds™ account, you will receive an email with instructions for creating one once your letter has been uploaded. After logging in, you will be able to access your Confirmation of Registration letter. If you have any questions, please contact [Enrolment Services](#) and provide your UCID and name for reference.

Term Fall 2023/Winter 2024

Include Fee Assessment Yes

Email Address

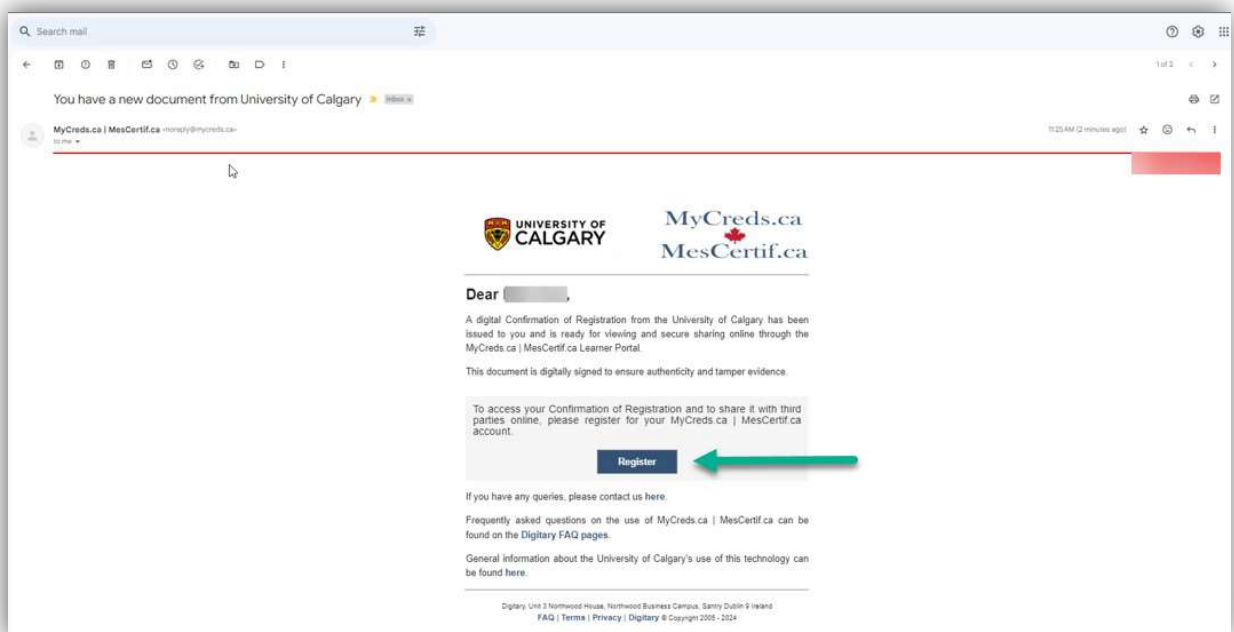
Note: This address will not be saved. The email you provide will be used to send you instructions for accessing your electronic letters through MyCreds. You will use this email to create and login to your MyCreds digital wallet.

Date Printed 2024/03/12 4:10:32.000000PM

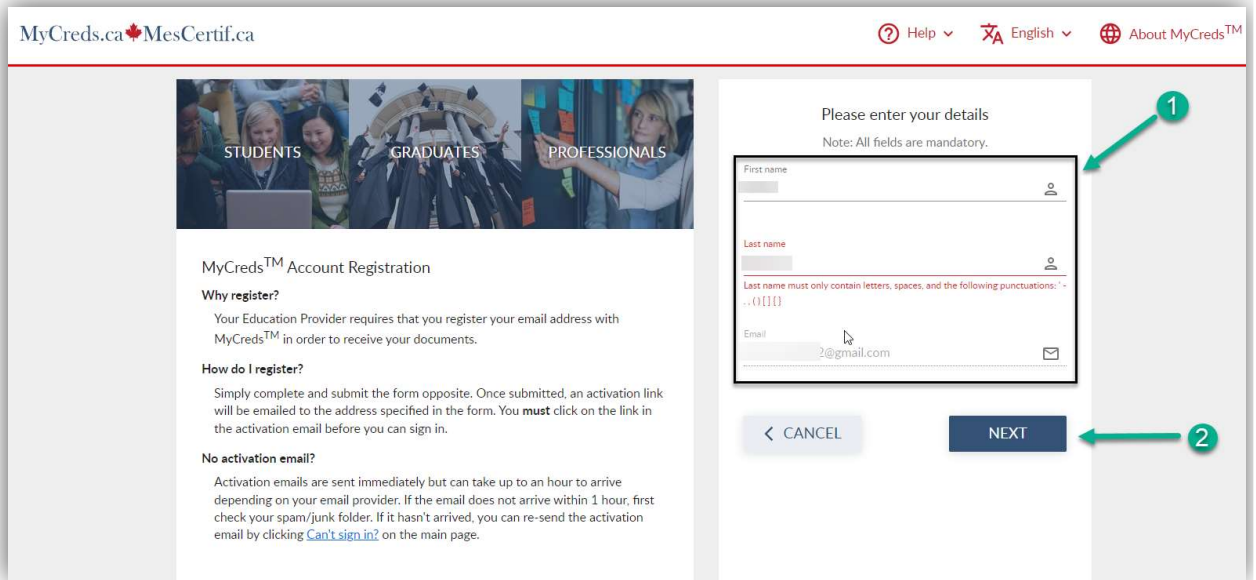
Note: The University of Calgary calendars are the authoritative sources for program information. If program information contained on the Anticipate to Graduate letter differs from stated university regulations, the calendar information will take precedence. Undergraduate enquiries should be directed to [Enrolment Services](#) and Graduate enquiries to the [Faculty of Graduate Studies](#).

6. **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 4, Step 7.**

MyCreds Login: If you already have a MyCreds account associated with the email address mentioned in Step 4, please skip forward to **Page 6, Step 11.**

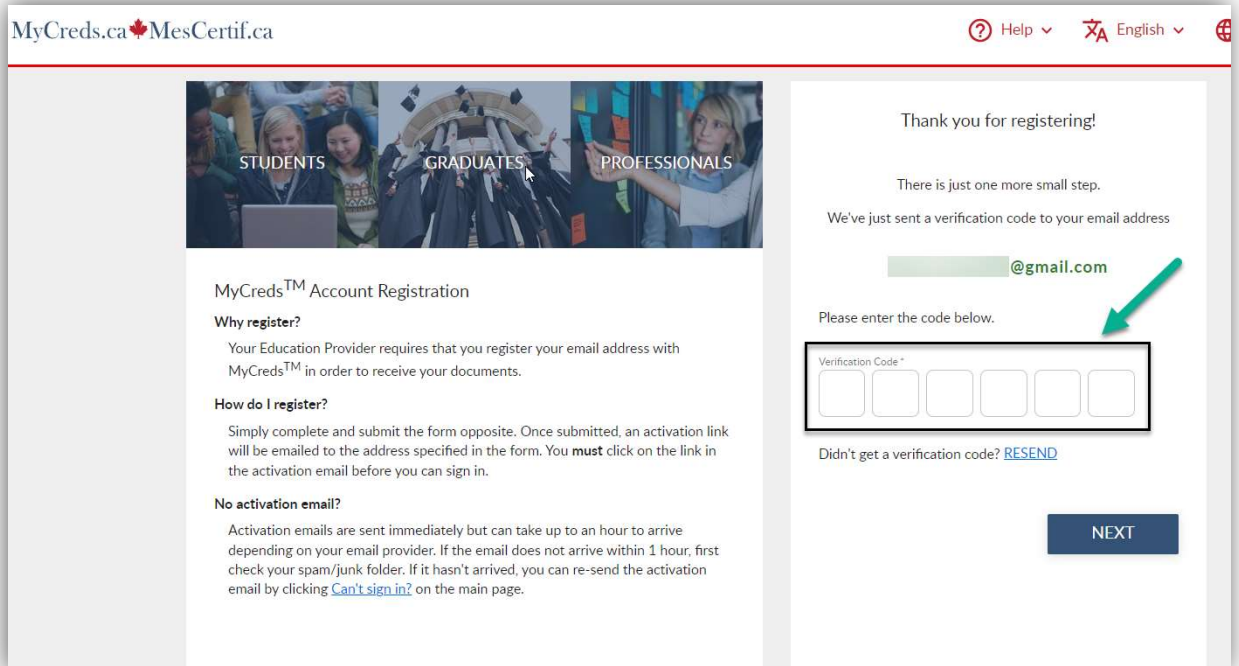


7. Once you click the **Register** link, you will be redirected to the MyCreds registration page. Fill out your **First Name**, **Last Name** and **Email Address** (email address should be the same as what was provided in your student centre request in Step 4). Click on **Next**.



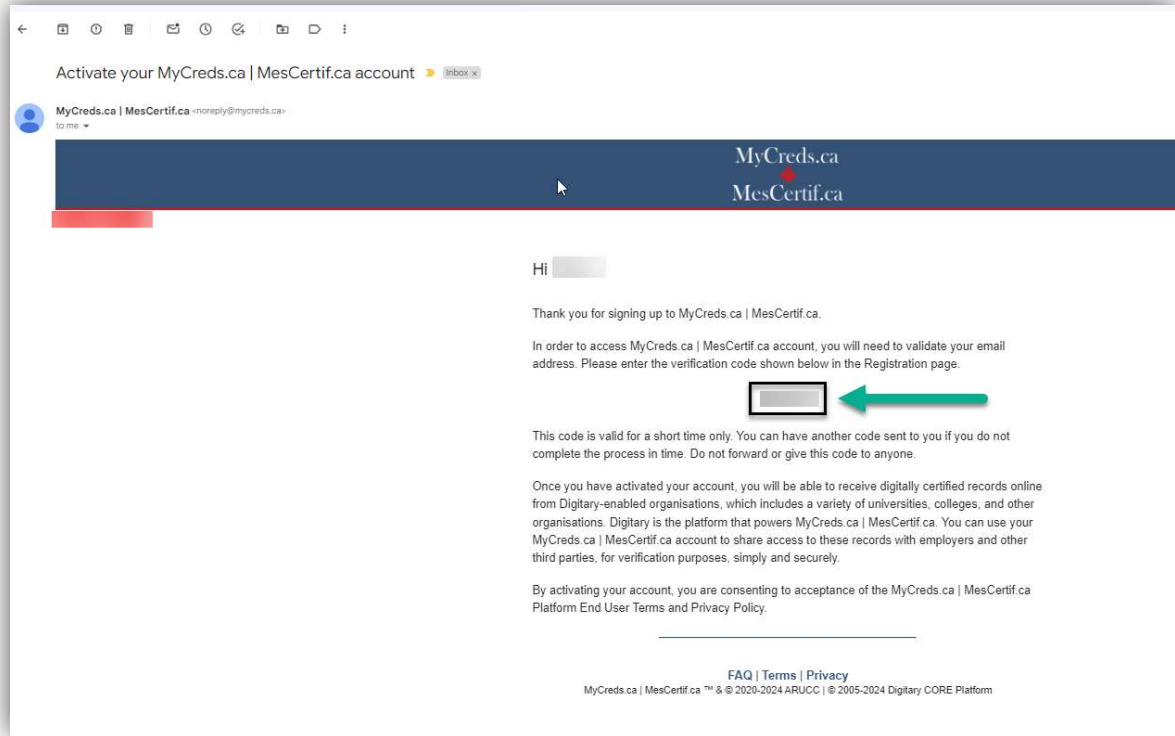
The screenshot shows the MyCreds registration page. On the left, there is a banner with 'STUDENTS', 'GRADUATES', and 'PROFESSIONALS' and a section titled 'MyCreds™ Account Registration' with instructions. On the right, a form titled 'Please enter your details' is shown. The form has three fields: 'First name', 'Last name', and 'Email'. The 'Last name' field has a red error message: 'Last name must only contain letters, spaces, and the following punctuations: - , . () []'. Below the form are 'CANCEL' and 'NEXT' buttons. A green arrow labeled '1' points to the form fields, and another green arrow labeled '2' points to the 'NEXT' button.

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

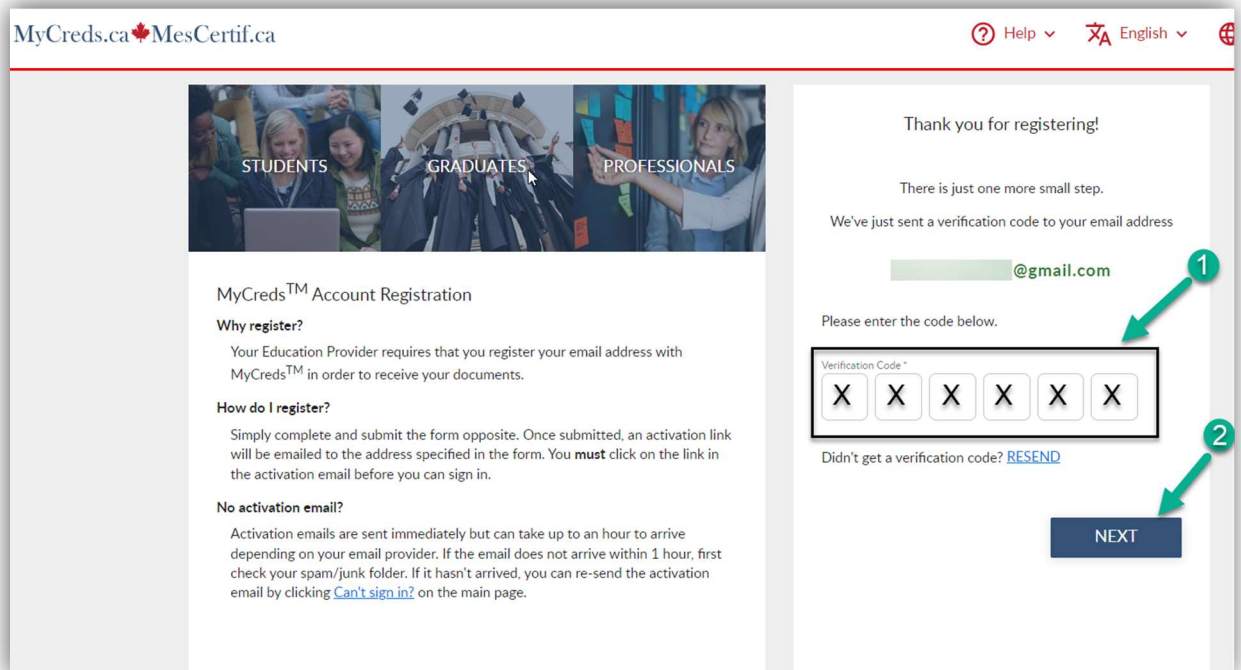


The screenshot shows the MyCreds registration page after the registration process. On the left, there is a banner with 'STUDENTS', 'GRADUATES', and 'PROFESSIONALS' and a section titled 'MyCreds™ Account Registration' with instructions. On the right, a message says 'Thank you for registering!' and 'There is just one more small step. We've just sent a verification code to your email address'. Below this, the email address is shown as '_____@gmail.com'. A green arrow points to the email address. Below the email address, there is a prompt 'Please enter the code below.' and a form with six input boxes for the verification code. Below the form is a 'RESEND' link and a 'NEXT' button.

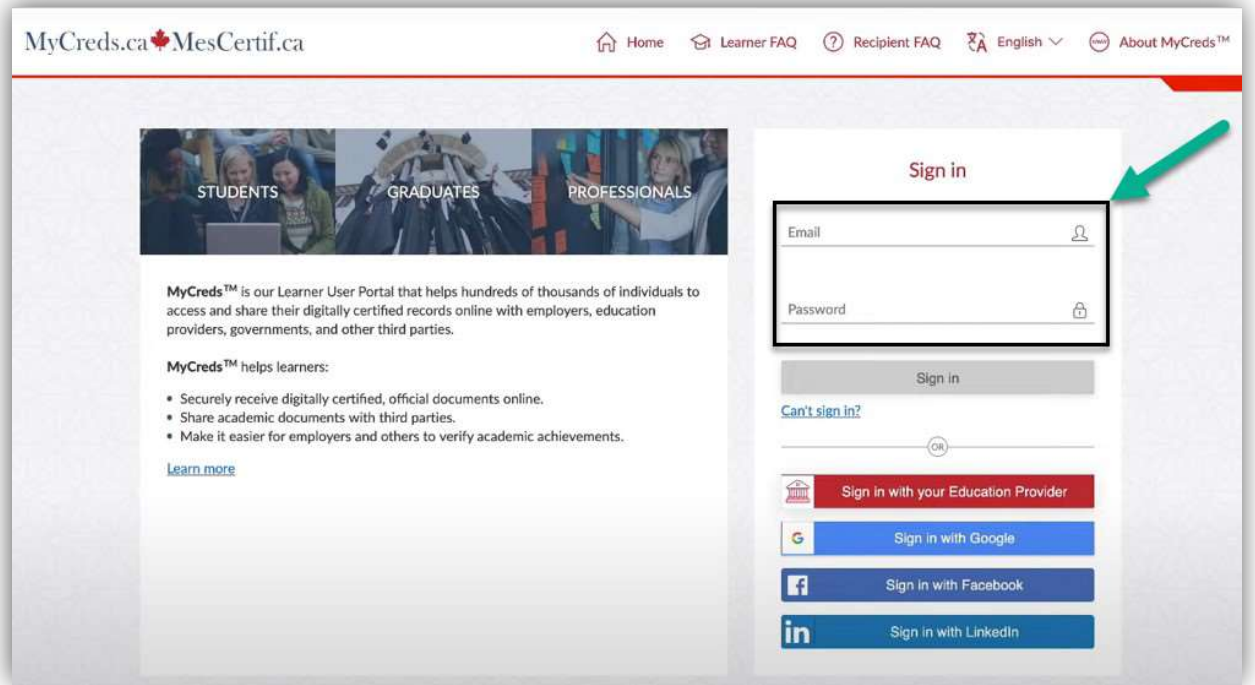
9. Open your email inbox to view the 6-digit Verification Code. Copy this code over to the MyCreds page.



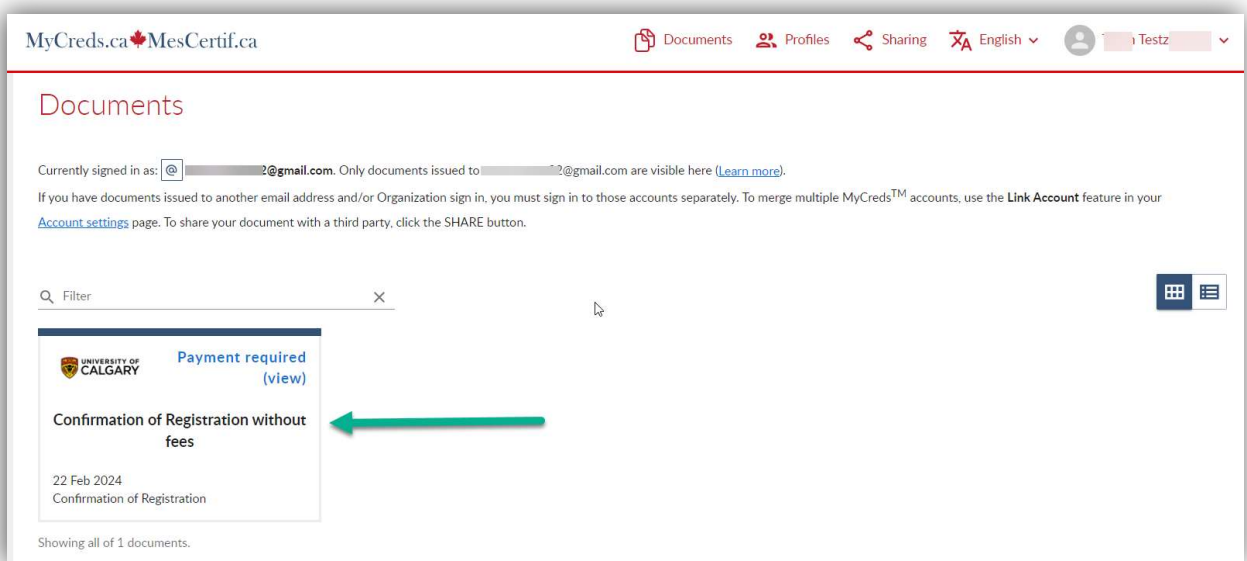
10. Once you have pasted the code to the MyCreds page, click **Next**.



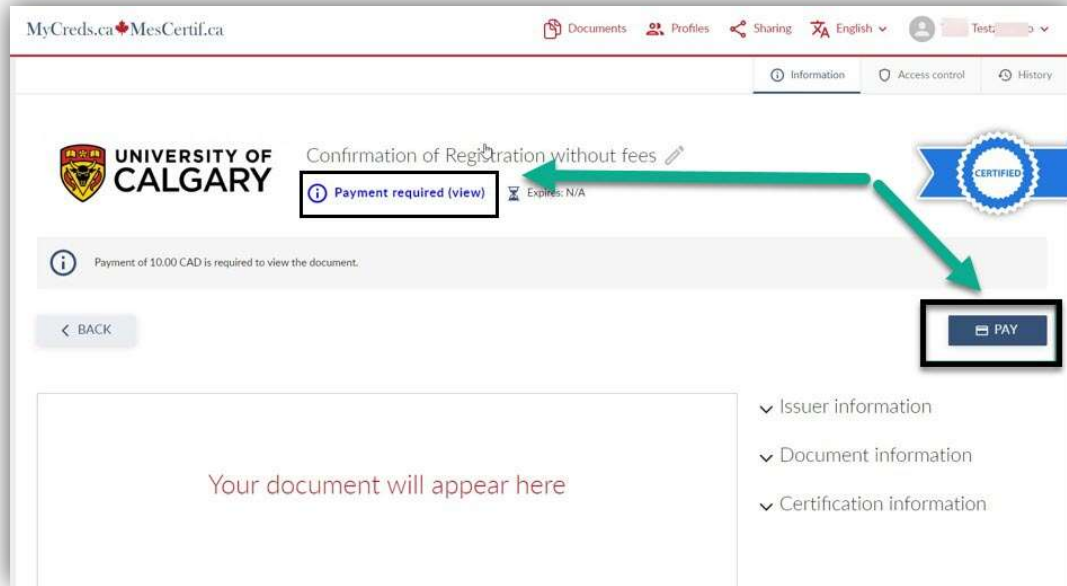
11. **If you already have a MyCreds account associated with the email address mentioned in Step 4, you can enter your login information directly on the MyCreds [Sign in](#) page to access the letter.



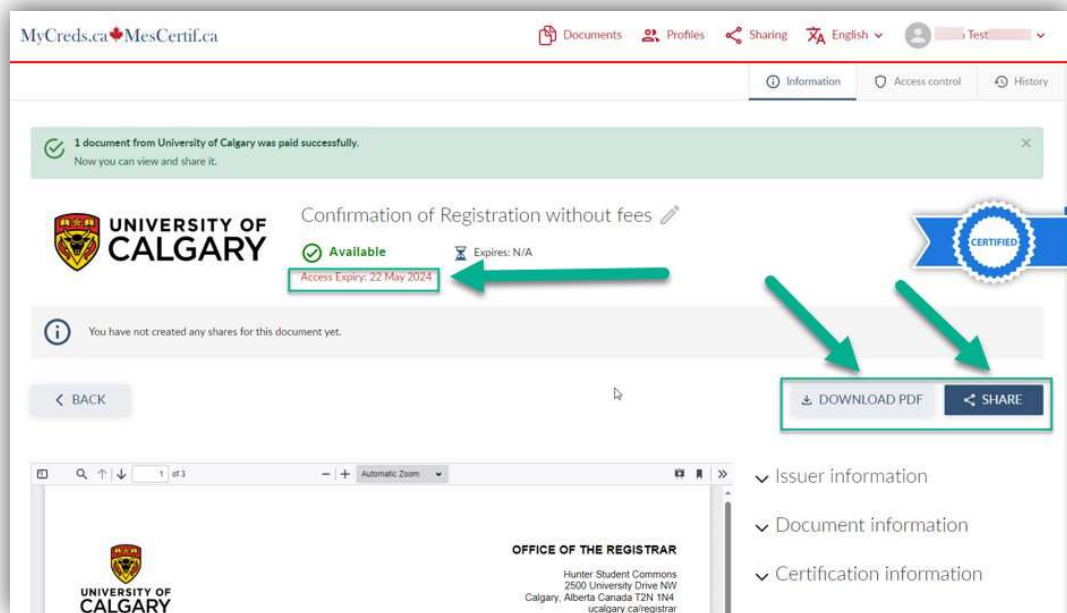
12. You are now logged in to your MyCreds portal. Your requested letter should be available on the [Documents](#) page. Click on the tile with your letter to open it.



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



14. Once payment is complete, you can **view, download, and share** the letter. The **Access Expiry** indicates the date this letter will no longer be available on your MyCreds portal.



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

NOTE: If there are changes to your registration i.e. you have added, dropped or withdrawn from courses) please follow Steps 1-5 to request your COR letter to be updated in your Student Centre (my.ucalgary.ca). The access expiry on this letter will be the same date the initial request was made.