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).

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

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.**
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**.

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**.
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.

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.
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**.

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