

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 (<u>my.ucalgary.ca</u>).



**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.

	Viewing: Undergraduate Programs			
Home	Expected Graduation Term: TBD			
My Application	Deferred Examination Requests Exchange Confirmation/Law Gen GPA Calculator	Request Offic Student Con View Unoffici	cial Transcript firmation Letters ial Transcript	
My Service Requests	⊖ 2024 - 2025 Academic Year			
Personal Info	Spring 2024 Term GPA: Not Calculated Units Enrolled: 3 Program: Medicine Bachelor Level: Year 4 Plan: Bach of Hith Sciences-Honours, Biomedical Sciences			
A.	Course Number Title	Instructor	Units Grading Basis	Grade
Exams and Grades				
1	⊖ 2023 - 2024 Academic Year			
Program and	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.

Dashboard	All about me My work	Around campus			Favourites
•	Viewing: Undergraduate Programs				
My Application	Expected Graduation Term:				•
My Service Requests	Deferred Examination Requ Exchange Confirmation/Law GPA Calculator	ests Gen	Request Official Transo Student Confirmation L View Unofficial Transor	cript Letters ipt	
Alumni Home	O 2022 - 2023 Academ Winter 2023	ic Year			

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 RECEIPIENT'S EMAIL ADDRESS**.

Immediate	Your transcript request will be processed within five business days and will reflect your
Processing	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	Immediate Processing V
Transcript Type	eTranscript V
Quantity	1
Note: Quantity de	faults to '1', as multiple copies can be shared on MyCreds.ca
Email address fo	r use by MyCreds
Note: This addres transcript through	s will not be saved. The email you provide will be used to send you instructions for accessing your electron MyCreds. You will use this email to create and login to your MyCreds digital wallet.
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## Request Official eTranscript Student Records

May 2024

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.

Address         total         Address         In the event that you need to be contacted regarding this transcript request, the following information will to sed. Make any required additions/corrections and then click the 'refresh' button to display your changes.         You are sending a transcript by courier to a private residence or residential building, a valid phone numb equired.         You are requesting an electronic transcript, please confirm your email (instructions for accessing your lectronic transcript will be sent to this address).         Current students: your UCalgary email will be used. Click 'Next' below to continue.         tast students and alumni: if you no longer have access to your UCalgary email, you will need to update mail on file. You may do so below.         tast students       Address         tome (Mailing)       Image: Click 'Next' below to continue.         tast students       Address         tome (Mailing)       Image: Click 'Next' below to continue.         tast students       Click Addresse         tome (Mailing	Verify Your Conta						
a the event that you need to be contacted regarding this transcript request, the following information will to sed. Make any required additions/corrections and then click the 'refresh' button to display your changes.   'you are sending a transcript by courier to a private residence or residential building, a valid phone numb equired.   'you are requesting an electronic transcript, please confirm your email (instructions for accessing your lectronic transcript will be sent to this address).   'you are requesting an electronic transcript, please confirm your email (instructions for accessing your lectronic transcript will be sent to this address).   'urrent students: your UCalgary email will be used. Click 'Next' below to continue.   'ast students and alumni: if you no longer have access to your UCalgary email, you will need to update mail on file. You may do so below.	i only i our obtitu	t Information	1				
you are sending a transcript by courier to a private residence or residential building, a valid phone numb aquired. you are requesting an electronic transcript, please confirm your email (instructions for accessing your lectronic transcript will be sent to this address). current students: your UCalgary email will be used. Click 'Next' below to continue. tast students and alumni. if you no longer have access to your UCalgary email, you will need to update mail on file. You may do so below. ddress Type Address tome (Mailing) Edit Addresses hone Type Phone Ext Preferred urrent Home ther ork mail Type Email Address @uccalgary.ca	n the event that you i used. Make any requi	need to be conta red additions/co	acted regarding prections and t	this transcript hen click the 'r	request, the fo efresh' button t	llowing info o display yo	rmation will our changes
you are requesting an electronic transcript, please confirm your email (instructions for accessing your lectronic transcript will be sent to this address).  urrent students: your UCalgary email will be used. Click 'Next' below to continue. ast students and alumni: if you no longer have access to your UCalgary email, you will need to update mail on file. You may do so below.   ddress Type Address  ddress Type Phone Ext Preferred  urrent Home ther tork  Edit Phones  mail Type Email Address @ucalgary.ca	you are sending a ti equired.	anscript by cou	rier to a private	residence or i	residential build	ing, a valid	phone num
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**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 eTransco your email. Once your email address is correct, click "Next".	ripts below and verify
The University of Calgary is pleased to be partnering with $\ensuremath{MyCreds^{TM}}$ to off	er certified eTranscripts!
Think of MyCreds <sup>TM</sup> like a digital wallet; after you submit your eTranscript rr document will be prepared, verified, and uploaded to your "wallet" (MyCred your digital wallet, you can view your eTranscript anytime for free! You can securely send your transcript wherever you need it to go: institutions, emplo	equest, a verified copy of this s.ca) for safe keeping. Once in also purchase shares to syers, and more.
No matter how many times you want to share your document, you only nee eTranscript. That copy will last you until your record changes, at which time eTranscript to replace your outdated one.	d to make a request for one you can request a new
Ready to add your transcript to your digital wallet? Please confirm your en MyCreds $^{\rm TM}$ will be sent to this address).	nail (instructions for accessing
Current students: your UC pary email will be used. Click the email confirm continue.	mation box below and "Next" to
Past students and umni: if you no longer have access to your UCalgary your email on file ou may do so in your Student Centre (Personal Info > E	email, you will need to update dit Email Addresses)
Email Coversed for MyCreds:	
V would like to confirm my eTranscript request.	
Pa	EVIOUS 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 Offic	cial Transcript		
2. Payment Deta The following fees ap	ils ply to your transcript request:	1-2-3-4	
Transcript Fees Total Fees	0.00 0.00		
For information on tra Click 'NEXT' to contin	anscript request fees, click Ordering Options and Fees nue.	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 Of	ficial Transcript	
3. Confirm Inter If the information below Transcript Reque	ntions is accurate, click the 'SUBMIT' button. st Details:	1-2-2-4
Issuing Institution Option Type Quantity	University of Calgary Immediate Processing eTranscript 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.** 

Reques	t Officia	al Transcr	ipt		
Request F Request #	Result 012081104 request h	Request Dat	e: 2024/04/26	eTranscript	1-2-3-4
Thank you - yr Portal (Exams Requested). Your request v email you prov in, you will hav If you have an (shown above	our eTransc and Grade vill be proce vided with in ve access to y questions ), UCID, and	ript request has s > Request Offi ssed immediate structions for ac your eTranscrij please contact d name for refer	been submitted. Y icial Transcript > V ely and once it has ccessing your MyC pt. Enrolment Servic ence.	fou can view your liew A Transcript ↑ been, you will rec creds <sup>TM</sup> account. / es and provide yo	request in your Student That You Had Previously ceive a message in the After registering/logging pur request number
View A T Request A	RANSCRIPT T	HAT YOU HAD PR	EVIOUSLY REQUESTI	ED	

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*.

λ Search mail	理	0 0
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You have a new document from University	of Calgary 👂 🐜 🗴	0
MyCreds.ca   MesCertif.ca -nons/y0mycreds.ca- tome +		TEDAM (2 versions appl) 🕁 🕲 🏫 🤈
L2		
	WyCreds.c MyCreds.c MesCertif.	a ca
	Dear (	
	A digital Confirmation of Registration from the University of Calgary has issued to you and is ready for viewing and secure sharing online throug MyCreds cal MesCentf cal Learner Portal.	been h the
	This document is digitally signed to ensure authenticity and tamper evidence	
	To access your Confirmation of Registration and to share it with th parties online, please register for your MyCreds ca   MesCerti account.	urd Ica
	If you have any queries, please contact us here.	
	Frequently asked questions on the use of MyCreds.ca   MesCertif.ca ci found on the Digitary FAQ pages.	in be
	General information about the University of Calgary's use of this technolog be found here.	y can
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## Request Official eTranscript Student Records May 2024

 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.

Please enter your details Note: All fields are mandatory  First name  MyCreds <sup>TM</sup> Account Registration  Why register?  Your Education Provider requires that you register your email address with MyCreds <sup>TM</sup> in order to receive your documents.	⑦ Help ∨ XA English ∨ ⊕ About MyCreds <sup>TM</sup>
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 emails         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 spanr/junk folder. If it han'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 same <ul></ul>

**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 <b>*</b> MesCertif.ca	🅐 Help Υ 🛪 English Υ €
Students       GRADUATES       PROFESSIONALS         MyCreds <sup>TM</sup> Account Registration         Why register?         Your Education Provider requires that you register your email address with MyCreds <sup>TM</sup> 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.         Locativation 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 <u>Can't sign in</u> on the main page.	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



**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.

∕lyCreds.ca∲MesCertif.ca	슈 Home ⓒ Learner FAQ ⑦ Ra	ecipient FAQ 🖁 English 🗸 💮 About MyQ
STUDENTS GRADUATES P	ROFESSIONALS	Sign in
	Email	ß
MyCreds™ is our Learner User Portal that helps hundreds of thousa access and share their digitally certified records online with employe providers, governments, and other third parties.	nds of individuals to rs, education	<u>a</u>
MyCreds™ helps learners: • Securely receive digitally certified, official documents online. • Share academic documents with third parties.	Can't sign in?	Sign in
Make it easier for employers and others to verify academic achiev     Learn more	ements.	
		n in with your Education Provider
	G	Sign in with Google
	4	Sign in with Facebook
	in	Sign in with LinkedIn

**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.

MyCreds.ca�MesCertif.ca	🖺 Documents 🛫 Sharing 🕱 English 🗸 💽
Documents	
Currently signed in via 🟛 sign in as:	ave been issued to you through MyCreds <sup>TM</sup> ( <u>Learn more</u> ).
rou can see documents issued to this account and to the other accounts to which you have lin For more details on the accounts to which you have linked, please go to your <u>Account settings</u>	ee: [편] sage. To share your document with a third party, click the SHARE button.
Q Filter X	<b>Ⅲ Ⅲ</b>
Bayment required	
(share) Transcript	_
28 Nov 2023 Transcript	
Showing all of 1 documents.	



**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.

AyCreds.ca∲MesCertif.ca	🖺 Documents \prec Sharing 🛪 English 🗸 💽
	Information     Access control     S Histor
UNIVERSITY OF CALGARY	CERTIFIED
You have not created any shares for this document yet. 1 share credit remaining. This document has been updated by the issuer since it was originally issued to you. These shares will see the new	w updated document. + SHARE CREDITS
< BACK	< SHARE
□ Q ↑ ↓ 2 of 4 − + Automatic Zoom ·	■ ■ » v Issuer information
For details about the University of Calgary grading scales, academic standing and continuance policies, please refer to the https://www.ucalgary.ca/pub/calendar/carrent/index.html For more information regarding electronic documents, see Recipient FAQs (employers, institutions, security and legal validity, verifying documents) https://mcweds.calverline?inverify/acg	$\checkmark$ Document information
	$\checkmark$ Certification information
OFFICE OF THE REGISTRAR TRANSCRIPT OF ACADEMIC RECORD	