

Student Records

May 2024

Below is a step-by-step guide to assist you in accessing your Anticipate to Graduate (AG) letter.

1. Log into your Student Centre (<u>my.ucalgary.ca</u>)



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.**

	My Current Program Information	n	Academic Load:
Home		Year of Program:	
My Application			
	Student Confirmation Letters	Exchange Confirmation/Law Gen	Schedule Builder
	Academic Requirements Report	GPA Calculator	Course Search
My Service	My Advising Notes	What-If Advisement Scena 30	Apply for Graduation
Requests	Change of Program	Letter of Permission	Convocation Status
Personal Info	Advising Help		
	Cumming School	Faculty of Science	
A+ 1	Enrolment Services	Faculty of Social Work	
ATA	Faculty of arts	Faculty of Veterinary Me	edicine
Exams and	E anty of Graduate Studies	Haskayne School of Bus	siness
Grades	Faculty of Kinesiology	School of Arch Plan Lan	ldscape
	Faculty of Law	Schulen School of Engl	neering
	Faculty of Nursing Oatar	Werklund School of Edu	l Institut
Program and Advising Info	, actury of realising, carear	We hand beloof of Eac	
\$			
My Financials			



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3. Select the letter type – **Anticipate to Graduate.** Please note, you must have submitted your application to graduate, to be able to view this option.



Read the instructions on the page.
 Input your Email Address. This email address will be used to send you your *MyCreds* login information. DO NOT ENTER THE RECEIPIENT'S EMAIL ADDRESS.
 Now, click Send.

k			Anticipate to Grad	luate		
Career 🌣	Program 0	Degree Plan 🗘	Primary Plan O	Joint O	Acad Load O	Deg Chkout O
IGRD	ARBCH	BA-DEG	PSYC-MAJ	N	No Units	Applied
structions fo	r requesting your An	nticipate to Graduate letter	4 *			
Email Add	ress					
Note: This a provide will accessing y You will use MyCreds di Date Pri	ddress will not be sa be used to send you our electronic letters this email to create gital wallet. nted	aved. The email you i instructions for s through MyCreds. and login to your				
Note: This a provide will accessing y You will use MyCreds dig Date Pri	ddress will not be sa be used to send you our electronic letters this email to create gital wallet. Inted	aved. The email you instructions for s through MyCreds. and login to your	_			
Note: This a provide will accessing y You will use MyCreds di Date Pri Send is letter is n riposes that edential" let	ddress will not be sa be used to send you our electronic letters this email to create jital wallet. Inted ot sufficient for the p require proof of deg	aved. The email you instructions for a through MyCreds. and login to your 2 purposes of applying for a rete conferral. Should you toton ceremony where you	post-graduate work permit require documentation notin degree is officially conferm	PGWP) through IF ig the conferral of ed.	ICC. It may not be suffi your degree, you can r	icient for other third-party equest a "Confirmation of



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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.

Anticipate to Graduate						
Career 🌣	Program ©	Degree Plan ©	Primary Plan 🗘	Joint O	Acad Load O	Deg Chkout 🛇
UGRD	SWBCH	BSW-DEG		Ν	Full-Time	Applied
our Anticipate our letter is n ours. If you di ill be able to : Email Add Note: This provide will accessing You will us MyCreds di	to Graduate request f ow being uploaded to y o not already have a M access your Anticipate dress address will not be si be used to send your our electronic letters this email to create gital wallet.	vour MyCreds TM digital walle lyCreds TM account, you will to Graduate. If you have any aved. The email you a instructions for s through MyCreds. and login to your	et. Most letters are loaded to y receive an email with instruction y questions, please contact Er	our MyCreds TM dig ons for creating one irolment Services a	ital wallet within 15 minu e once your letter has ber ind provide your UCID ar	tes, but please allow up to 24 en uploaded. After logging in, yo nd name for reference.
Date Pr	inted 2024/03/22 2.4	1108.00000PM				
his letter is r urposes that redential" le	not sufficient for the p require proof of deg tter after the convoca	ourposes of applying for a ree conferral. Should you ation ceremony where you	post-graduate work permit (require documentation notir r degree is officially conferm	PGWP) through IF ng the conferral of ed.	RCC. It may not be suffi your degree, you can r	cient for other third-party equest a "Confirmation of
		days and the authoritation as	umor for program information	If program inform	ation contained on the Ar	ticinate to Graduate letter differ

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 12*.

MyCreds.ca MesCertif.ca <noreply@mycreds.ca> to me *</noreply@mycreds.ca>		2:41 PM (O minutes ago) 🛧 🙂 🕤
r2.	WIVERSITY OF CALGARY MyCreds.ca MesCertif.c Dear A digital Verification of Graduation from the University of Calgary has been issue to you and is ready for viewing and secure sharing online through the MyCreds Under Certific to concern field a concern field a concern field as c	a a
	This document is digitally signed to ensure authenticity and tamper evidence. To access your Verification of Graduation and to share it with thin parties online, please register for your MyCreds.ca MesCertif.ci account.	da
	If you have any queries, please contact us here. Frequently asked questions on the use of MyCreds.ca MesCertif.ca can found on the Digitary FAQ pages.	be



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7. Once you click the link to **Register** from your inbox, 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 provided in your Student Centre request in Step 4). Click **Next**.

Please enter your details	
STUDENTS CRADUATES PROFESSIONALS MyCreds TM Account Registration Myregister? Why register? Mycreds TM 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 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 symp/lunk folder. If it hasn't arrived, you can re-send the activation email by clicking Cantigrin in? on the main page.	ng punctuations

8. You will be asked to enter a password and confirm this. Confirm the other requirements on the screen and click **Next**.

STUDENTS GRADUATES PROFESSIONALS	Almost Done You are almost done with registering your account. One last step. Please setup your password to keep your account secure. Password Requirements:
MyCredsTM Account Registration	A minimum of 14 characters At loast one special character
Account Registration	At least one special character At least one numeric character
Why register?	At least one lowercase and uppercase letter
Your Education Provider requires that you register your email address with	
MyCreds TM in order to receive your documents.	Password
How do I register?	- Q
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.	Confirm password
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 <u>Can't sign in?</u> on the main page.	Figure 1 a robot Figure 1 and 1 a robot Figure 1 and 1
_	 Yes, I agree to the End user terms and Privacy policy CANCEL NEXT



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



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

MyCreds.ca MesCertif.ca «noreply@mycreds.ca» to me 💌		
	MyCreds	.ca
	MesCerti	f.ca
	н	
	Thank you for signing up to MyCreds.ca MesCertif.c	а.
	In order to access MyCreds.ca MesCertif.ca account address. Please enter the verification code shown be	, you will need to validate your email ow in the Registration page.
	This code is valid for a short time only. You can have	another code sent to you if you do not
	complete the process in time. Do not forward or give t	his code to anyone.
	Once you have activated your account, you will be ab from Digitary-enabled organisations, which includes a	le to receive digitally certified records online variety of universities, colleges, and other
	organisations. Digitary is the platform that powers My	Creds.ca MesCertif.ca. You can use your
	MyCreds.ca MesCertif.ca account to share access to	these records with employers and other
	third parties, for verification purposes, simply and sec	urely.
	By activating your account, you are consenting to acc	eptance of the MyCreds.ca MesCertif.ca
	Platform End User Terms and Privacy Policy.	
		10
	EAO Torms E	rivacy



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11. Once you input the code to the MyCreds page, click Next.



12. 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 <u>Sign in</u> page to access the letter.

STUDENTS GRADUATES PROFESSIONALS	Email	in <u>R</u>
MyCreds [™] is our Learner User Portal that helps hundreds of thousands of individuals to access and share their digitally certified records online with employers, education providers, governments, and other third parties.	Password	8
MyCreds [™] helps learners: • Securely receive digitally certified, official documents online. • Share academic documents with third parties. • Make it easier for employers and others to verify academic achievements.	Sign Can't sign in?	in
Learn more	Sign in with your	Education Provider
	G Sign in v	vith Google
	in Sign in w	ith LinkedIn



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13. 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.

IyCreds.ca * MesCertif	.ca	🖺 Documents 🔐 Profiles < Sharing 🕱 English 🗸 🦲
Documents		
Currently signed in as:	@gmail.com. Only documents issued to @gmail.com	n are visible here (<u>Learn more</u>).
f you have documents issued to an	other email address and/or Organization sign in, you must sign in to those	accounts separately. To merge multiple MyCreds TM accounts, use the Link Account feature in your
ccount settings page. To share you	r document with a third party, click the SHARE button.	
2, Filter	×	🖽 🖽
	nt required	
CALGART	(view)	
Anticipate to Grad		
22 Mar 2024		
Verification of Graduation		
Showing all of 1 documents.		

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





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15. 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.