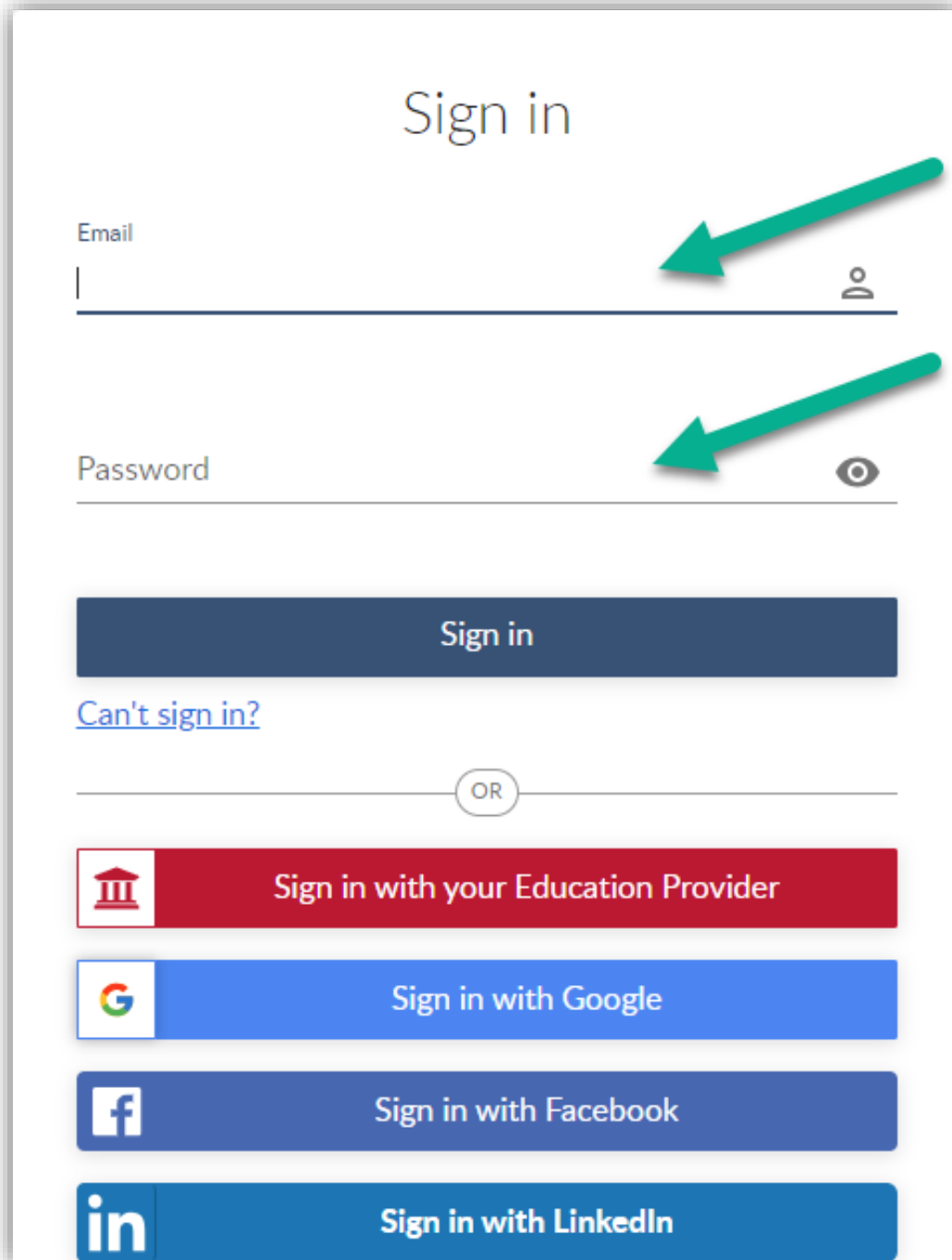


Once you have submitted a request for eTranscripts on your Student Centre, you will then create a MyCred™ account. Once you have your MyCred™ account, follow these steps to buy share credits in order to share you transcripts with other institutions.

1. Log into the MyCredits™ portal (mycredits.ca) using your MyCredits™ 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

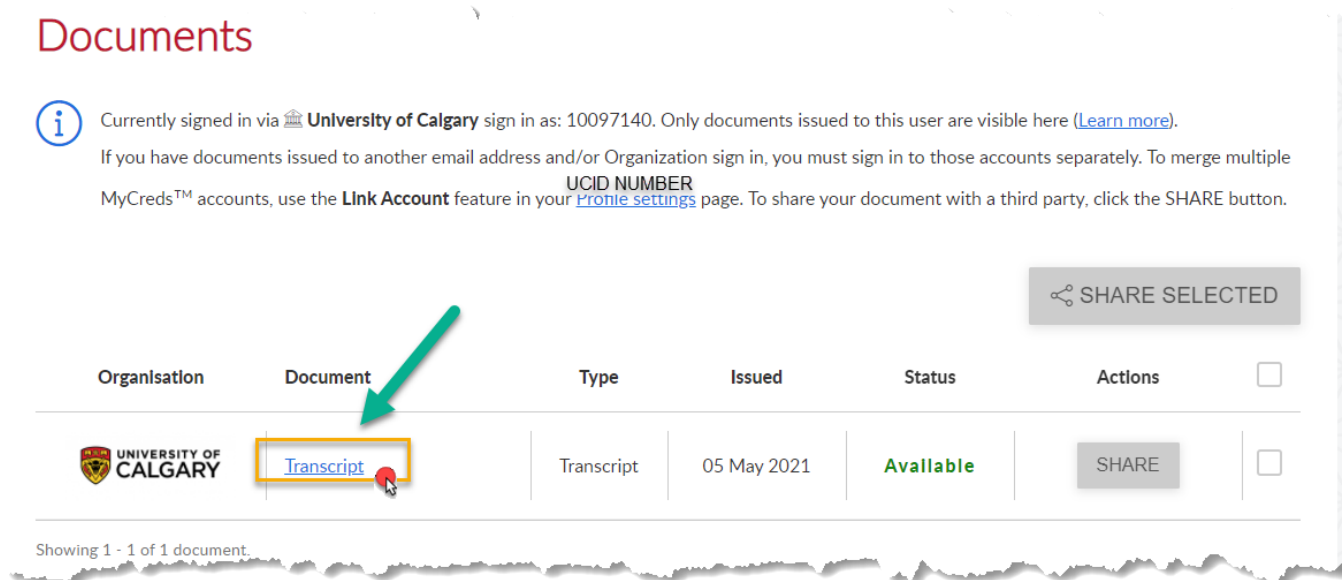
# Transcripts

## Request Official Transcript

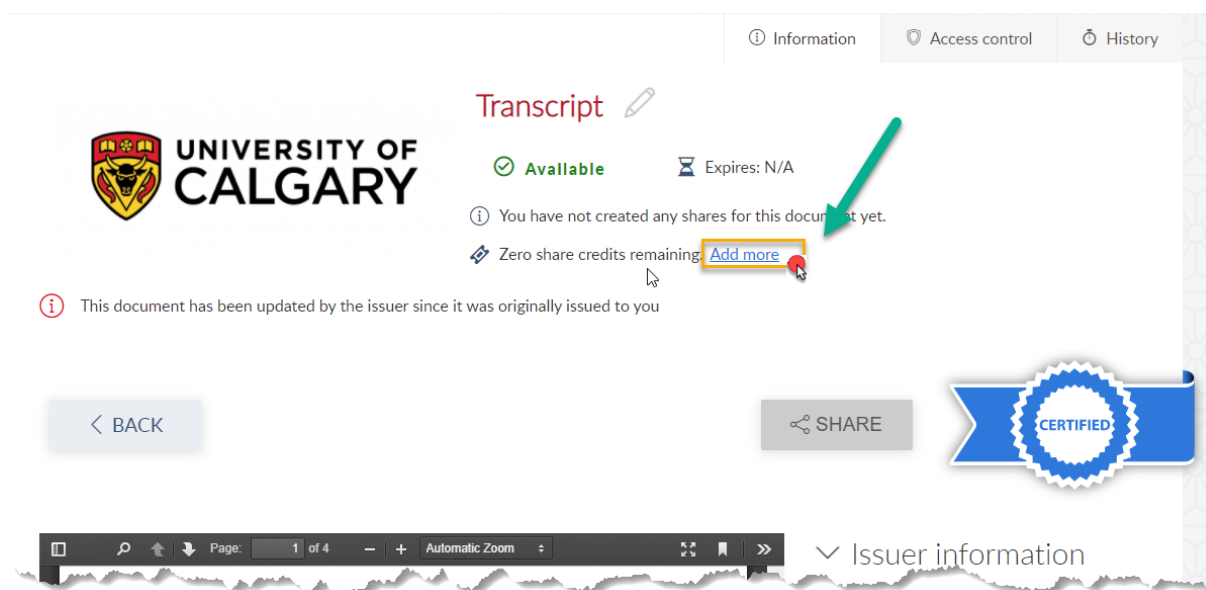


- If you have already submitted a transcript request through your Student Centre (my.ucalgary.ca) and it has been processed, it should now automatically appear on your MyCreds™ **Documents** Page. The share button will remain grayed out until you purchase shares.

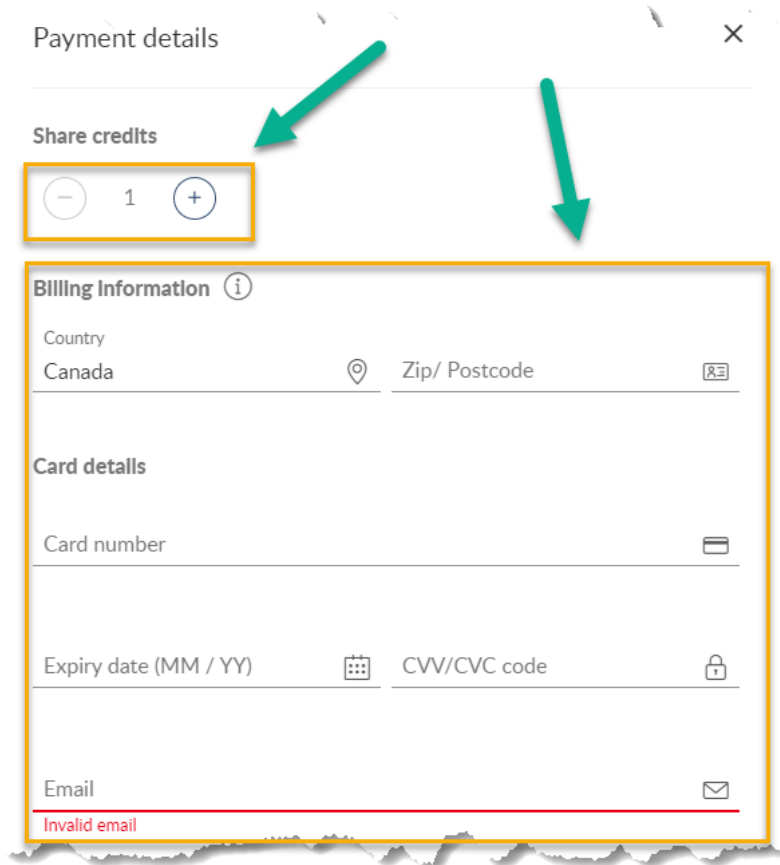
To purchase shares, click the **Transcript** button:



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



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 the following sections:

- Share credits:** A numeric input field containing '1', flanked by minus and plus buttons. A green arrow points to this field.
- Billing Information:** A section containing:
  - Country: Canada
  - Zip/ Postcode: [input field]
- Card details:** A section containing:
  - Card number: [input field]
  - Expiry date (MM / YY): [input field]
  - CVV/CVC code: [input field]
- Email:** An input field with a red error message below it: 'Invalid email'. A green arrow points to this field.

# Transcripts

## Request Official Transcript

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

### Purchase confirmation

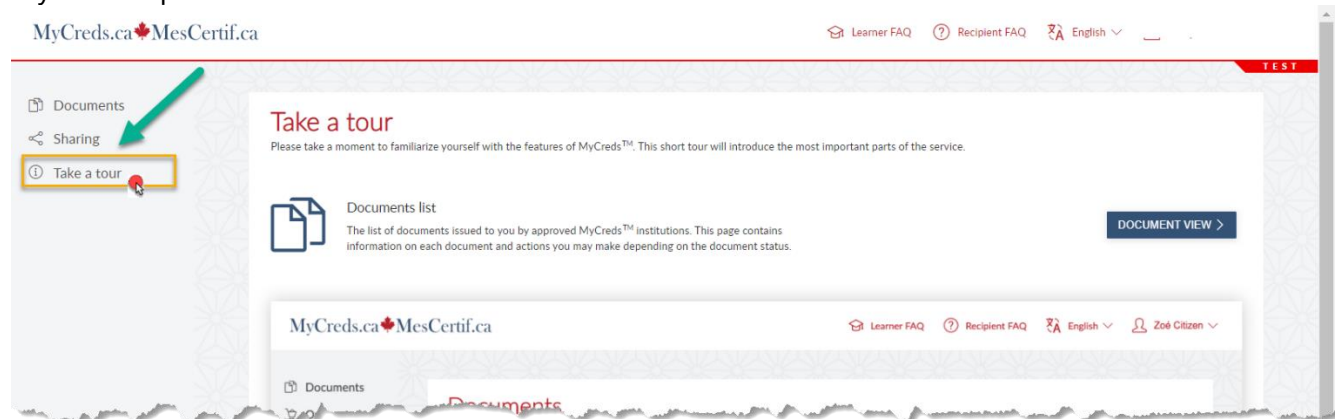


Your payment has been processed and you have successfully purchased 2 additional share credits.

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.