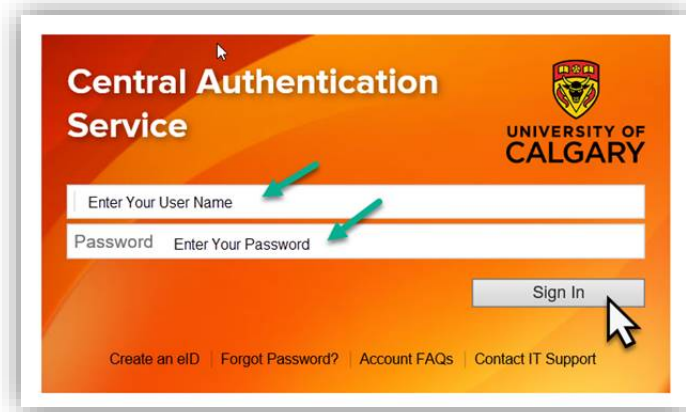


Once you have submitted a request for eTranscripts on your Student Centre, you will then create a MyCred™ account. Once you have your MyCred™ account, follow these steps to buy share credits in order to share your transcripts with other institutions.

1. Log into the MyCreds™ portal (mycreds.ca) using your UCalgary EID and Password:



2. 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:

## Documents



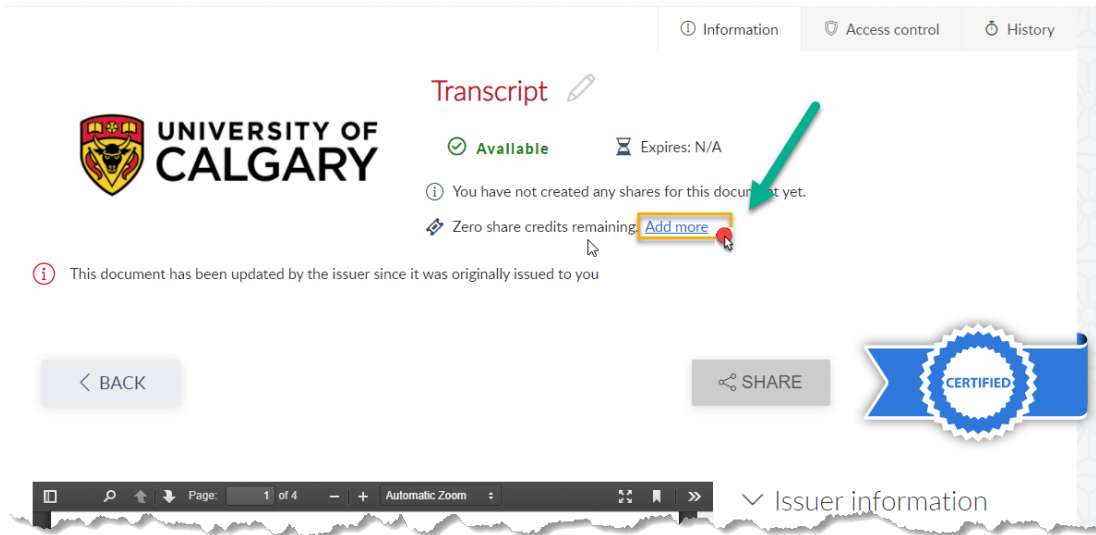
Currently signed in via  University of Calgary sign in as UCID NUMBER Only documents issued to this user are visible here ([Learn more](#)).

If you have documents issued to another email address and/or Organization sign in, you must sign in to those accounts separately. To merge multiple MyCreds™ accounts, use the **Link Account** feature in your [profile settings](#) page. To share your document with a third party, click the SHARE button.

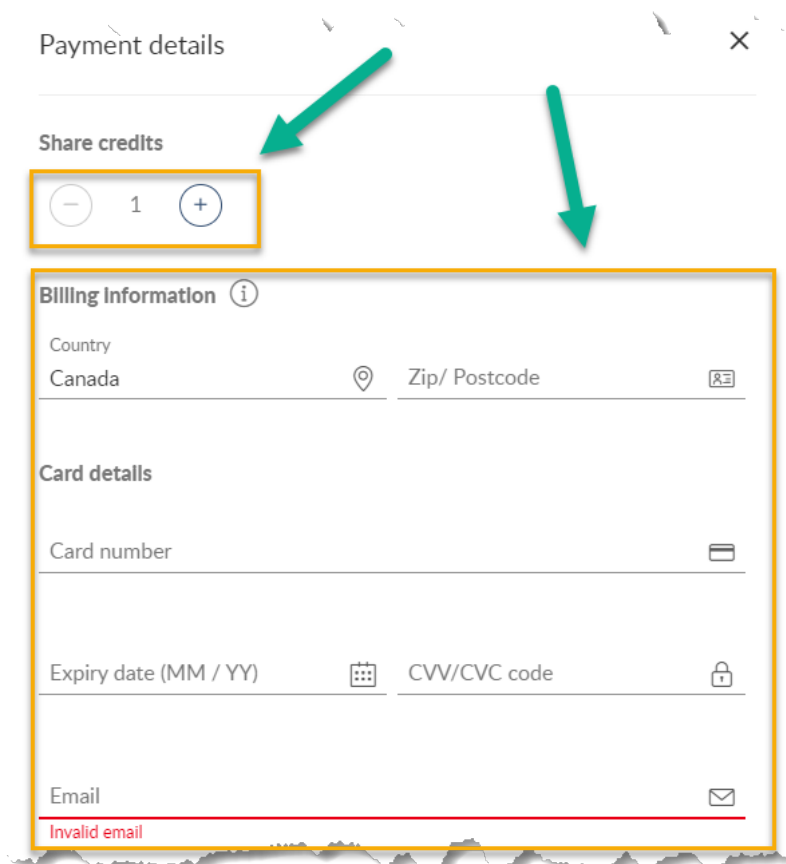
Organisation	Document	Type	Issued	Status	Actions	<input type="checkbox"/>
 UNIVERSITY OF CALGARY	<a href="#">Transcript</a>	Transcript	05 May 2021	Available	SHARE	<input type="checkbox"/>

Showing 1 - 1 of 1 document.

3. 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.



5. 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.

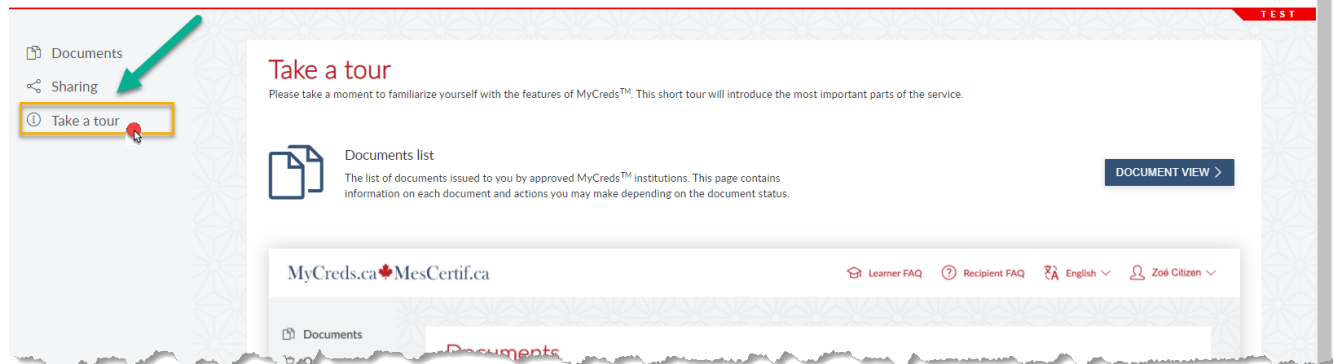
You now have a total of 2 share credits for sharing your document.

OK

Further instructions on How to Share Documents can be found under the **Take a Tour** section of the MyCreds™ portal:

MyCreds.ca MesCertif.ca

[Learner FAQ](#) [Recipient FAQ](#) [English](#)



The screenshot shows the MyCreds portal interface. On the left, a navigation menu includes 'Documents', 'Sharing', and 'Take a tour'. A green arrow points to the 'Take a tour' option, which is highlighted with a yellow box. The main content area features a 'Take a tour' section with a sub-header 'Take a tour' and a description: 'Please take a moment to familiarize yourself with the features of MyCreds™. This short tour will introduce the most important parts of the service.' Below this is a 'Documents list' section with a sub-header 'Documents list' and a description: 'The list of documents issued to you by approved MyCreds™ institutions. This page contains information on each document and actions you may make depending on the document status.' A 'DOCUMENT VIEW >' button is visible. The footer of the screenshot shows the MyCreds.ca MesCertif.ca logo and navigation links for 'Learner FAQ', 'Recipient FAQ', and 'English', along with a user profile icon labeled 'Zoé Citizen'.

### 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.