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If you require confirmation information for **Government Student Loans** please contact the Student Awards and Financial Aid office (SAFA) in the University of Regina Enrolment Services department.

Email: safa@uregina.ca or phone: 306-585-4591

Please know that documents shared through **MyCreds™** | **MesCertif^{MC}** **come directly from the University of Regina** and are tamper-evident and cryptographically signed, making them authentic and official. You can securely and conveniently access and share your academic documents with other colleges and universities, government, employers, and third parties.



Confirmation of Enrolment Requesting Your Document

1) Log into [UR Self-Service](#) located on the University of Regina website (www.uregina.ca).

Emergency Info | Directories | Library | **UR Self-Service** | UR Courses | Webmail | Academic Calendars & Schedules

Find a Person | Search Classes & Build Schedule | SEARCH U of R

User Login

Enter your **User ID/staff/student NUMBER**, (consisting of nine digits) and **PIN** (minimum of eight digits) below, then select "Login". If this is the first time you will access UR Self-Service, click on the Help button near the top, right side of this page for more information.

** If a student has granted you access to their financial records, as an authorized user through the on-line payment system, please select the "Authorized User Login" link at the bottom of this page. **

**** After five failed attempts to login your account will be locked. ****

When you are finished using UR Self-Service, please Exit (top, right corner) and close your browser to protect your privacy.

- If you have **forgotten your PIN** please enter your **User ID** and then click the "Forgot PIN?" button.
- If you would like to **reset your PIN** please [Click here](#)

User ID:
 PIN:

Login Forgot PIN?

Authorized User Login

If you do not know your U of R student ID number and PIN, or have never used UR Self-Service please contact IT Support and provide your complete name, date of birth, and the years you attended the U of R. You can email IT.Support@uregina.ca or call 306-585-4685 for assistance.

2) Go the **Student** tab, choose **Student Records**, then select **Document Request**.

Personal Information **Student** Faculty & Staff Finance

Search Go

Student Services

Student Records
 ** View your student record; holds; final grades and academic history; charges.

Academic Advise and Program Planning
 ** Plan your program; contact your faculty advisor; and plan your

Registration
 ** Search for, **register and/or drop**, classes; check your registration status;

Graduate Student Requests
 **Transfer, Program Extension, Progress Reporting, Voluntary Withdrawal, Leave

Canadian Tax Form(s)

Access/Purchase your Textbooks
 ** Textbooks are usually listed/available for purchase one month prior to the sta

RELEASE: 8.9.1.3

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Personal Information **Student** Faculty & Staff Finance

Search Go

Student Records

Student Information

View Holds

Final Grades
 ** View grades for the current and/or the most recent previous term. **

Document Request
 ** Request your Official Transcript or Confirmation of Enrolment. Check the status

Current Registration & List of Courses (Unofficial Transcript)

Academic History

Apply To Graduate

View Status of Graduation Applications

View Account or Make a Payment
 ** BEFORE viewing your account, users of **Internet Explorer 9** must choose "Co

U of R Photo ID Card Request



Confirmation of Enrolment

Requesting Your Document

3) Select **Confirmation of Enrolment** from the **Document Type** drop-down menu.

Document Type: Confirmation of Enrolment ▼

Your Email Address: [Redacted]@uregina.ca ▼

Term: ..Select..

Submit Finished

Your @uregina.ca webmail account is automatically added to the **Your Email Address**.

If you are not familiar with your (@uregina.ca) webmail account, please visit the IT website at

<https://www.uregina.ca/is/student/accounts/index.html>.

You can also contact the IT Support team at it.support@uregina.ca or 306-585-4685.

4) Select the **Term** you would like your Confirmation of Enrolment letter to start with.

Document Type: Confirmation of Enrolment ▼

Your Email Address: [Redacted]@uregina.ca ▼

Term: ..Select..

Submit Finished

- ..Select..
- 202315 - Non-Credit 2023 Winter
- 202310 - 2023 Winter
- 202230 - 2022 Fall
- 202220 - 2022 Spring/Summer

Example: If you wanted to have the Spring/Summer and Fall terms in your document you would select the 202220—Spring/Summer term since it is the oldest term you want on your document.

A confirmation of enrolment is provided for ungraded terms, the current term, or any future terms in which the student is registered.

Beyond these terms, it is recommended you request your Official Transcripts.

5) Select the **Number of Terms** you would like included in your Confirmation of Enrolment letter.

Document Type: Confirmation of Enrolment ▼

Your Email Address: [REDACTED]@uregina.ca ▼

Term: 202220 - 2022 Spring/Summer ▼

Select # Terms ▼



Select # Terms

1

2

3

Submit Finished







This is the number of terms you would like on your document which includes the term you have selected above and terms **after this term that you are registered in.**


Example: If 2 was selected, the document would have 2022 Spring/Summer and 2022 Fall.

6) Click the **Submit** button.

Any past requests, as well as your new request, will appear under **Requested Documents**.

Requested Documents					
Document Type	Email Address	Term - #	Processing Options	Date Requested	Status
 Official Transcript	[REDACTED]		Immediate	29-NOV-2022	Request received
 Confirmation of Enrolment	[REDACTED]	202230 - 3		01-OCT-2022	Available in MyCreds

 This icon indicates that you have 30 minutes to remove your most recent request. Hover your cursor over the icon to delete your request and then create a new one.

 After 30 minutes the request is automatically locked, the request can no longer be deleted, and it is sent to the Registrar's Office for processing.

* After you have submitted the request, you will be able to go back to step 4 in these instructions and request other official documents, such as your Official Transcripts.


7) Click the **Finished** button when you are done requesting all documents. This will return to the UR Self-Service menu.

Document Type:

Your Email Address:

Term:

Submit Finished





Confirmation of Enrolment

Requesting Your Document

9) You can **check the status** of your request at any time in UR Self-Service. Go to the **Student** tab, choose **Student Records**, then select **Document Request**.

You can check the **Status** of your request at the end of the table.

Request received indicates that the request has been sent to the Registrar's Office.

Waiting to be processed indicates the request has been received by the Registrar's Office. The request will be processed immediately or held depending on the processing option you requested.

Available in MyCreds indicates the request has been completed and you can view it in your MyCreds account.

Status
Request received
Available in MyCreds

DO NOT REGISTER FOR A MyCreds™ | MesCertif^{MC} ACCOUNT before receiving your notification email from noreply@mycreds.ca sent your email account.

Confirmation of Enrolments may take **2-3** days to be processed and available in **MyCreds™ | MesCertif^{MC}**. Processing times can vary and may take longer during peak request times during the January and September months. Requests are done in batches in the order they

NOTE: If this is not your first time requesting an official document from the University of Regina and you have already registered for **MyCreds™ | MesCertif^{MC}**, you will receive a **“notification of new document” email**.
You can click the **View Document** button/link in the email OR you can proceed to the [Login Instructions](#) in the full instructions document.

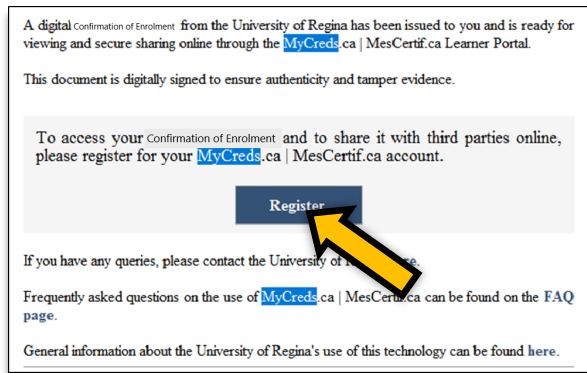


Confirmation of Enrolment Registration for MyCreds

1) Locate the notification email from **noreply@mycreds.ca** in your email account.

If you did not receive the email, please check the email listed in your request from UR Self-Service to ensure it is correct. Contact MyCreds@uregina.ca or call 306-585-4127 if you need the email to be resent.

2) Click the **Register** button located in your email to register for a **MyCreds™ | MesCertif^{MC}** account. Some e-mail systems do not display images and you may only see a link that you can click which will take you to the same location.

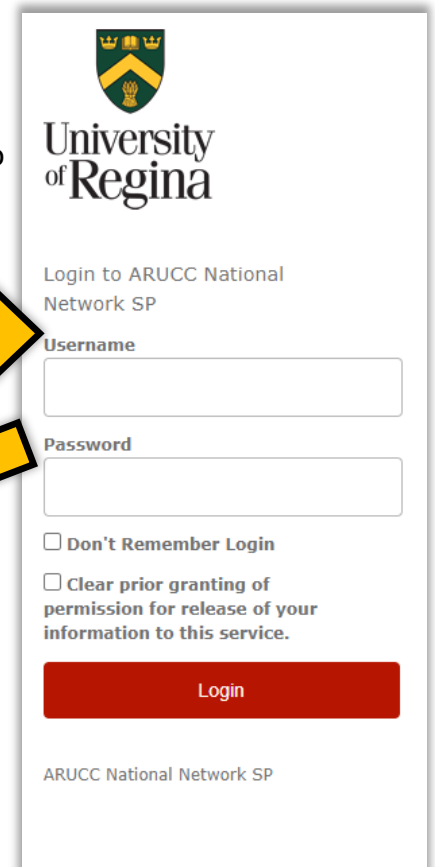
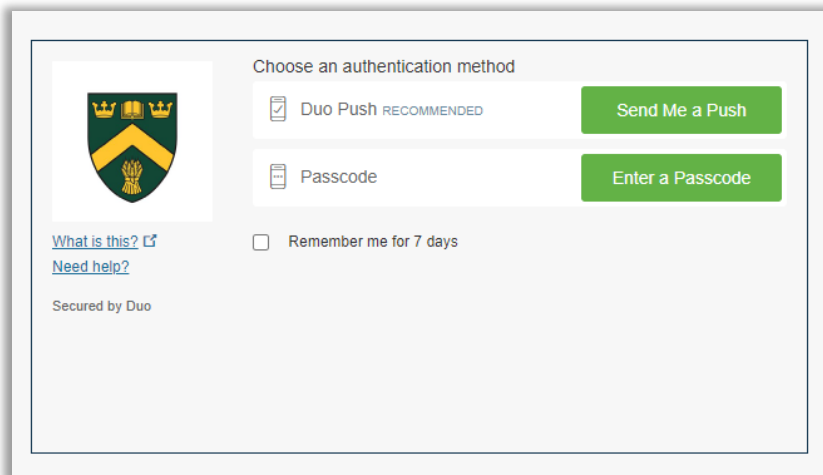


The button or link will direct you to the MyCreds online registration page which is different depending on whether you are a current or past student. This is further explained on the following page.

3) Log In with the University of Regina Authentication

You will be directed to the [University of Regina's Multi-Factor Authentication](#) page which requires your student username, password, and access to the verification software on your phone or computer.

You can also contact it.support@uregina.ca or call 306-585-4685 if you experience login issues.



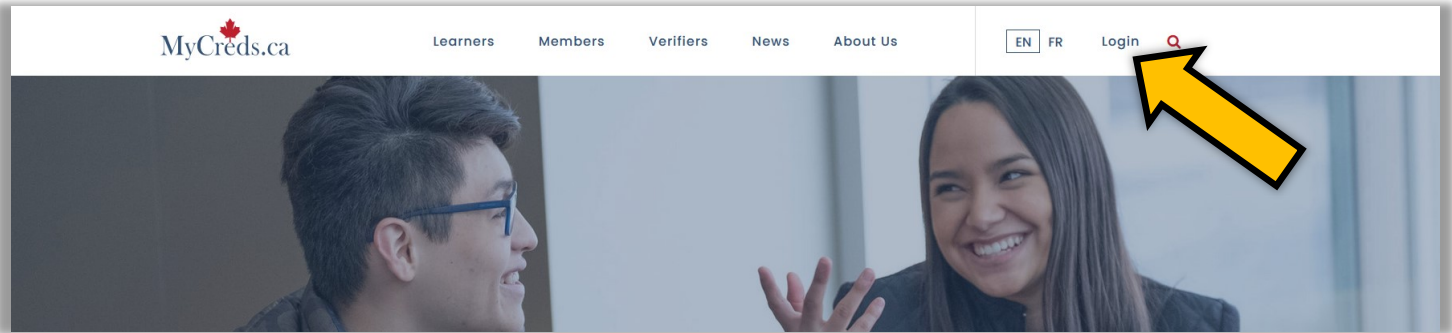


Confirmation of Enrolment

Login to MyCreds

Once you have registered for **MyCreds™** | **MesCertif^{MC}** using your **notification email**, you can login to your account and **access your documents anywhere there is internet access.**

3) Go to MyCreds at www.mycreds.ca to login.



4) Sign in by using your email and password or with your Education Provider depending on your student status.

For Past Students

Enter the Email and Password that you provided when registering for MyCreds and click the **Sign In** button.

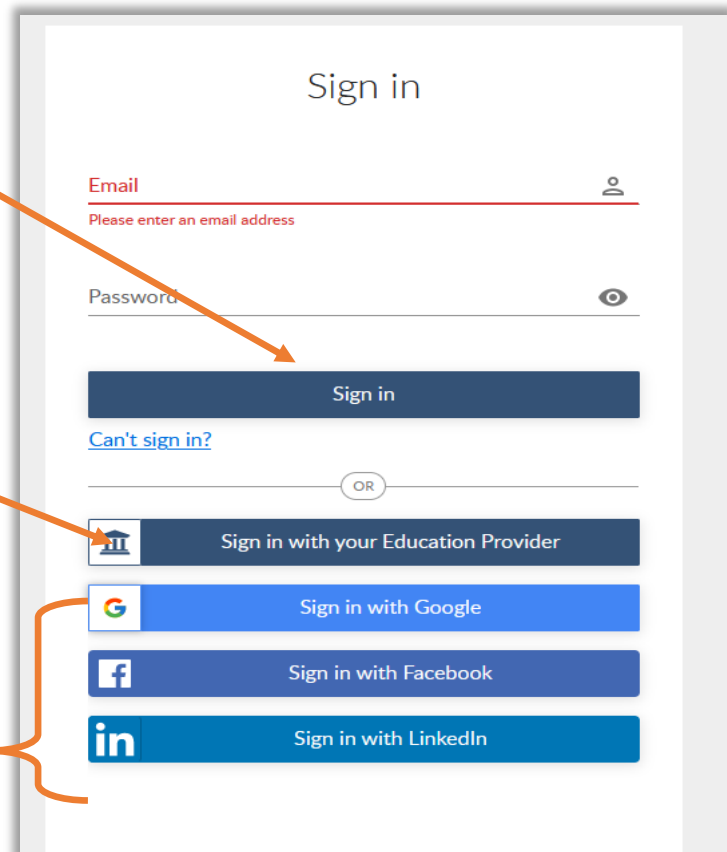
For Active/Current Students

Click on the **Sign in with your Education Provider** button.

You will be directed to the [University of Regina's Multi-Factor Authentication](#) page which requires your student username, password, and access to the verification software on your phone or computer.

Other Options

You can to link to other accounts (Google, Facebook and LinkedIn) on you have logged into MyCreds





Confirmation of Enrolment

Can't Sign In

1) If you do not remember your password or are unable to sign in after you have registered, click on the text icon [Can't sign in?](#) located below the [Sign in](#) button.

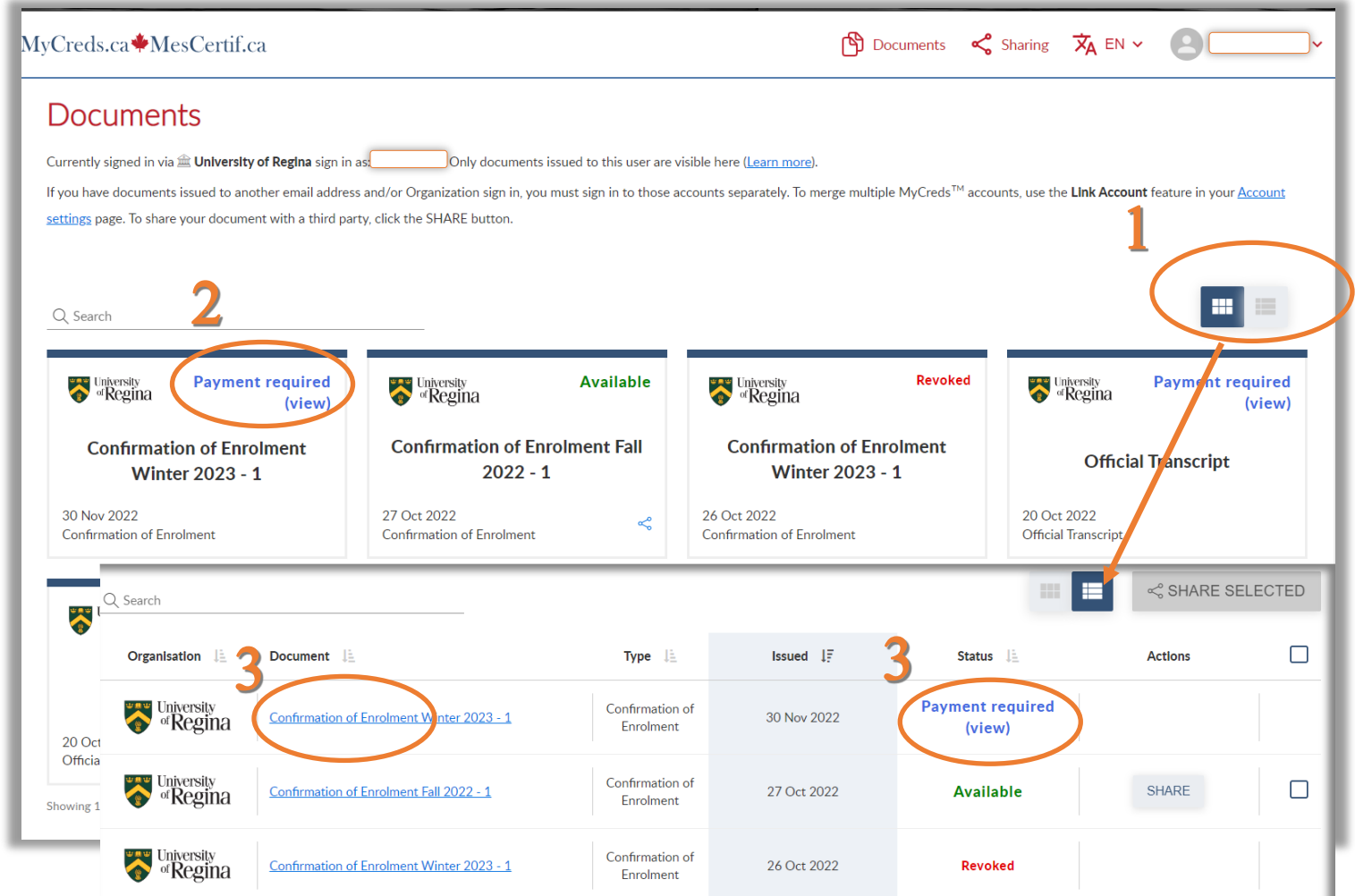
2) Enter your email address. Click Submit.

This will send you to **either** an activation email or an email to reset your password, depending on which is required for you to access your account.

Confirmation of Enrolment

Paying for Your Document

1) Once you are logged in you will be directed to the **Documents** page. All documents in your account are listed on this page.



MyCreds.ca MesCertif.ca

Documents Sharing EN


Documents

Currently signed in via University of Regina sign in as [redacted] 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 [Account settings](#) page. To share your document with a third party, click the SHARE button.


Search

2


Payment required (view)


**Confirmation of Enrolment
Winter 2023 - 1**

30 Nov 2022
Confirmation of Enrolment


Available


**Confirmation of Enrolment Fall
2022 - 1**

27 Oct 2022
Confirmation of Enrolment


Revoked

**Confirmation of Enrolment
Winter 2023 - 1**

26 Oct 2022
Confirmation of Enrolment


Payment required (view)

Official Transcript

20 Oct 2022
Official Transcript

1

☰
☰

Organisation	Document	Type	Issued	Status	Actions
20 Oct Official	Confirmation of Enrolment Winter 2023 - 1	Confirmation of Enrolment	30 Nov 2022	Payment required (view)	
	Confirmation of Enrolment Fall 2022 - 1	Confirmation of Enrolment	27 Oct 2022	Available	SHARE
	Confirmation of Enrolment Winter 2023 - 1	Confirmation of Enrolment	26 Oct 2022	Revoked	

SHARE SELECTED

1) List View

You can switch from two different types of views for the list of documents in your account.

2) Status of Document

Payment required (view) - indicates that payment is required from before viewing and sharing the document.

Available - indicates that the document is valid and available to view and share.

Revoked - indicates that the document has been removed by the university and the student will need to contact the University of Regina at mycreds@uregina.ca.

3) Pay

Click on the document title or status to view and pay for your document. This will direct you to the individual document page and allow you to enter payment information.



Confirmation of Enrolment Paying for Your Document

2) Make sure to select the correct Confirmation of Enrolment letter before paying.

The screenshot shows four document cards from the University of Regina. The first card is titled 'Confirmation of Enrolment Winter 2023 - 1' with a status of 'Payment required (view)' and an issued date of 30 Nov 2022. The second card is 'Confirmation of Enrolment Fall 2022 - 1' with a status of 'Available' and an issued date of 27 Oct 2022. The third card is 'Confirmation of Enrolment Winter 2023 - 1' with a status of 'Revoked' and an issued date of 26 Oct 2022. The fourth card is 'Official Transcript' with a status of 'Available' and an issued date of 20 Oct 2022. Red arrows point to the 'Term, Number of Terms and Issued date' fields in the first three cards.

Check the **Term, Number of Terms and Issued date** prior to paying for the document.

Organisation	Document	Type	Issued	Status	Actions
University of Regina	Confirmation of Enrolment Winter 2023 - 1	Confirmation of Enrolment	30 Nov 2022	Payment required (view)	
University of Regina	Confirmation of Enrolment Fall 2022 - 1	Confirmation of Enrolment	27 Oct 2022	Available	SHARE
University of Regina	Confirmation of Enrolment Winter 2023 - 1	Confirmation of Enrolment	26 Oct 2022	Revoked	

Red arrows from the text above point to the 'Document', 'Issued', and 'Status' columns in this table.

It is the responsibility of the student to select the correct document before paying.
Student's will not be refunded if the incorrect document is paid for.

3) Click the **PAY** button

The screenshot shows the document details page for 'Confirmation of Enrolment Winter 2023 - 1'. It includes the University of Regina logo, document title, and status 'Payment required'. A message states 'Payment of 10.00 CAD is required to view the document.' Below this is a '< BACK' button and a 'PAY' button. A large yellow arrow points to the 'PAY' button. On the right, there is a 'CERTIFIED' badge and a list of information sections: 'Issuer information', 'Document information', and 'Certification information'.



4) Complete the payment form.

Entering the **billing address and postal code** of the credit card you use is a requirement of the MyCredits™ payment system (Stripe). The verification for the postal code goes back to the bank / financial institution that issued the payment card. The format for the postal code needs to match the financial institution's records. You should refer to your statements (online or hardcopy) to see what the format for the postal code is with the issuing financial institution. To give you an idea of the variations, some need the letters to be uppercase while others use lowercase; some are looking for the space between the first 3 characters and others are not. There is not one standard format; the format for the postal code needs to match the financial institution's records.

The screenshot shows a payment form with two main sections: Residential Address and Payment Details. The Residential Address section includes fields for Address line 1, City, State / Country / Province, Post code, and Country. The Payment Details section includes fields for Card number, Expiry date (MM / YY), and CVV/CVC code. A total amount of 15.00 CAD is displayed. A yellow arrow points from the 'Billing Address' section below to the 'Post code' field in this screenshot.

Billing Address

Same as residential address

Address line 1 *

City *

State / County / Province *

Post code *

Country *



Confirmation of Enrolment

Paying for Your Document

5) Click the **PAY** button on the lower left side of the form.

A pop-up window will notify you if your payment has been successful. You will be returned to the **Documents** page where the document's status will be updated to **Available**.

The screenshot shows a payment form for a 'Confirmation of Enrolment' document. The form is divided into three main sections: Residential Address, Billing Address, and Payment Details. The Residential Address section includes fields for Address line 1, City, State / Country / Province, Post code, and Country. The Billing Address section has a checkbox for 'Same as residential address' and an Address line 1 field. The Payment Details section includes fields for Card number, Expiry date (MM / YY), and CVV/CVC code. Below these fields is a 'Pay' button and a 'CANCEL' button. A yellow arrow points to the 'Pay' button. To the right of the Payment Details section, there is a summary of charges: Sub-total: 15.00, Taxes: 0.00, and Total: 15.00. Below the summary is the ARUCC logo and a note: 'Your payment for using MyCredit™ will be processed by the Association of Registrars of the Universities and Colleges of Canada (ARUCC) using the Stripe payment platform. You will receive a receipt from ARUCC along with a confirmation email of your request.'

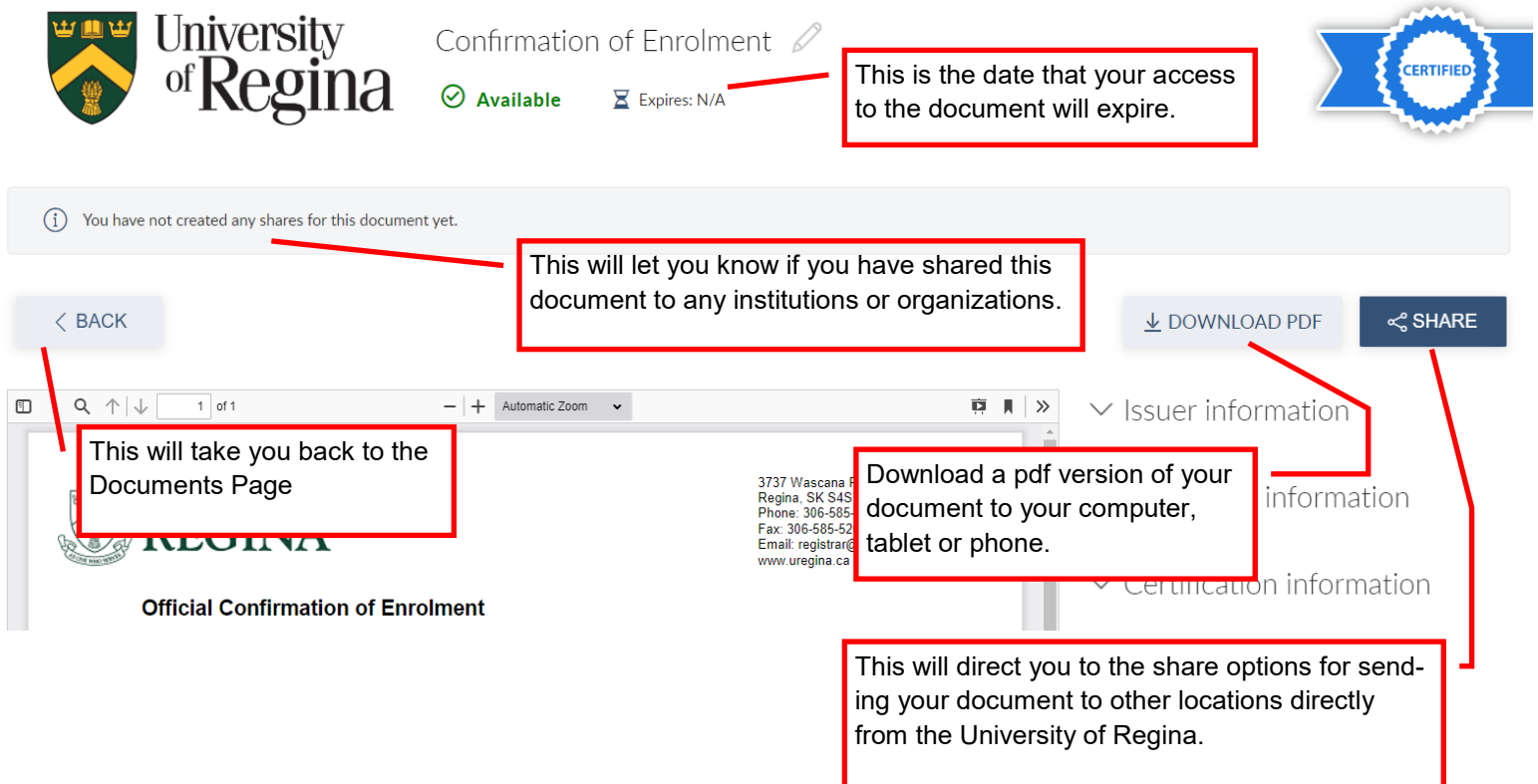


Organisation	Document	Type	Issued	Status	Actions
University of Regina	Confirmation of Enrolment	Confirmation of Enrolment	20 Oct 2022	Available	SHARE

Confirmation of Enrolment

Viewing Your Document

1) Once you have paid for the document, you will be able to select it from your **Documents** page and view it on the **Confirmation of Enrolment view** page.



The screenshot shows the document viewer interface for a 'Confirmation of Enrolment' document. The document title is 'Confirmation of Enrolment' with a pencil icon for editing. It is marked as 'Available' with a green checkmark and 'Expires: N/A' with a clock icon. A blue 'CERTIFIED' seal is visible in the top right corner. Below the document title, there is a message: 'You have not created any shares for this document yet.' The interface includes a '< BACK' button, a 'DOWNLOAD PDF' button, and a 'SHARE' button. The document content is displayed in a viewer window, showing the University of Regina logo and contact information: '3737 Wascana P Regina, SK S4S Phone: 306-585-5252 Fax: 306-585-5252 Email: registrar@uregina.ca www.uregina.ca'. The document is titled 'Official Confirmation of Enrolment'. The interface also shows sections for 'Issuer information' and 'Certification information'.

This is the date that your access to the document will expire.

This will let you know if you have shared this document to any institutions or organizations.

This will take you back to the Documents Page

Download a pdf version of your document to your computer, tablet or phone.

This will direct you to the share options for sending your document to other locations directly from the University of Regina.

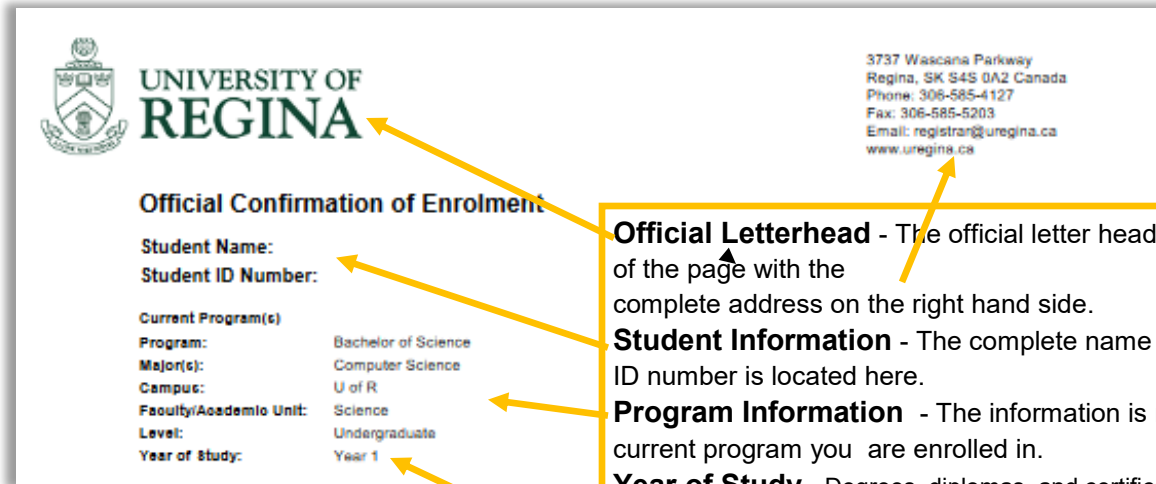
If your document is not up-to-date, you can re-request a new Confirmation of Enrolment in your UR Self-Service account. Once we receive your request a newer version of your document will be uploaded to **MyCreds™ | MesCertif^{MC}** and an email will be sent to you. **If you have already paid for the 90 day access you will not have to pay again as long as you request the exact same Term and Number of Terms as the original document.** You are responsible for requesting the correct Term and Number of Terms.



Confirmation of Enrolment

Viewing Your Document

1) Your Confirmation of Enrolment will look similar to what you see below.



Official Letterhead - The official letter head is at the top of the page with the complete address on the right hand side.

Student Information - The complete name and Student ID number is located here.

Program Information - The information is regarding the current program you are enrolled in.

Year of Study - Degrees, diplomas, and certificates are defined academically in terms of credit hours, not years of study.

For administrative purposes, the University defines year of study for undergraduate students as follows:

- Year 1: 0-23 credit hours successfully completed
- Year 2: 24-53 credit hours successfully completed
- Year 3: 54-83 credit hours successfully completed
- Year 4: 84-113 credit hours successfully completed
- Year 5: 114-143 credit hours successfully completed
- Beyond Year 5: 144 or more credit hours successfully completed

Term - Each term is listed by the most current first.

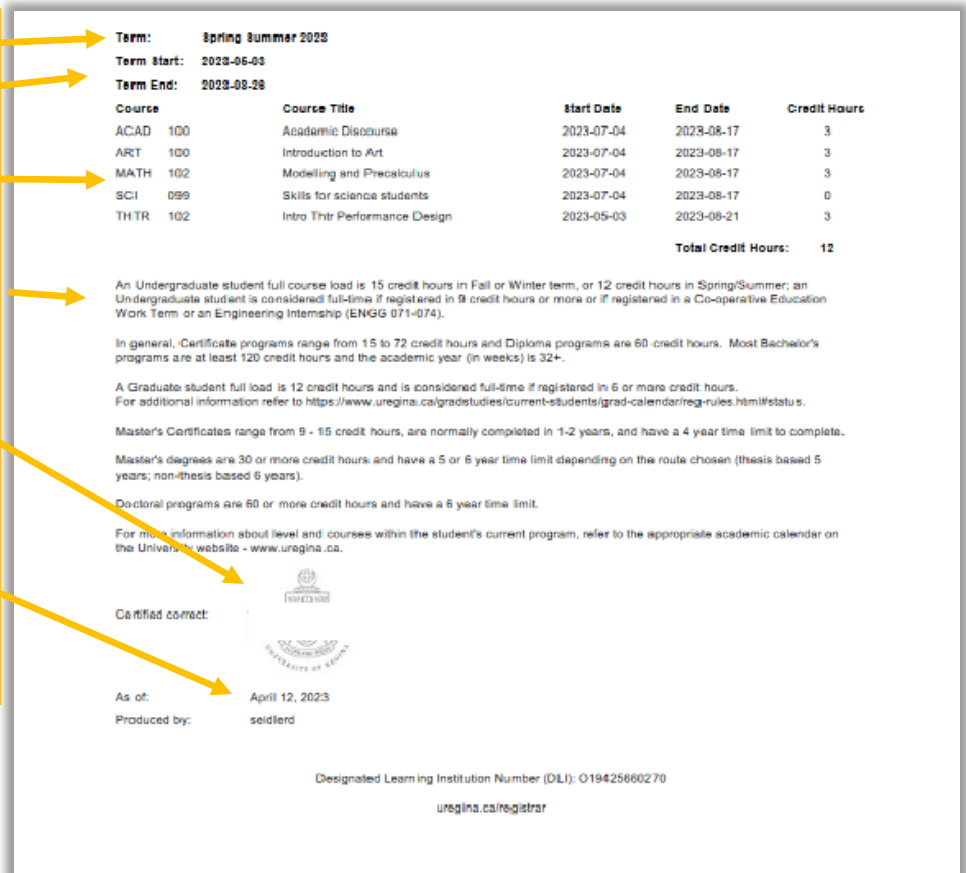
Term Start and End - each term has its own start and end date listed.

Course Information - the name, description, term dates and credit hours is listed here.

Full Time and Part Time credit hour information - An explanation of the University of Regina's policy for Full and Part time status is available here.

Registrar's Signature and Official Seal - the official University of Regina seal and the signature of the Registrar for authentication



Issued Date: This date indicates when the document was uploaded to MyCreds.




Confirmation of Enrolment


Sharing Your Document


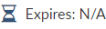
1) When in the Document View area you can select **SHARE** from the Actions column.


	2023 - 1	Enrolment				
	Official Transcript	Official Transcript	20 Oct 2022	Available	SHARE	<input type="checkbox"/>


OR use the **SHARE** button located at the top when you are viewing the Confirmation of Enrolment document page.

 University of Regina

Confirmation of Enrolment Fall 2022 - 1 

 Available 




 You have created 1 share, of which 0 were viewed.
This document has been updated by the issuer since it was originally issued to you. This share will see the new updated document.

[< BACK](#)

[↓ DOWNLOAD PDF](#) [SHARE](#)

1 of 1

Automatic Zoom

 UNIVERSITY OF REGINA

3737 Wascana Parkway
Regina, SK S4S 0A2 Canada
Phone: 306-585-4127
Fax: 306-585-5203
Email: registrar@uregina.ca
www.uregina.ca

Issuer information

Document information



Confirmation of Enrolment

Sharing Your Document

2) A pop-up window will appear. You can choose between **Generate a link to my document** OR **Send my documents to a registered organization**.


If you choose the **Generate a link to my documents** option, you will need to enter the email address of the location you are sending your Confirmation of Enrolment letter to in the Recipient Email field.

Document sharing


View document ▾

Generate a link to my documents


Send my documents to a registered organisation

Share name 

The name you choose will be visible only to yourself and will not be seen by the recipient of your share

Purpose of share 

Categorise your shares by giving them a simple description (only visible to you)

Recipient Email 

Email Address

If you choose the **Send my documents to a registered organization** option, you will need to enter the organization name in the Recipient field. In MyCreds the organization's name may not appear since **not all organizations are registered with MyCreds**.


If **No organization match your search criteria** appears, you will need to change your option to **Generate a link to my documents**.

Document sharing


View document ▾

Generate a link to my documents


Send my documents to a registered organisation

Share name 

The name you choose will be visible only to yourself and will not be seen by the recipient of your share

Purpose of share 

Categorise your shares by giving them a simple description (only visible to you)

Recipient * 

Please type organisation name

See the next page for information on the other fields in this form.



Confirmation of Enrolment

Sharing Your Document

3) Other than the **Recipient Email** field, all other fields are optional and do not need information in order to send your document. Explanations for each field are below.

The **Share name** field is for your own information and will not be seen by the recipient. You can leave this blank if you choose.

The **Purpose of share** field is for your own information and will not be seen by the recipient that you. You can leave this blank if you choose.

The **Reference** field is viewed by the recipient. This can be used if you have an ID with the receiving location or need to specify the department you are applying for.

Access PIN is optional. It is intended for additional security. If left blank, the person receiving the document will be able to view without any information from you. You can leave this blank if you choose. When used, the **Access PIN** must be disclosed to the receiver or they will not be able to access your document.

The **Expiry date** is optional. It can be used to set a time limit on the availability of your document. If left blank, the receiver can still access the document.

The screenshot shows a form with the following fields and options:

- Share name**: A text input field with a share icon. Below it, a note reads: "The name you choose will be visible only to yourself and will not be seen by the recipient of your share".
- Purpose of share**: A text input field with a document icon. Below it, a note reads: "Categorise your shares by giving them a simple description (only visible to you)".
- Recipient Email**: A text input field with a red "REQUIRED" label and an envelope icon.
- Reference**: A text input field with a link icon. Below it, a note reads: "The reference will be visible to the recipient of the share".
- Access PIN**: A text input field with a lock icon.
- Expiry date**: A text input field with a calendar icon.

At the bottom of the form, there are three buttons: a blue "HELP" button with an external link icon, a blue "CANCEL" button, and a dark blue "SHARE" button.

4) Click the **SHARE** button.

Please know that documents shared through **MyCreds™ | MesCertif^{MC}** come directly from the **University of Regina** and are tamper-evident and cryptographically signed, making them authentic and official. You can securely and conveniently access and share your academic documents with other colleges and universities, government, employers, and third parties.

If you have attempted to send your confirmation of enrolment via **MyCreds™ | MesCertif^{MC}** and they have rejected your document, please email us at mycreds@uregina.ca so that we can assist you in sending your document.



1) While on the main Documents view page, click the **SHARING** link on the top right of the page.

MyCreds.ca MesCertif.ca

Documents Sharing EN

Documents

Currently signed in via University of Regina sign in as . 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 [Account settings](#) page. To share your document with a third party, click the SHARE button.

2) The Shares page will list all the shares you have sent for any document you have in MyCreds.

Share name	Recipient	Date shared	Expiry date	Status	Actions
Instructions 1	2	19 Feb 2023 3	Does not expire 4	Enabled 5	6

1. This is the share name you would have created when you shared the document
2. This is the email of the location you shared the document with.
3. This is the date the email was sent to the location with your document.
4. This will have the expiry date if you created one.
5. This means the document is available to the location you shared it to.
6. This allows you to disable the document if you no longer want it available to the location you shared it to.