



Table of Contents

[Requesting Your Document](#)

[Registration for MyCreds](#)

[Login to MyCreds](#)

[Can't Sign In](#)

[Paying for your Document](#)

[Viewing Your Document](#)

[Sharing Your Document](#)

[Viewing Your Sharing History](#)

Documents shared through **MyCreds™** | **MesCertif™** 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.



Official Transcripts

Requesting Your Document

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

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) Ensure that your email address is up-to-date. Click the **Personal Information Tab**, choose **View E-mail Address(es)**. Use **Update E-mail Address(es)** if you need to make additions or changes.

For instructions on how to update your e-mail or other personal information, contact IT.Support@uregina.ca or 306-585-4685 for assistance.



Official Transcripts

Requesting Your Document

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

The screenshot shows the top navigation bar with tabs: Personal Information, **Student**, Faculty & Staff, and Finance. A yellow arrow points to the **Student** tab. Below the tabs is a search bar. Under the 'Student Services' heading, a list of links is shown. A yellow arrow points to the **Student Records** link. Below this link, a green arrow points to the right, indicating the next step in the process.

The screenshot shows the 'Student Records' page. The navigation bar is the same. Below the 'Student Records' heading, a list of links is shown. A yellow arrow points to the **Document Request** link. Below this link, there is a note: "** Request your Official Transcript or Confirmation of Enrolment. Check the status".

4) Select **Official Transcript** from the **Document Type** drop-down menu.

5) Select your **current email address** from the **Your Email Address** drop down menu.

The screenshot shows the 'Document Request' form. It has three main sections: 'Document Type:', 'Your Email Address:', and 'Processing Options:'. The 'Document Type' dropdown menu is set to 'Official Transcript'. The 'Your Email Address' dropdown menu is highlighted with a red box. The 'Processing Options' dropdown menu is set to '..Select..'. There are 'Submit' and 'Finished' buttons at the bottom.

This is for **your** email only.

A notification email will be sent to your email address with registration information for MyCreds.

Transcripts will not be sent if the email address is for an institution or organization. You will provide this information once you are in the MyCreds portal.

6) Select **one** of the three possible options in the **Processing Options** drop-down menu.

Document Type: Official Transcript

Your Email Address: Your email

Processing Options: ..Select..

Submit Finished

Immediate - requests are processed daily and no later than 2-3 business days.



Holding for *<term> grades - the request is in the queue until your all your grades for the indicated term have been received, *then* the request is processed.


Holding for <degree or certificate> - the request is in the queue until your credential has been approved by Executive of Council (*after* faculty approval) *then* the request is processed.


* The terms are displayed by the year (2022) and then the term (10 for winter, 20 for spring/summer and 30 for fall). For example: 202230 would be the 2022 Fall term.

7) 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			Immediate	29-NOV-2022	Request received
 Confirmation of Enrolment		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 Confirmation of Enrolment.

8) Click the **Finished** button when you are done requesting documents which will take you back to the UR Self-Service menu.

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**.

The **Status** of your request is displayed 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 ACCOUNT before receiving your notification email from noreply@mycreds.ca which will be sent to your email account.

Official Transcripts are processed daily or within **2-3** business days and once processed an email notification is sent to your email account. Processing times can vary and may take longer during peak request times (January and September). Requests are processed in the order they are received.

NOTE: If this is not your first time requesting an official document from the University of Regina and you have already registered for MyCreds, 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.

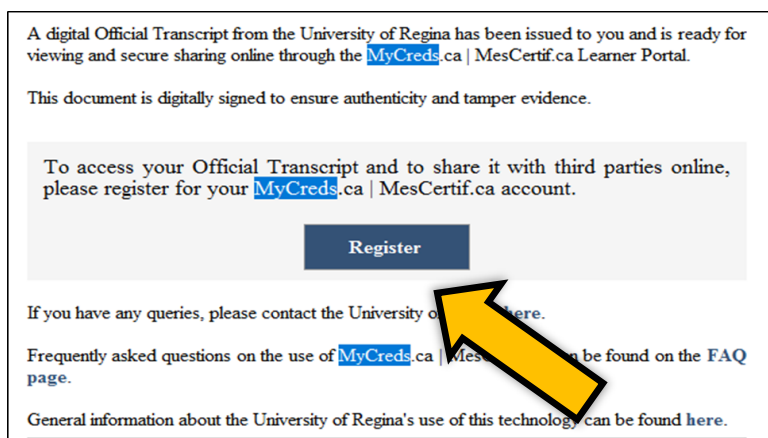
1) Locate the notification email from **noreply@mycreds.ca** in your email account.

If you did not receive the email, please check the email listed in your request from UR Self-Service to ensure it is correct. If the email is correct, contact MyCreds@uregina.ca or call 306-585-4127 and the email will be resent. If the email is not correct, you will have to make a new request in UR Self-Service using the correct email.

2) Click the **Register** button located in your email to register for a MyCreds 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.

Do not use this link to forward your document to an institution, organization, or other location. They receiver will not be able to access your document this way.

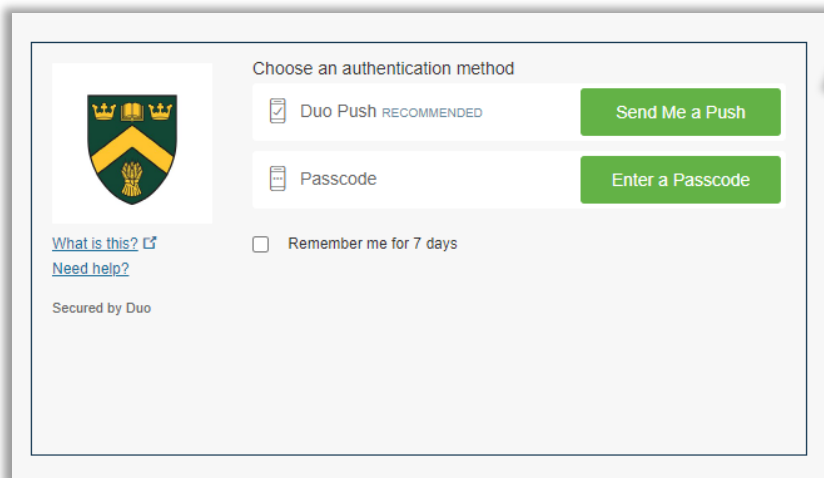
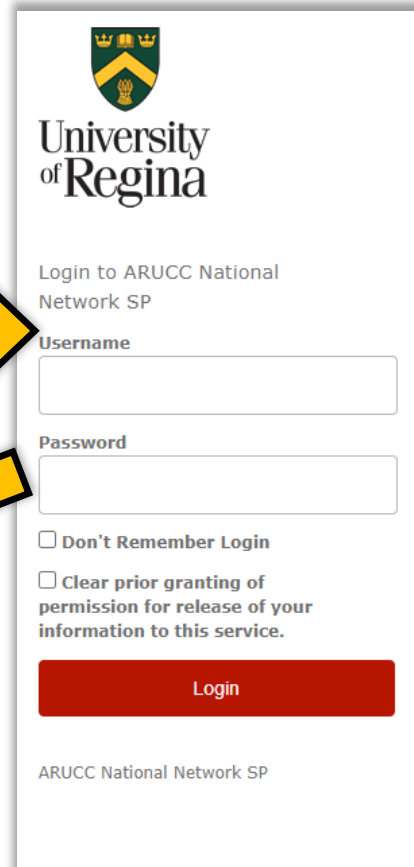


For Active/Current Students

(students that have taken at least one course within the last year and used their @uregina.ca email to request transcripts)

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.

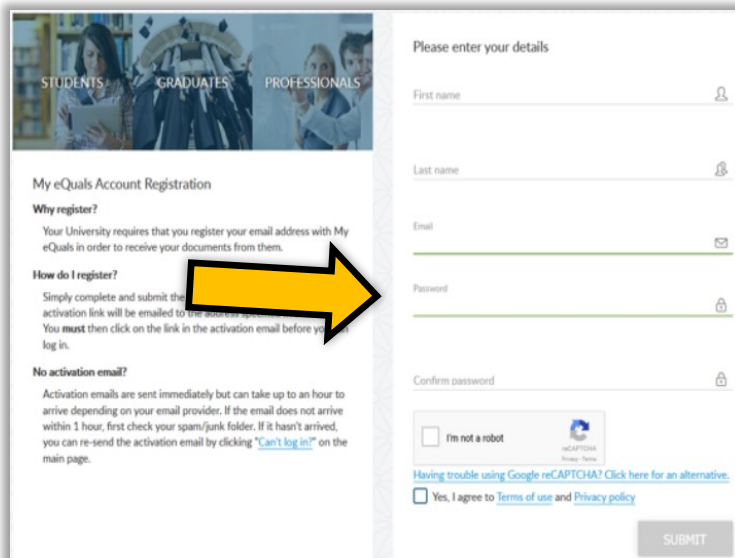
You can also contact it.support@uregina.ca or call 306-585-4685 if you experience login issues.

For Past Students

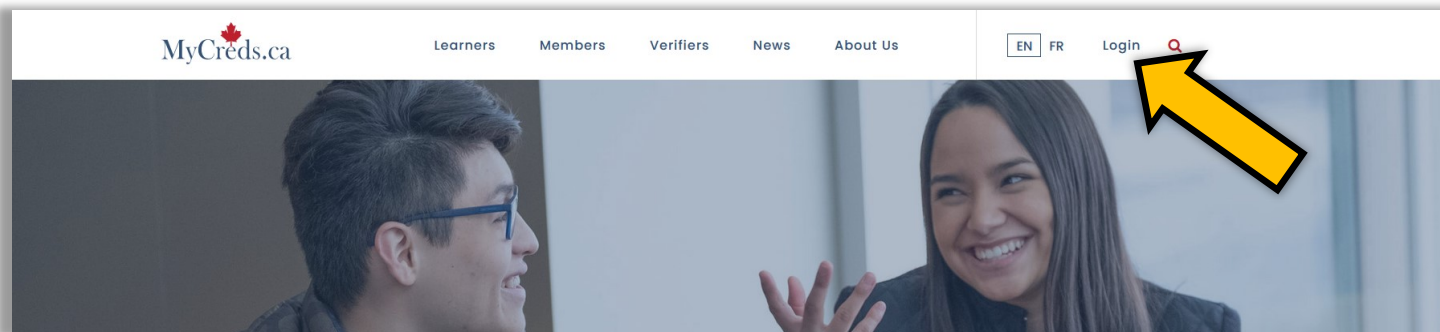
(students who have not attended in the last year and used a personal email to request transcripts in UR Self-Service)

- 1) You will be directed to enter your **email** and **create a password** which will be used when logging into your MyCreds account (you will need this password to login to MyCreds in the future).
- 2) You will receive an email with a link to verify that your information is correct.
- 3) The link in the email will re-direct you to the login page where you can use your email and password to access your MyCreds account.



Once you have registered for MyCreds using your **notification email**, you can login to your MyCreds account and **access your documents anywhere there is internet access**.

3) Go to the for 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.

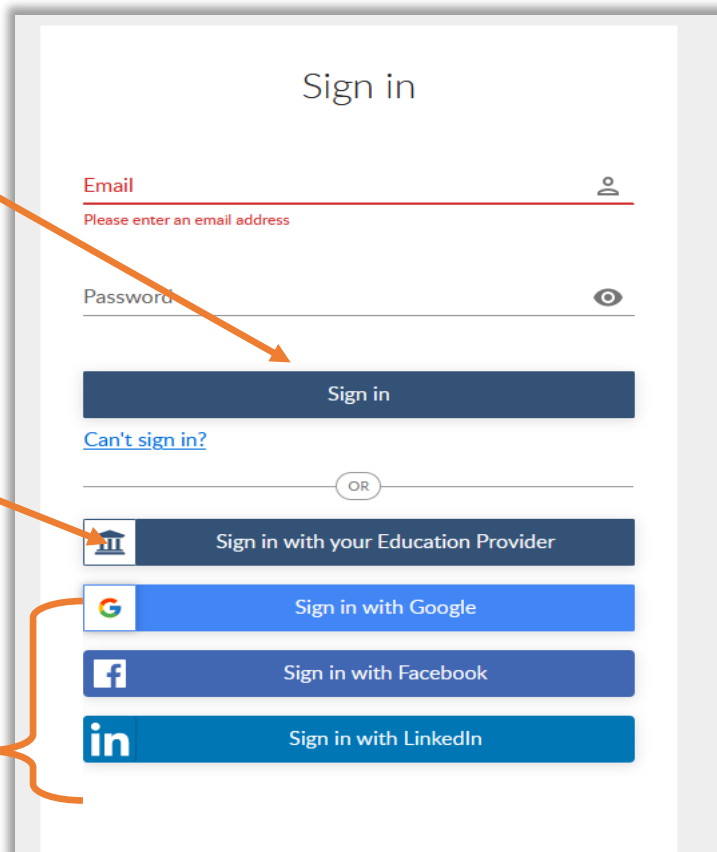
For Active/Current Students

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) once you have logged into MyCreds.







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 on the sign page.



Sign in

Email 
Please enter an email address

Password 

[Sign in](#)


[Can't sign in?](#)


OR

2) Enter your email address. Click Submit.

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

Can't log in?
Please enter your email below and follow the instructions in the email you receive.

Email 

☐ I'm not a robot 
reCAPTCHA
Privacy - Terms

[Having trouble using Google reCAPTCHA? Click here for an alternative.](#)

[BACK](#) [SUBMIT](#)



Official Transcripts

Paying for Your Document

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

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.

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.

Search

Payment required (view)

Available

Revoked

Payment required (view)

Confirmation of Enrolment Winter 2023 - 1
30 Nov 2022
Confirmation of Enrolment

Confirmation of Enrolment Fall 2022 - 1
27 Oct 2022
Confirmation of Enrolment

Confirmation of Enrolment Winter 2023 - 1
26 Oct 2022
Confirmation of Enrolment

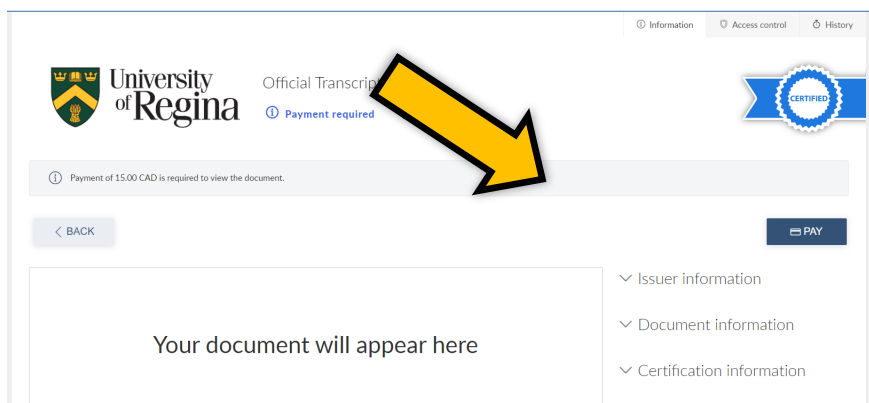
Official Transcript
20 Oct 2022
Official Transcript

Showing 1

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	

When a document has the status “Payment Required”

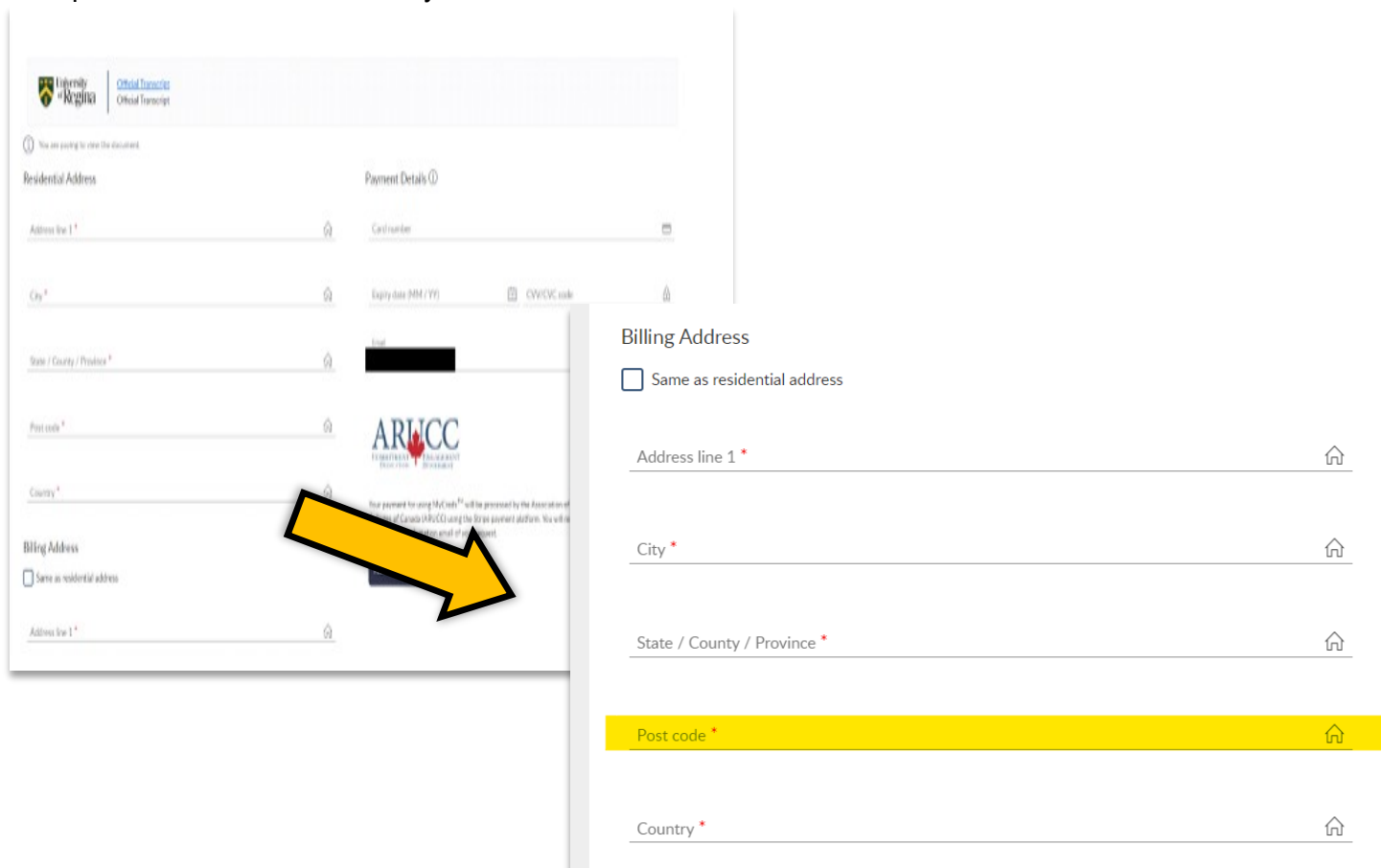
1) Click the **PAY** button.



The screenshot shows the University of Regina Official Transcripts interface. At the top, there's a navigation bar with 'Information', 'Access control', and 'History'. Below this, the University of Regina logo and 'Official Transcripts' are displayed, along with a 'Payment required' status indicator. A yellow arrow points to the 'PAY' button in the top right corner. A message states: 'Payment of 15.00 CAD is required to view the document.' Below this, there's a '< BACK' button and a 'PAY' button. The main content area says 'Your document will appear here'. On the right, there are expandable sections for 'Issuer information', 'Document information', and 'Certification information'.

2) Complete the payment form.

Entering the **billing address and postal code** of the credit card you use is a requirement of the MyCreds™ 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 your financial institution's records.



The screenshot shows the 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', and 'Post code'. The 'Payment Details' section includes fields for 'Card number', 'Expiry date (MM / YY)', and 'CVV/CVC code'. A yellow arrow points to the 'Post code' field. Below these sections, there's a 'Billing Address' section with a checkbox 'Same as residential address'. The 'Billing Address' section includes fields for 'Address line 1', 'City', 'State / Country / Province', 'Post code', and 'Country'. The 'Post code' field is highlighted in yellow.



Official Transcripts

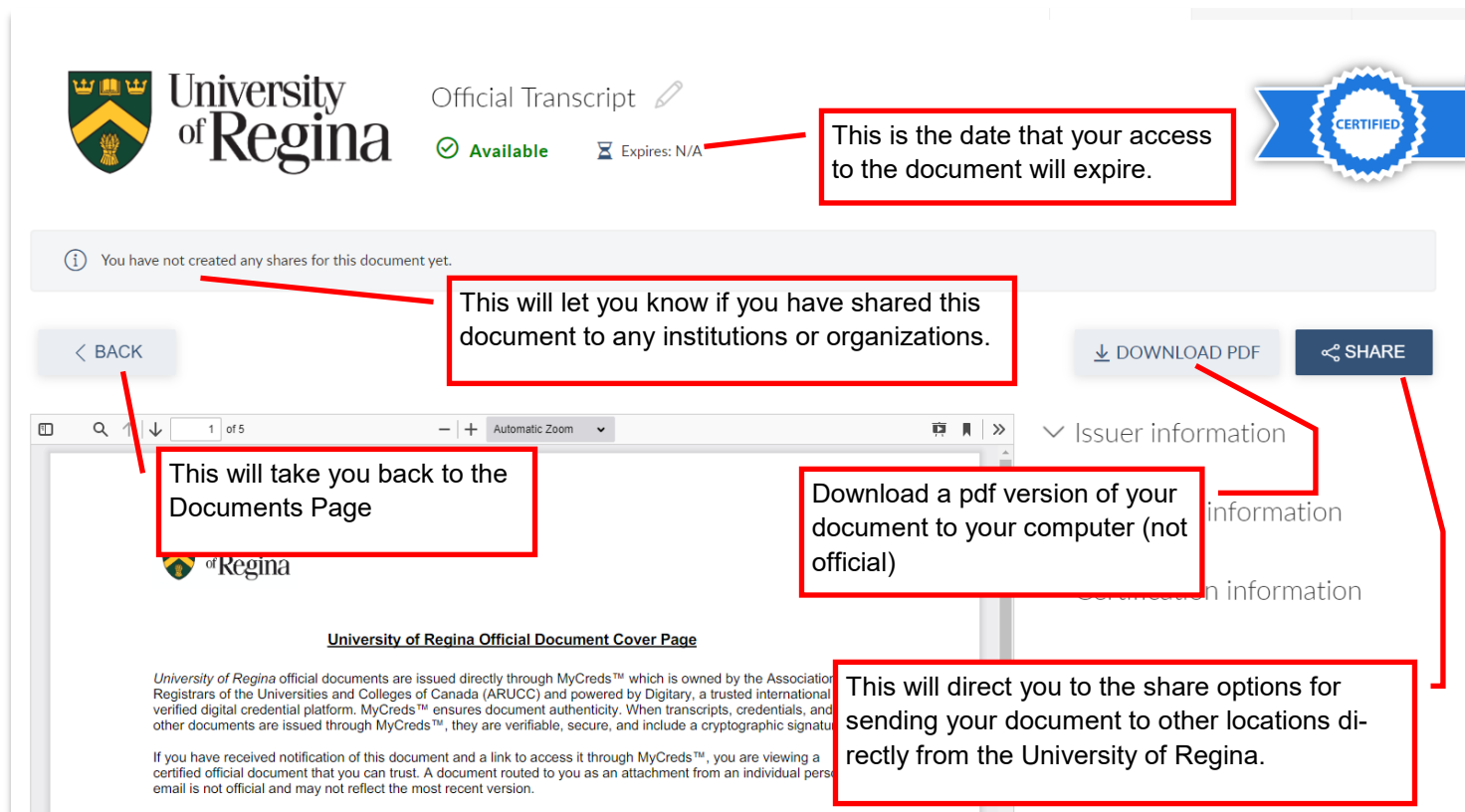
Paying for Your Document

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

A message will tell you if your payment has been successful. You will be returned to the documents page where your document's status will be updated to **Available**.

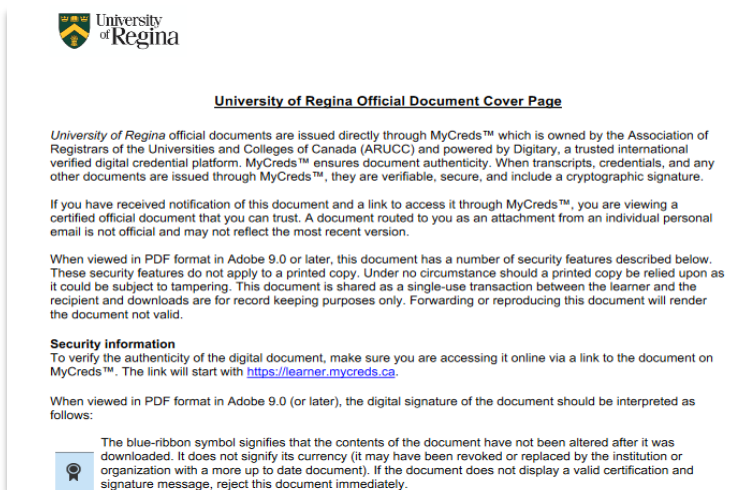


1) Once you have paid and click to view the document listed on your **Documents** page, you will be sent to the **Official Transcript view** page.



The screenshot shows the 'Official Transcript' view page. At the top left is the University of Regina logo. To its right, it says 'Official Transcript' with a pencil icon. Below this, there's a green checkmark and the word 'Available', and a clock icon with 'Expires: N/A'. A red box points to 'Expires: N/A' with the text: 'This is the date that your access to the document will expire.' To the right of the 'Expires' text is a blue ribbon seal with the word 'CERTIFIED'. Below the top section, there's a grey bar with an information icon and the text: 'You have not created any shares for this document yet.' A red box points to this bar with the text: 'This will let you know if you have shared this document to any institutions or organizations.' Below the grey bar, there's a '< BACK' button. A red box points to it with the text: 'This will take you back to the Documents Page'. To the right of the 'BACK' button are two buttons: 'DOWNLOAD PDF' and 'SHARE'. A red box points to the 'DOWNLOAD PDF' button with the text: 'Download a pdf version of your document to your computer (not official)'. To the right of the 'SHARE' button is a red box with the text: 'This will direct you to the share options for sending your document to other locations directly from the University of Regina.' Below the buttons, there's a section titled 'Issuer information'.

2) The first page of your Official Transcript is the University of Regina Official Document Cover Page which has information regarding the security aspects of the document. The second page will be the start of your Official Transcript.



The screenshot shows the 'University of Regina Official Document Cover Page'. At the top left is the University of Regina logo. Below it, the title 'University of Regina Official Document Cover Page' is centered. The main body of the page contains the following text:

University of Regina official documents are issued directly through MyCreds™ which is owned by the Association of Registrars of the Universities and Colleges of Canada (ARUCC) and powered by Digitary, a trusted international verified digital credential platform. MyCreds™ ensures document authenticity. When transcripts, credentials, and other documents are issued through MyCreds™, they are verifiable, secure, and include a cryptographic signature.

If you have received notification of this document and a link to access it through MyCreds™, you are viewing a certified official document that you can trust. A document routed to you as an attachment from an individual personal email is not official and may not reflect the most recent version.

When viewed in PDF format in Adobe 9.0 or later, this document has a number of security features described below. These security features do not apply to a printed copy. Under no circumstance should a printed copy be relied upon as it could be subject to tampering. This document is shared as a single-use transaction between the learner and the recipient and downloads are for record keeping purposes only. Forwarding or reproducing this document will render the document not valid.

Security Information
To verify the authenticity of the digital document, make sure you are accessing it online via a link to the document on MyCreds™. The link will start with <https://learner.mycreds.ca>.

When viewed in PDF format in Adobe 9.0 (or later), the digital signature of the document should be interpreted as follows:

The blue-ribbon symbol signifies that the contents of the document have not been altered after it was downloaded. It does not signify its currency (it may have been revoked or replaced by the institution or organization with a more up to date document). If the document does not display a valid certification and signature message, reject this document immediately.



Official Transcripts

Viewing Your Document

1) Your Official Transcript will look similar to what you see below.

Items to be aware of:

Date Issued: This is the date your Official Transcript was uploaded to the system. If you need a more recent version of the document, you can request it again in UR Self-Service.

Undergraduate Academic Record: Your transcript will display all of your Undergraduate information first and then your Graduate information will follow in the same document.

Degrees: Once your faculty has approved your credentials for graduation, your credential information will be displayed here.

Date Conferred: This is the official date your credential is conferred. This date will **not appear until after** the EXECUTIVE OF COUNCIL has approved your credentials. Contact your faculty for information regarding your graduation application.

UNIVERSITY OF REGINA Official Academic Record

Name: [REDACTED]
 Student Number: [REDACTED]
 Day/Month of Birth: 22-Jan
 Date Issued: February 23, 2023

Undergraduate Academic Record

Degrees

Certificate of Continuing Education Term completed: Date conferred: 16-Oct-1993
 Awarding Faculty: ~University Extension
 Major(s): ~Administrative Development

Diploma of Associate in Administration Term completed: Date conferred: 15-Oct-1994
 Awarding Faculty: ~Administration

Bachelor of Administration Term completed: Date conferred: 29-May-1998
 Awarding Faculty: ~Administration

Bachelor of Arts Term completed: 2008 Winter Date conferred: 21-May-2008
 Hours in program: 120 Graduating Program GPA: 79.29
 Awarding Faculty: ~Fine Arts in federation with First Nations University of Canada
 Major(s): ~Indian Art

Indian Artist Award (FNUniv) - 2008 Spring Convocation

Transfer Credit from Other Institutions
 Institution: Wascana Inst Appl Arts & Sci Attendance Period: 77/08-80/05 Total Credit Hours: 3.0

Record of Undergraduate Study at the University of Regina

Course ID	Course Title	Grade	Hours Attempted	Hours Earned	No. in Class	Class Average
1984 Fall						
Program:	~BED Elem (Indian Educ)		Faculty:	Education (~SIFC)		Major(s): Undeclared
HIST 100	INTRO TO HISTORY	W	0.0	0.0		
MATH 101	INTRO TO FINITE MATH	W	0.0	0.0		
PE 152	ELEMENTARY PHYSICAL EDUC	W	0.0	0.0		
			Term GPA:	0.00	Credit hours earned: 0.0	

If your document is not the most recent version, you can re-request a new Official Transcript in your UR Self-Service account. Once we receive your request the most recent version of your document will be uploaded to MyCreds and an email will be sent to you. **If you have already paid for your Official Transcript and it is still within the 365 day access time, you will not be required to pay again to view the most recent version.**



Official Transcripts

Sharing Your Document

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

Organisation	Document	Type	Issued	Status	Actions
University of Regina	Official Transcript	Official Transcript	20 Oct 2022	Available	SHARE

OR use the **SHARE** button located at the top when you are viewing the Official Transcript document page.

MyCreds.ca
MesCertif.ca

EN Denise Seidler

Information

Access control

History

University of Regina

Official Transcript

Available

Expires: N/A

You have not created any shares for this document yet.

SHARE

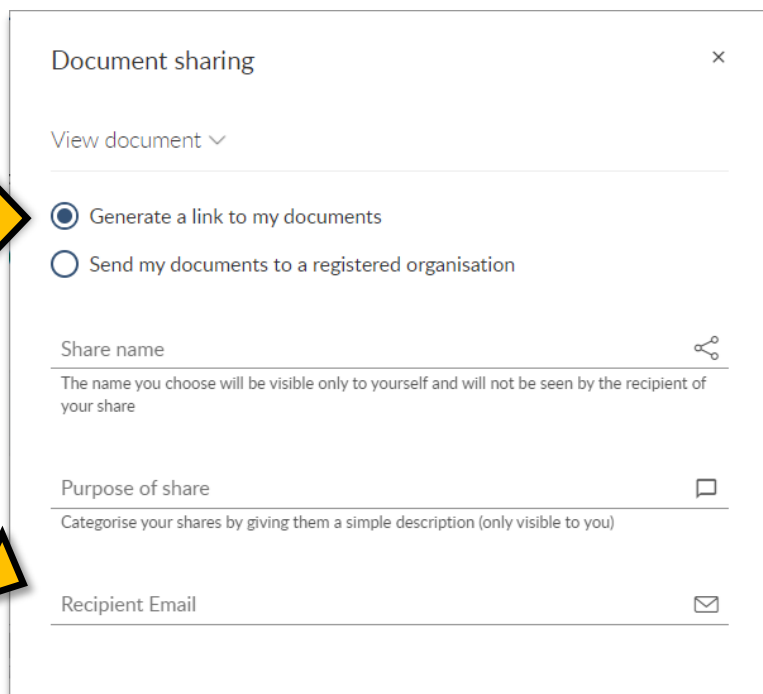
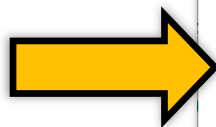
1 of 5 Automatic Zoom

University of Regina

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**.

OPTION 1 **Generate a link to my documents**. You will need to enter the email address of the location you are sending your transcripts to in the Recipient Email field.

Enter the email address for the Institution or Organization you are sending your transcripts to.

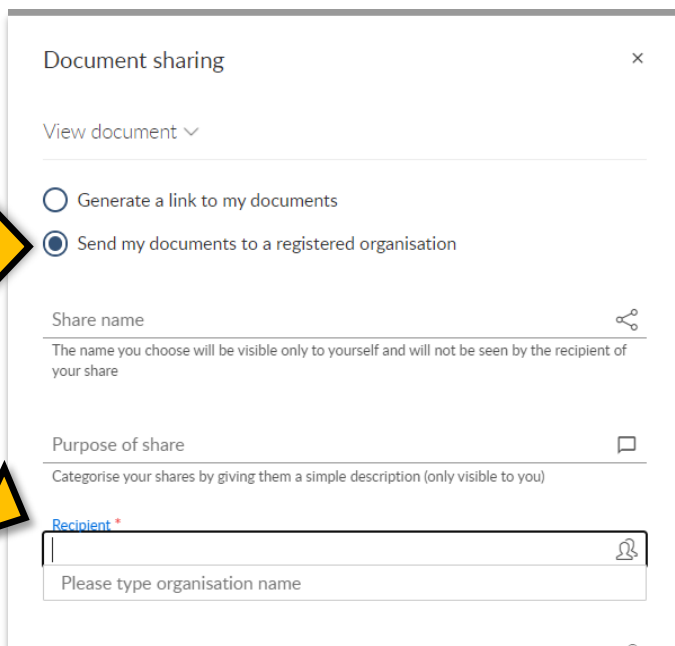
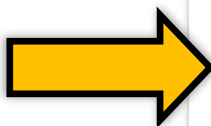


OPTION 2 **Send my documents to a registered organization**.

You will need to fill the organization name in the **Recipient**.
Not all organizations are registered with MyCreds.

Enter the name of the Institute or Organization you wish to send to.

If **No organization match your search criteria** appears, you will need to change your option to **Generate a link to my documents**. You will need the email of the location to send the document.



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

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

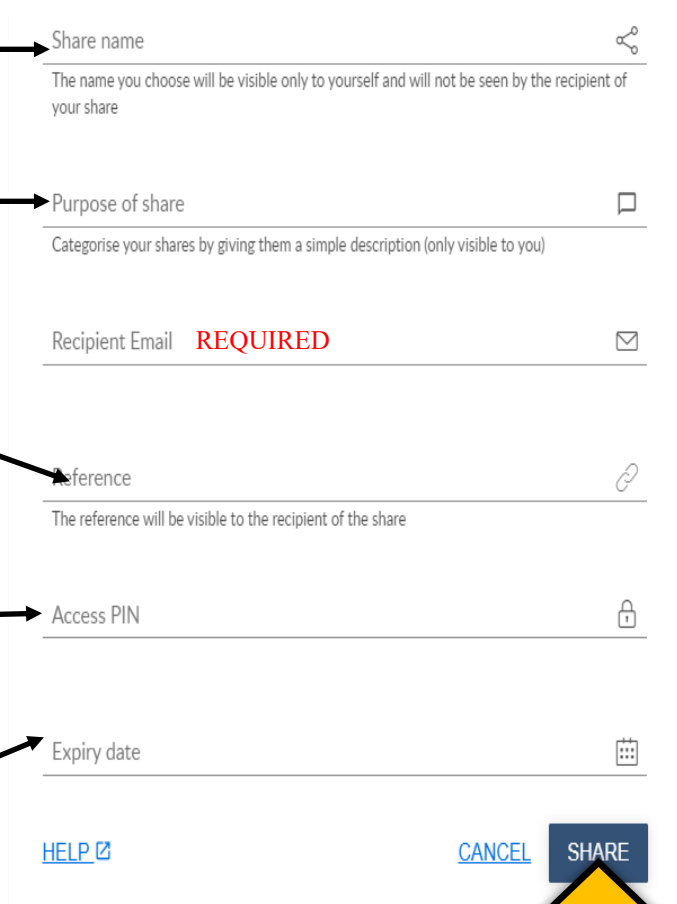
The **Share name** field is for your own information and will not be seen by the recipient. You can leave this blank if you choose.


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


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


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.





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 **REQUIRED** 

Reference 
The reference will be visible to the recipient of the share

Access PIN 

Expiry date 

[HELP](#) [CANCEL](#) [SHARE](#)

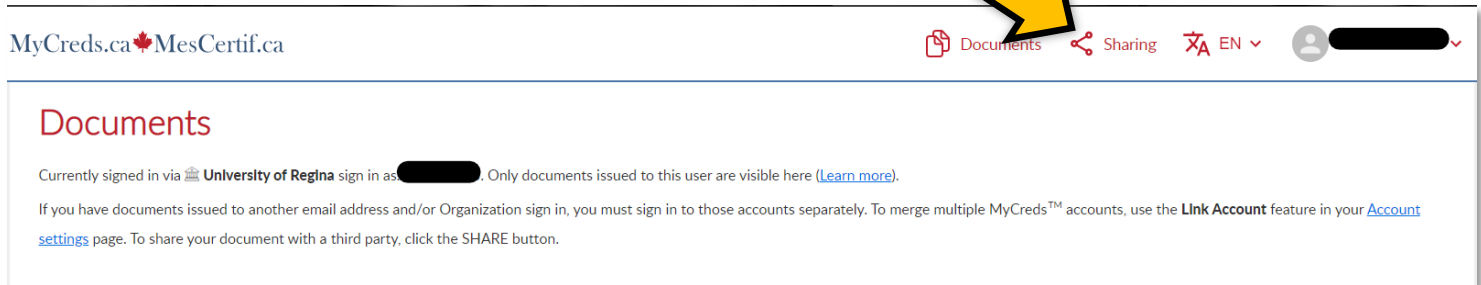
4) Click the **SHARE** button.

Please know that documents shared through **MyCreds™ | MesCertif™** 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 transcript via **MyCreds™ | MesCertif™** and the institution or organization has 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 to view your sharing history.



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

						<input type="button" value="DISABLE ALL"/>	<input type="button" value="ENABLE ALL"/>
Share name	Recipient	Date shared	Expiry date	Status	Actions		
Instructions 1	[redacted] 2	19 Jan 2023 3	Does not expire 4	Enabled 5	<input <b="" type="button" value="DISABLE"/> 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 to which you shared the document.
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 receiving location.
6. This allows you to disable the document if you no longer want it available to the receiving location.