

# Official Transcripts Registration for MyCreds

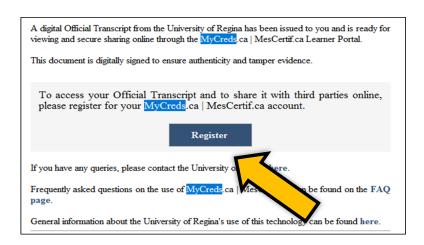
1) Locate the notification email from **noreply@mycreds.ca** in your email account.

If you did not receive the email, please check the email listed in your request from UR Self-Service to ensure it is correct. If the email is correct, contact <a href="MyCreds@uregina.ca">MyCreds@uregina.ca</a> 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.

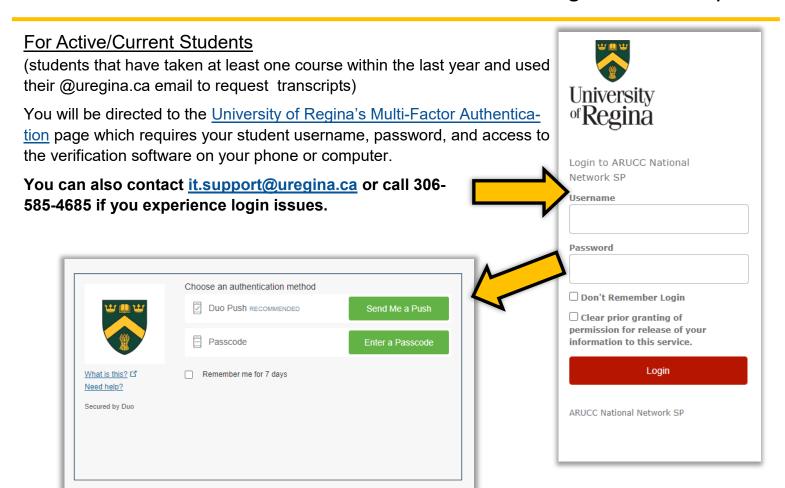
**Do not use this link** to forward your document to an institution, organization, or other location. They receiver will not be able to access your document this way.





### Official Transcripts

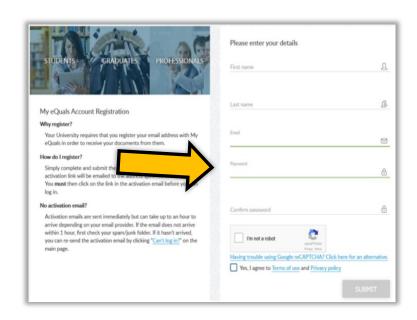
### Registration for MyCreds



#### For Past Students

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

- 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.



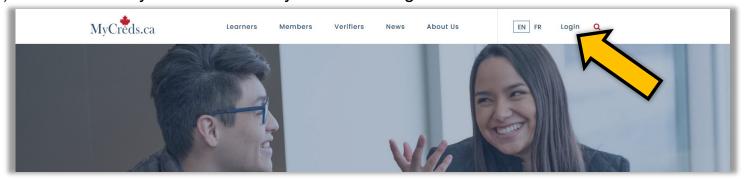


## Official Transcripts

Login to MyCreds

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.

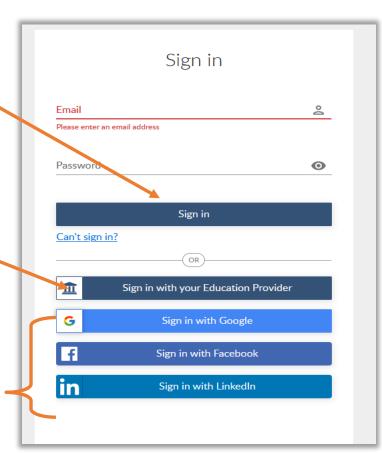
### For Active/Current Students

Click on the Sign in with your Education Provider button.

You will be directed to the <u>University of Regina's Multi-</u> <u>Factor Authentication</u> 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.





### Official Transcripts

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 on the sign page.



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.

