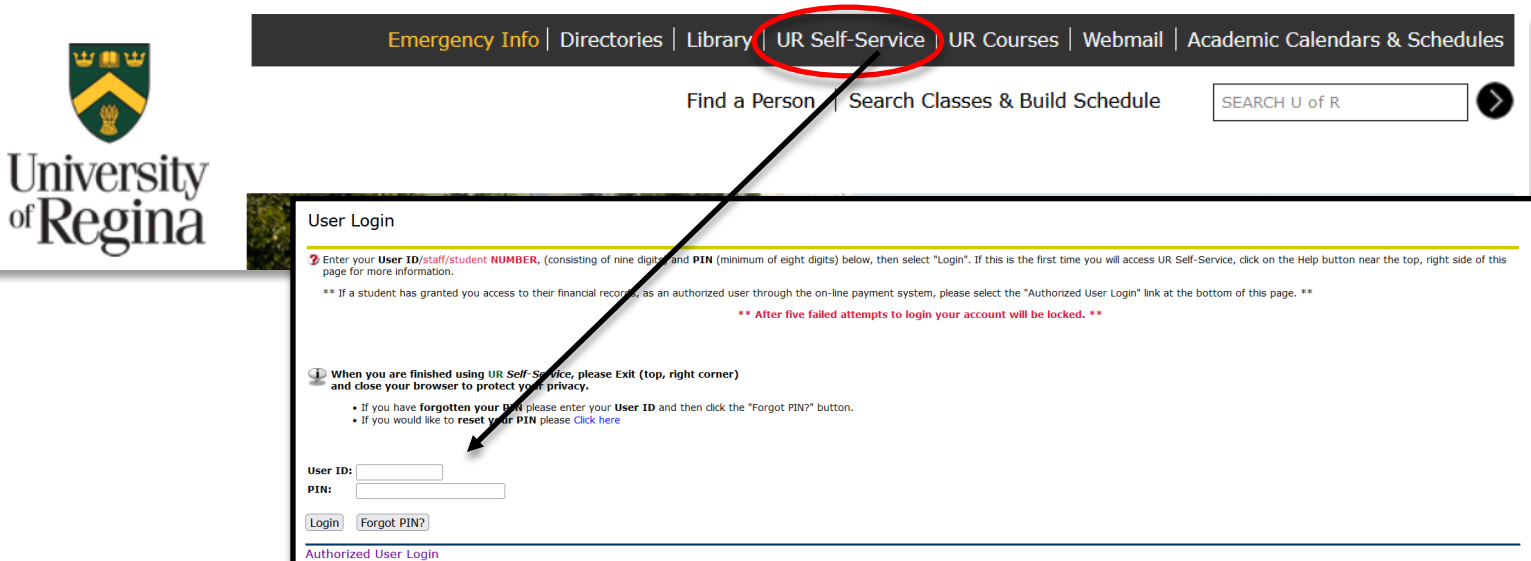


1) Log into [UR Self-Service](#) located on the University of Regina website ([www.uregina.ca](http://www.uregina.ca))



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

2 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](#)

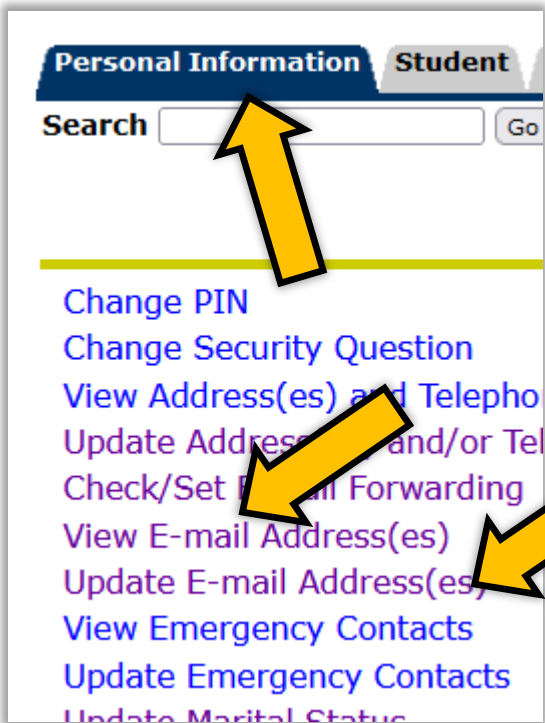
User ID:   
PIN:

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](mailto: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.



Personal Information Student

Search  Go

- Change PIN
- Change Security Question
- View Address(es) and Telephone
- Update Address(es) and/or Telephone
- Check/Set Mail Forwarding
- View E-mail Address(es)
- Update E-mail Address(es)
- View Emergency Contacts
- Update Emergency Contacts
- Update Marital Status

For instructions on how to update your e-mail or other personal information, contact [IT.Support@uregina.ca](mailto: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**.

Personal Information **Student** Faculty & Staff Finance

Search  Go

### Student Services

- Student Records**  
\*\* View your student record; holds; final grades and academic history; charges
- Academic Advancement and Program Planning**  
\*\* Plan your program; contact your faculty advisor; and plan your studies
- 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 start

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 term 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 "Compatibility View" for this site.
- U of R Photo ID Card Request**

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.

Number of Terms selected in box, your Confirmation of Enrolment

**Document Type:**

**Your Email Address:**

**Processing Options:**

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.