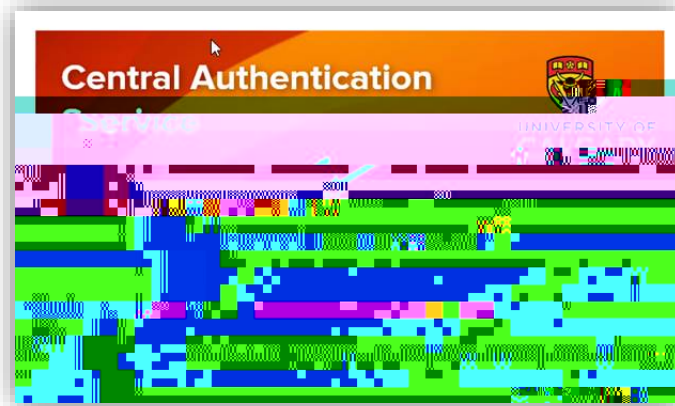


Once you have submitted a request for eTranscripts on your Student Centre, you will then create a MyCred™ account. Once you have your MyCred™ account, follow these steps to buy share credits in order to share your transcripts with other institutions.

1. Log into the MyCredits™ portal (mycredits.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



Transcripts

Request Official Transcript

5. You will receive a purchase confirmation indicating you have successfully purchased share credits and may now share your document.

Further instructions on How to Share Documents can be found under the [Take a Tour](#) section of the MyCreds™ portal:

Related Guides:

Request Official Transcript to request a transcript through your Student Centre .6 520.14 43.2 reWB105.6()37acum