

1.

# Anticipate to Graduate (AG) Letter

**Student Records** 

May 2024

Below is a step-by-step guide to assist you in accessing your Anticipate to Graduate (AG) letter.

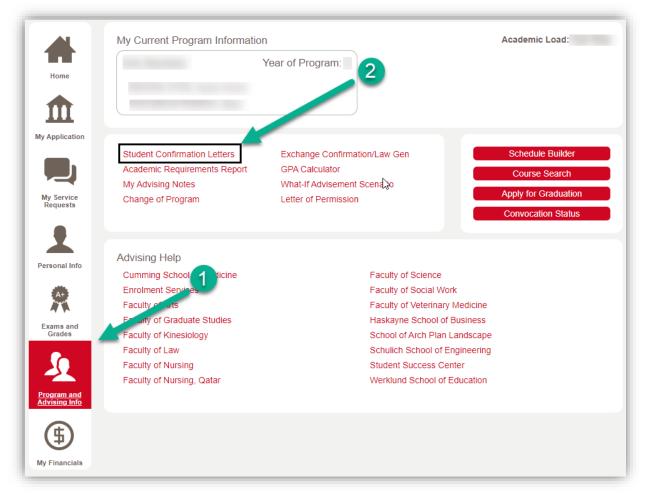
t Centre ( <u>my.ucalgary.ca</u> )
Log in
Continue with your IT account
For current students and staff.
Continue with your eID
For student applicants, alumni, and guests.
CALGARY Something.
Sign in
someone@ucalgary.ca
Can't access your account?
Back Next
Register IT Account   Account FAQs   Contact UCalgary IT Support



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2. Go to the **Program and Advising Info** tab on the navigation panel, scroll to the middle of the page, and click on **Student Confirmation Letters.** 



3. Select the letter type – **Anticipate to Graduate.** Please note, you must have submitted your application to graduate, to be able to view this option.

	Student Confirmation Letters
The University of Calgary is pleased to issue official st	udent letters via MyCreds <sup>TM</sup>
Think of MyCreds <sup>TM</sup> like a one-stop digital wallet for all of y prepared, verified, and uploaded to your "wallet" (MyCreds officially to any third-party, or download a PDF copy of your have unlocked your document, you may share or download	your post-secondary documents: after you submit your letter request, a verified copy of this document will be ca) for safe keeping. Once in your digital wallet, you can unlock the document in order to send it securely and r letter. Letters are considered certified and official if shared directly through the MyCreds <sup>TM</sup> platform. Once you I it in your MyCreds digital wallet.
Instructions for requesting your letter:	
<ol> <li>Determine what letter type you require. For help select content and more.</li> <li>Click the drop-down below to select your letter. You will</li> <li>Submit your letter request &amp; watch your email for next</li> </ol>	
Select Letter	
Note: The University of Calgary calendars are the author from stated university regulations, the calendar informatic to the Faculty of Graduate Studies.	Anticipate to Graduate by duate in program information contained on the Anticipate to Graduate letter different duate enquiries should be directed to Enrolment Services and Graduate enquiries confirmation of Registration



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#### 4. Read the instructions on the page.

Input your **Email Address**. This email address will be used to send you your *MyCreds* login information. **DO NOT ENTER THE RECEIPIENT'S EMAIL ADDRESS**. Now, click **Send**.

k			Anticipate to Grad	luate		
Career 🌣	Program 🗘	Degree Plan 🗘	Primary Plan 🛇	Joint O	Acad Load 🛇	Deg Chkout O
UGRD	ARBCH	BA-DEG	PSYC-MAJ	N	No Units	Applied
structions fo	r requesting your Ar	nticipate to Graduate letter				
1. Enter your	email address and cli	ck the send button. Most let	ters are loaded to your MyCre ail will be sent to this address v	ds digital wallet with	nin 15 minutes, but pleas	e allow up to 24 hours. Once ye
	email on next steps.	oreus digital wallet, all effic	an win be sent to this dudress v	viul mau actions on	next steps.	
z. oneen you	email on next steps.					
			•			
Email Add		-				
Email Add	ress	aved The email you	-0			
Email Add Note: This a provide will	ress ddress will not be sa be used to send you	instructions for	-0			
Email Add Note: This a provide will accessing y You will use	ddress will not be sa be used to send you our electronic letters this email to create	instructions for through MyCreds.	-0			
Email Add Note: This a provide will accessing y You will use MyCreds di	ress Iddress will not be sa be used to send you our electronic letters this email to create gital wallet.	instructions for through MyCreds.	-0			
Email Add Note: This a provide will accessing y You will use	ress Iddress will not be sa be used to send you our electronic letters this email to create gital wallet.	instructions for through MyCreds.	-1			
Email Add Note: This a provide will accessing y You will use MyCreds di	ress Iddress will not be sa be used to send you our electronic letters this email to create gital wallet.	instructions for through MyCreds.	-1			
Email Add Note: This a provide will accessing y You will use MyCreds di Date Pri Send	ress ddress will not be sa be used to send you our electronic letters this email to create gital wallet. nted	instructions for a through MyCreds. and login to your	1	RGWP) through IS	200 li may not be suffi	iniant for other third, party
Email Add Note: This a provide will accessing y You will use MyCreds di Date Pri Send his letter is n urposes that	ress ddress will not be sa be used to send you our electronic letters this email to create gital wallet. nted ot sufficient for the p require proof of deg	instructions for through MyCreds. and login to your	post-graduate work permit require documentation notir r degree is officially conferm	g the conferral of		



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5. The screen will confirm that your request has been submitted. This page will also confirm the Print Date that will be reflected on the requested letter.

			Anticipate to Grad	duate		
Career O	Program 0	Degree Plan 🜣	Primary Plan 🗘	Joint 0	Acad Load 🛇	Deg Chkout $\Diamond$
UGRD	SWBCH	BSW-DEG		Ν	Full-Time	Applied
Your Anticipate	to Graduate request h	as been submitted.				
will be able to a Email Add Note: This a provide will accessing y You will use MyCreds di	Incess your Anticipate Incess will not be since to send you your electronic letters this email to create	to Graduate. If you have an aved. The email you instructions for s through MyCreds. and login to your	receive an email with instruction of the second sec	ons for creating one rrolment Services a	: once your letter has been nd provide your UCID ar	en uploaded. After logging in, you id name for reference.
Send						
purposes that	require proof of deg	ree conferral. Should you	post-graduate work permit require documentation notin r degree is officially conferm	ng the conferral of		
from stated uni						ticipate to Graduate letter differs Services and Graduate enquiries

 MyCreds Registration: If this is your first time requesting a MyCreds document, you will receive an email to the email address you provided in Step 4. The email will provide you with the link to Register to the MyCreds.ca portal. *Proceed to Page 4, Step 7.*

**MyCreds Login**: If you already have a MyCreds account associated with the email address mentioned in Step 4, please skip forward to *Page 6, Step 12*.

١	fou have a new document from University o	f Calgary Imbox ×				₽	ß
	MyCreds.ca   MesCertif.ca <noreply@mycreds.ca> o me *</noreply@mycreds.ca>		2:41 PM (O minutes ago)	☆	٢	¢	ł
	3	<b>Dear</b> A digital Verification of Graduation from the University of Calgary has been issued to you and is ready for viewing and secure sharing online through the MyCreds.ca MesCertif.ca Learner Portal. This document is digitally signed to ensure authenticity and tamper evidence.	Ø				
		To access your Verification of Graduation and to share it with third parties online, please register for your MyCreds.ca   MesCertif.ca account.  Register  If you have any queries, please contact us here.  Frequently asked questions on the use of MyCreds.ca   MesCertif.ca can be found on the Digitary FAQ pages.  General information about the University of Calgary's use of this technology can					



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7. Once you click the link to **Register** from your inbox, you will be redirected to the MyCreds registration page. Fill out your **First Name**, **Last Name** and **Email Address** (the email address should be the same as provided in your Student Centre request in Step 4). Click **Next**.

MyCreds.ca <b>*</b> MesCertif.ca	⑦ Help ∽ 🛪 English ∽ ⊕ About MyCreds <sup>™</sup>
STUDENTS GRADUATES PROFESSIONALS	Please enter your details Note: All fields are mandatory.
MyCreds <sup>TM</sup> Account Registration	Last name must only contain letters, spaces, and the following punctuations: ' -
Why register?	-, () [] {}
Your Education Provider requires that you register your email address with MyCreds <sup>TM</sup> in order to receive your documents.	Email 2@gmail.com
How do I register?	
Simply complete and submit the form opposite. Once submitted, an activation link will be emailed to the address specified in the form. You <b>must</b> click on the link in the activation email before you can sign in.	
No activation email?	
Activation emails are sent immediately but can take up to an hour to arrive depending on your email provider. If the email does not arrive within 1 hour, first check your spam/junk folder. If it hasn't arrived, you can re-send the activation email by clicking <u>Can't sign in?</u> on the main page.	

8. You will be asked to enter a password and confirm this. Confirm the other requirements on the screen and click **Next**.

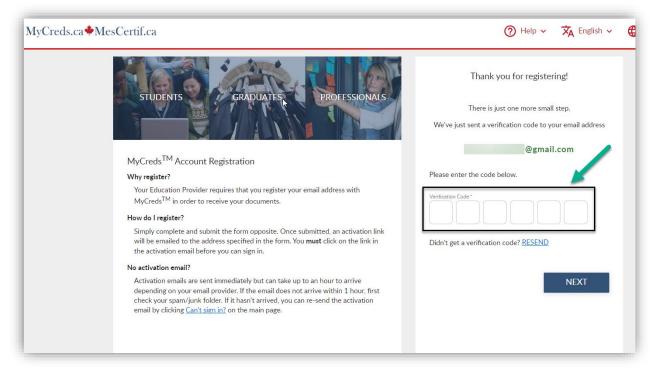
STUDENTS GRADUATES PROFESSIONALS	Almost Done You are almost done with registering your account. One last step. Please setup your password to keep your account secure. Password Requirements:
MyCreds <sup>TM</sup> Account Registration	A minimum of 14 characters     At least one special character
	At least one special character     At least one numeric character
Why register?	At least one lowercase and uppercase letter
Your Education Provider requires that you register your email address with	
MyCreds <sup>TM</sup> in order to receive your documents.	Pessword
How do I register?	Si ang
Simply complete and submit the form opposite. Once submitted, an activation link will be emailed to the address specified in the form. You <b>must</b> click on the link in the activation email before you can sign in.	Confirm pessword
No activation email?	
Activation emails are sent immediately but can take up to an hour to arrive depending on your email provider. If the email does not arrive within 1 hour, first check your spam/junk folder. If it hasn't arrived, you can re-send the activation email by clicking <u>Can't sign in?</u> on the main page.	I'm not a robot
	Having trouble using Google reCAPTCHA? Click here for
	an alternative.
_	Yes, I agree to the End user terms and Privacy policy CANCEL



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9. The next screen will request a 6-digit **Verification Code.** MyCreds will send this code to your email inbox to verify your email.



10. Open your email inbox to view the 6-digit Verification Code. Copy this code over to the MyCreds page.

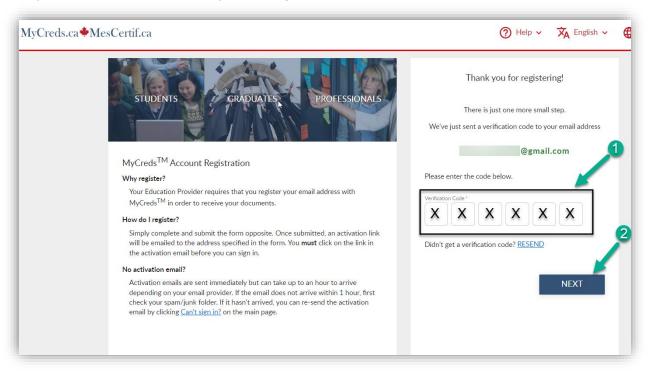
MyCreds.ca   MesCertif.ca <noreply@mycreds.ca></noreply@mycreds.ca>	
to me 👻	
	MyCreds.ca
	MesCertif.ca
	Hi
	Thank you for signing up to MyCreds.ca   MesCertif.ca.
	In order to access MyCreds ca   MesCertif ca account, you will need to validate your email address. Please enter the verification code shown below in the Registration page.
	This code is valid for a short time only. You can have another code sent to you if you do not complete the process in time. Do not forward or give this code to anyone.
	Once you have activated your account, you will be able to receive digitally certified records online from Digitary-enabled organisations, which includes a variety of universities, colleges, and other
	organisations. Digitary is the platform that powers MyCreds.ca   MesCertif.ca. You can use your
	MyCreds.ca   MesCertif.ca account to share access to these records with employers and other third parties, for verification purposes, simply and securely.
	By activating your account, you are consenting to acceptance of the MyCreds.ca   MesCertif.ca Platform End User Terms and Privacy Policy.
	FAQ   Terms   Privacy



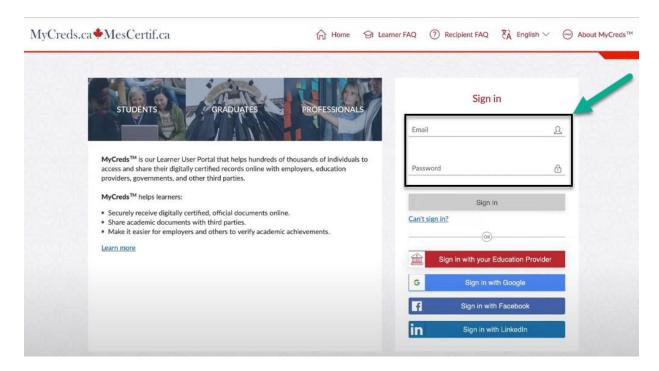
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11. Once you input the code to the MyCreds page, click Next.



12. You will now be directed to log in to your MyCreds portal, where you can input the login information. \*\*If you already have a MyCreds account associated with the email address mentioned in Step 4, you can enter your login information directly on the MyCreds <u>Sign in</u> page to access the letter.





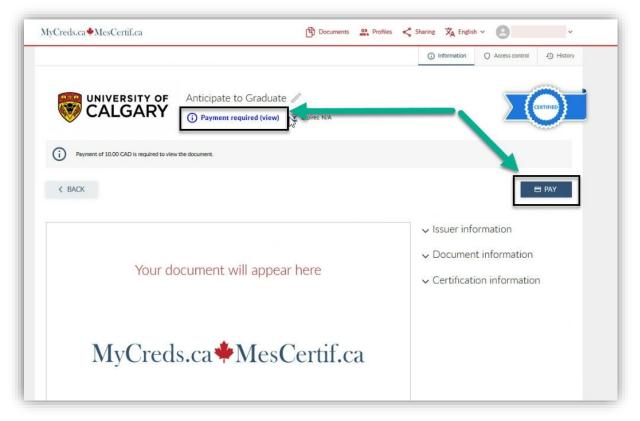
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13. You are now logged in to your MyCreds portal. Your requested letter should be available on the **Documents** page. Click on the tile with your letter to open it.

MyCreds.ca MesCertif.ca	🖺 Documents 🙁 Profiles < Sharing 💢 English 🗸 🌔
Documents	
Currently signed in as: @ @gmail.com. Only documents issued If you have documents issued to another email address and/or Organization sign Account settings page. To share your document with a third party, click the SHAI	in, you must sign in to those accounts separately. To merge multiple MyCreds <sup>TM</sup> accounts, use the Link Account feature in your
Q Filter X	
CALGARY Payment required (view)	
Anticipate to Graduate	
22 Mar 2024 Verification of Graduation	
Showing all of 1 documents.	

14. The next page will indicate that there is **Payment required** to access the letter. You can initiate this payment through the **Pay** button.

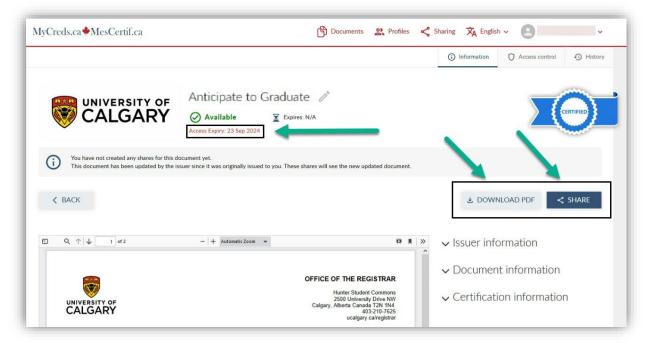




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15. Once payment is complete, you can **view, download, and share** the letter. The **Access Expiry** indicates the date this letter will no longer be available on your MyCreds portal.



End of Procedure. For further questions, please contact Enrolment Services.