

Below is a step-by-step guide to assist you in accessing your Confirmation of Credential (CC) letter.

1. Log into your Student Centre (my.ucalgary.ca)


Log in

[Continue with your IT account](#)

For current students and staff.

[Continue with your eID](#)

For student applicants, alumni, and guests.

 UNIVERSITY OF CALGARY | **Start something.**

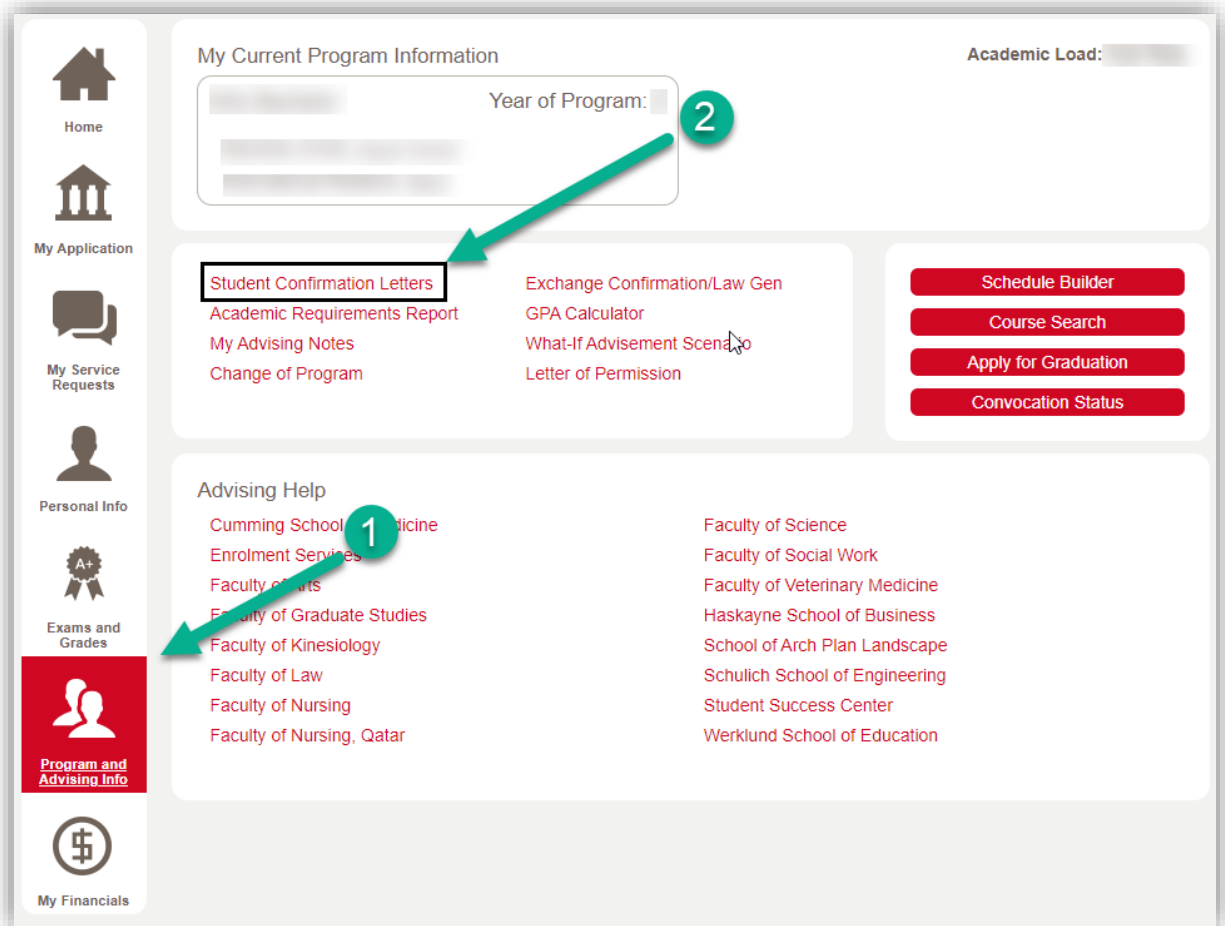
Sign in

[Can't access your account?](#)

[Back](#) [Next](#)

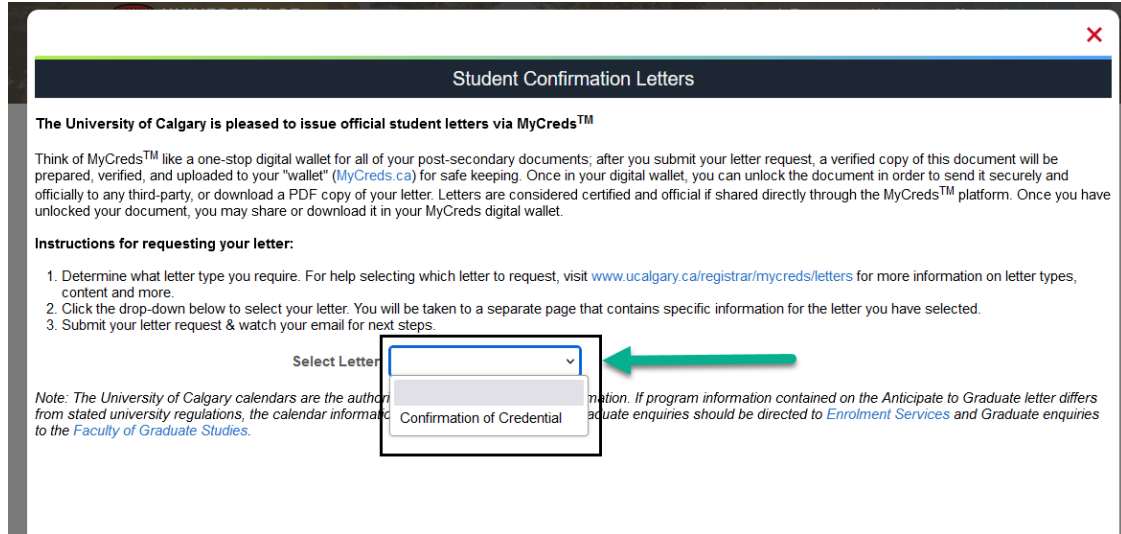
[Register IT Account](#) | [Account FAQs](#) | [Contact UCalgary IT Support](#)

- 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**.



The screenshot displays the University of Calgary Student Records portal. On the left is a navigation panel with icons for Home, My Application, My Service Requests, Personal Info, Exams and Grades, **Program and Advising Info** (highlighted in red), and My Financials. The main content area is titled "My Current Program Information" and includes a "Year of Program:" dropdown menu (highlighted with a red box and arrow labeled '2'). Below this is a section for "Student Confirmation Letters" (highlighted with a red box and arrow labeled '1'), which includes links for Academic Requirements Report, My Advising Notes, Change of Program, Exchange Confirmation/Law Gen, GPA Calculator, What-If Advisement Scenario, and Letter of Permission. To the right of this section are buttons for Schedule Builder, Course Search, Apply for Graduation, and Convocation Status. Below the "Student Confirmation Letters" section is an "Advising Help" section with a list of faculties and schools, including Cumming School of Medicine, Faculty of Science, Faculty of Social Work, Faculty of Veterinary Medicine, Haskayne School of Business, School of Arch Plan Landscape, Schulich School of Engineering, Student Success Center, and Werklund School of Education.

- Select the letter type – **Confirmation of Credential**. Please note this letter is only available once you have been cleared to graduate.



Student Confirmation Letters

The University of Calgary is pleased to issue official student letters via MyCreds™

Think of MyCreds™ like a one-stop digital wallet for all of your post-secondary documents; after you submit your letter request, a verified copy of this document will be prepared, verified, and uploaded to your "wallet" (MyCreds.ca) for safe keeping. Once in your digital wallet, you can unlock the document in order to send it securely and officially to any third-party, or download a PDF copy of your letter. Letters are considered certified and official if shared directly through the MyCreds™ platform. Once you have unlocked your document, you may share or download it in your MyCreds digital wallet.

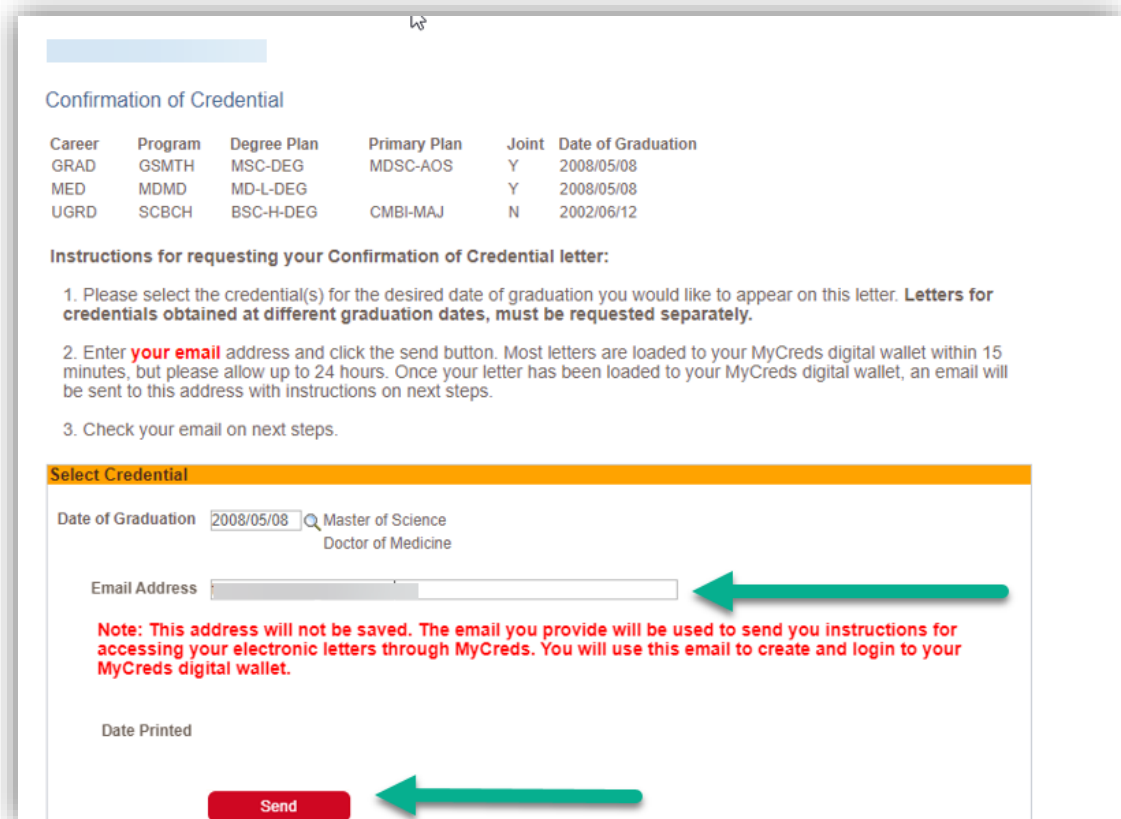
Instructions for requesting your letter:

- Determine what letter type you require. For help selecting which letter to request, visit www.ucalgary.ca/registrar/mycreds/letters for more information on letter types, content and more.
- Click the drop-down below to select your letter. You will be taken to a separate page that contains specific information for the letter you have selected.
- Submit your letter request & watch your email for next steps.

Select Letter

Note: The University of Calgary calendars are the authority on stated university regulations, the calendar information. If program information contained on the Anticipate to Graduate letter differs from stated university regulations, the calendar information, graduate enquiries should be directed to [Enrolment Services](#) and Graduate enquiries to the [Faculty of Graduate Studies](#).

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



Confirmation of Credential

Career	Program	Degree Plan	Primary Plan	Joint	Date of Graduation
GRAD	GSMTH	MSC-DEG	MDSC-AOS	Y	2008/05/08
MED	MDMD	MD-L-DEG		Y	2008/05/08
UGRD	SCBCH	BSC-H-DEG	CMBI-MAJ	N	2002/06/12

Instructions for requesting your Confirmation of Credential letter:

- Please select the credential(s) for the desired date of graduation you would like to appear on this letter. **Letters for credentials obtained at different graduation dates, must be requested separately.**
- Enter **your email** address and click the send button. Most letters are loaded to your MyCreds digital wallet within 15 minutes, but please allow up to 24 hours. Once your letter has been loaded to your MyCreds digital wallet, an email will be sent to this address with instructions on next steps.
- Check your email on next steps.

Select Credential

Date of Graduation Master of Science
Doctor of Medicine

Email Address

Note: This address will not be saved. The email you provide will be used to send you instructions for accessing your electronic letters through MyCreds. You will use this email to create and login to your MyCreds digital wallet.

Date Printed

Send

- 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.

Confirmation of Credential

Career	Program	Degree Plan	Primary Plan	Joint	Date of Graduation
GRAD	GSMTH	MSC-DEG	MDSC-AOS	Y	2008/05/08
MED	MDMD	MD-L-DEG		Y	2008/05/08
UGRD	SCBCH	BSC-H-DEG	CMBI-MAJ	N	2002/06/12

Your Confirmation of Credential request has been submitted.

Your letter is now being uploaded to your MyCreds™ digital wallet. Most letters are loaded to your MyCreds™ digital wallet within 15 minutes, but please allow up to 24 hours. If you do not already have a MyCreds™ account, you will receive an email with instructions for creating one once your letter has been uploaded. After logging in, you will be able to access your Confirmation of Credential. If you have any questions, please contact [Enrolment Services](#) and provide your UCID and name for reference.

Select Credential

Date of Graduation: 2008/05/08 Master of Science
 Doctor of Medicine

Email Address:

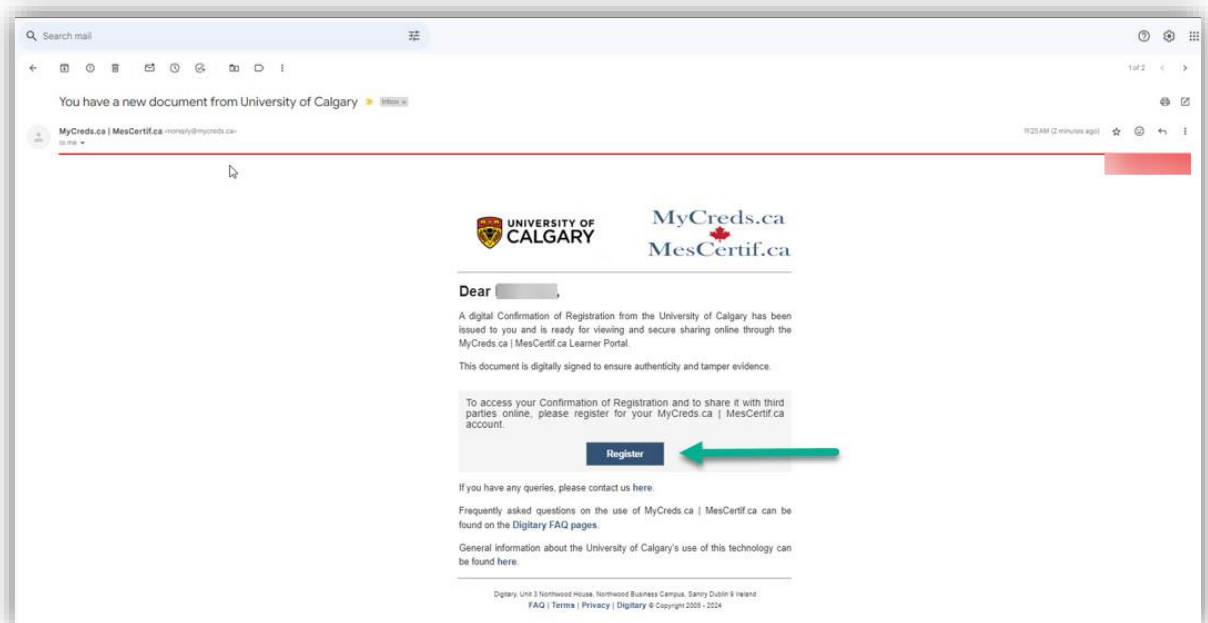
Note: This address will not be saved. The email you provide will be used to send you instructions for accessing your electronic letters through MyCreds. You will use this email to create and login to your MyCreds digital wallet.

Date Printed: 24/02/28 5:04:34.000000PM

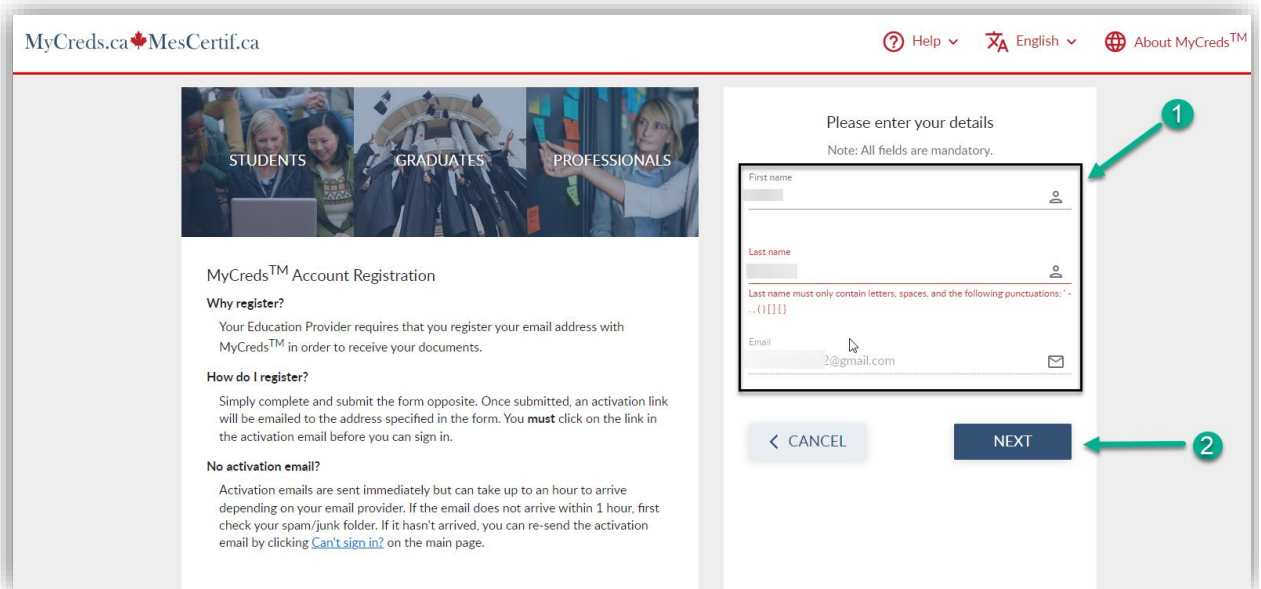
Send

- 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 11.**

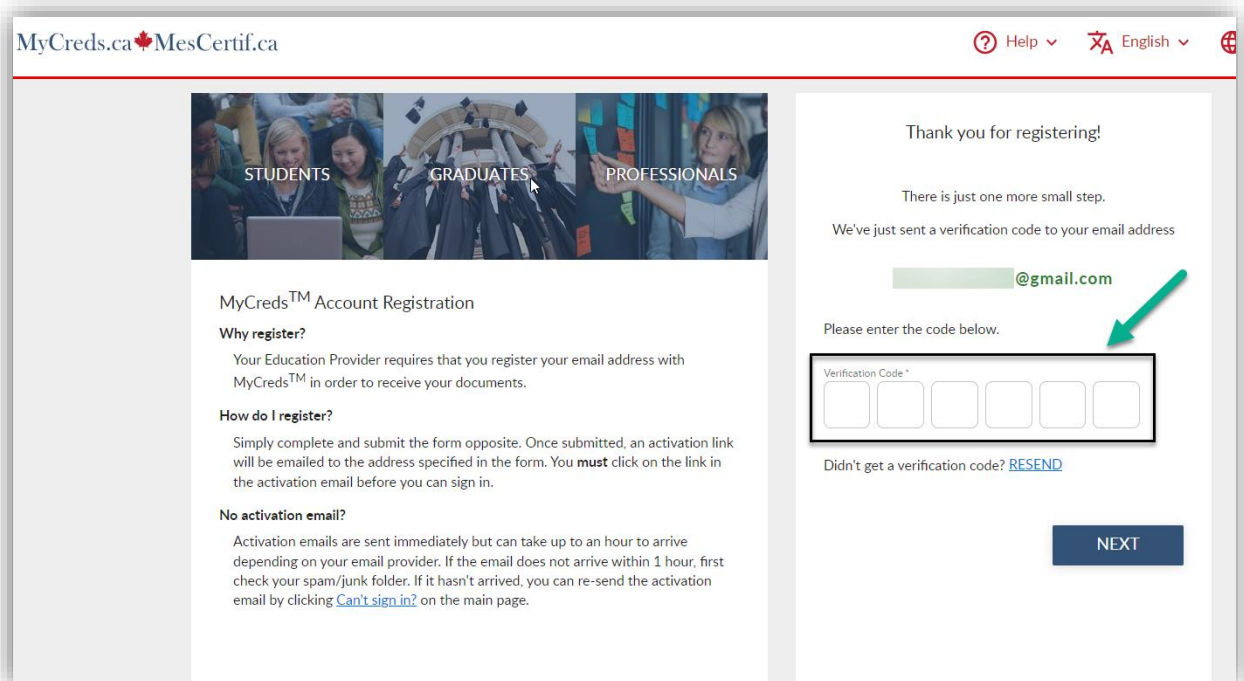


7. Once you click the **Register** link, you will be redirected to the MyCreds registration page. Fill out your **First Name**, **Last Name** and **Email Address** (email address should be the same as what was provided in your student centre request in Step 4). Click on **Next**.



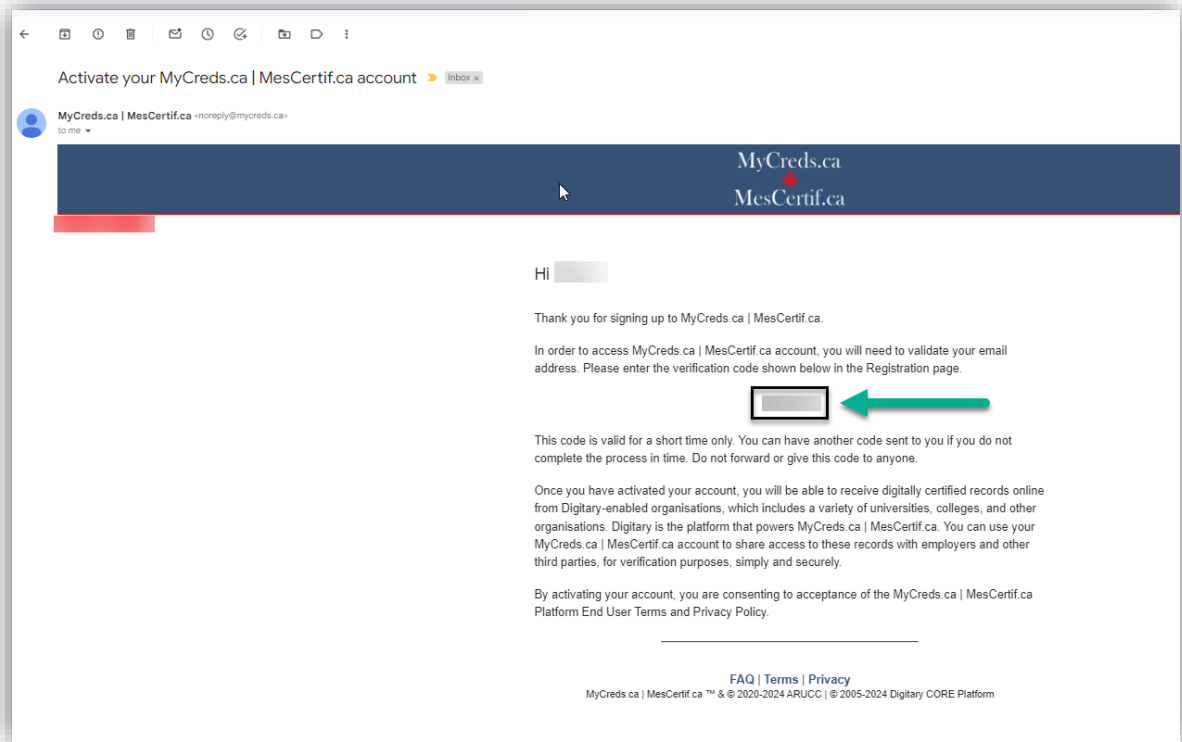
The screenshot shows the MyCreds.ca registration page. On the left, there is a banner with 'STUDENTS', 'GRADUATES', and 'PROFESSIONALS' and a section titled 'MyCreds™ Account Registration' with sub-sections: 'Why register?', 'How do I register?', and 'No activation email?'. On the right, a form titled 'Please enter your details' is shown. It includes fields for 'First name', 'Last name', and 'Email'. A note states 'Note: All fields are mandatory.' Below the form are 'CANCEL' and 'NEXT' buttons. A green arrow labeled '1' points to the form fields, and another green arrow labeled '2' points to the 'NEXT' button.

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

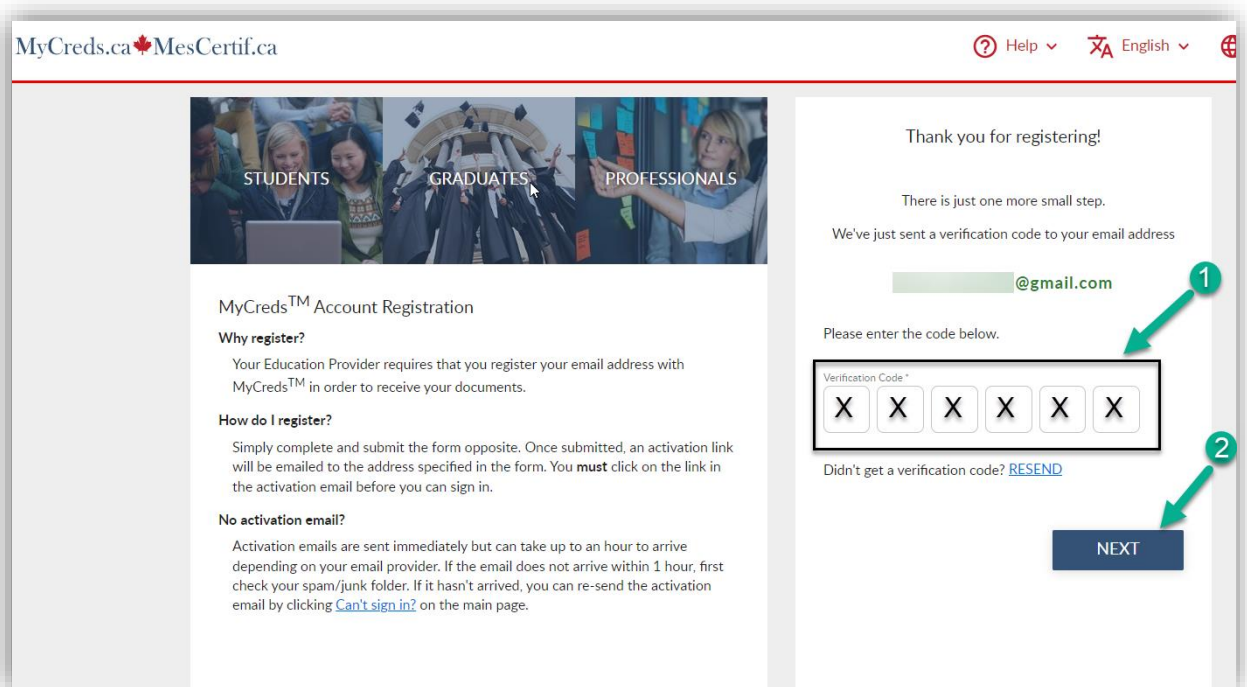


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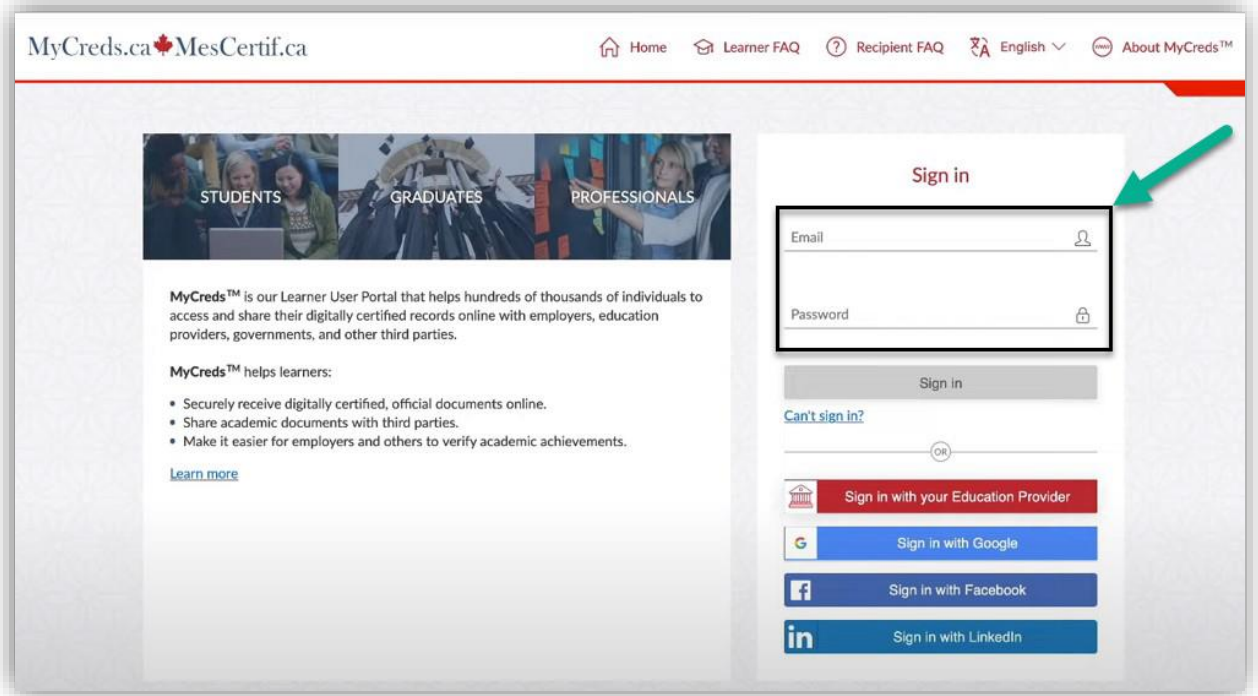
9. Open your email inbox to view the 6-digit Verification Code. Copy this code over to the MyCreds page.



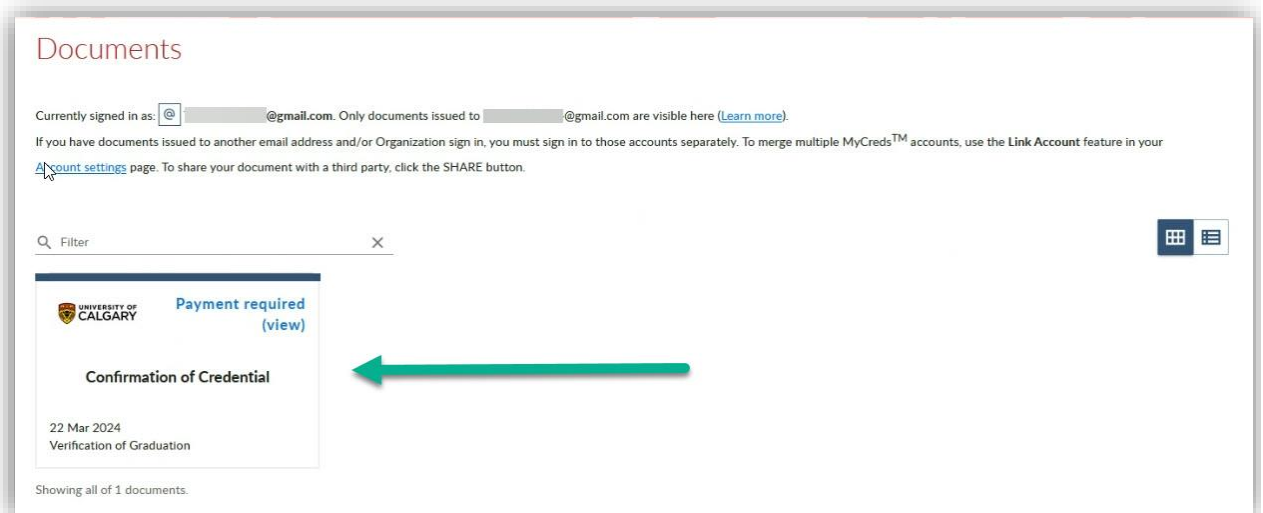
10. Once you have input the code to the MyCreds page, click **Next**.



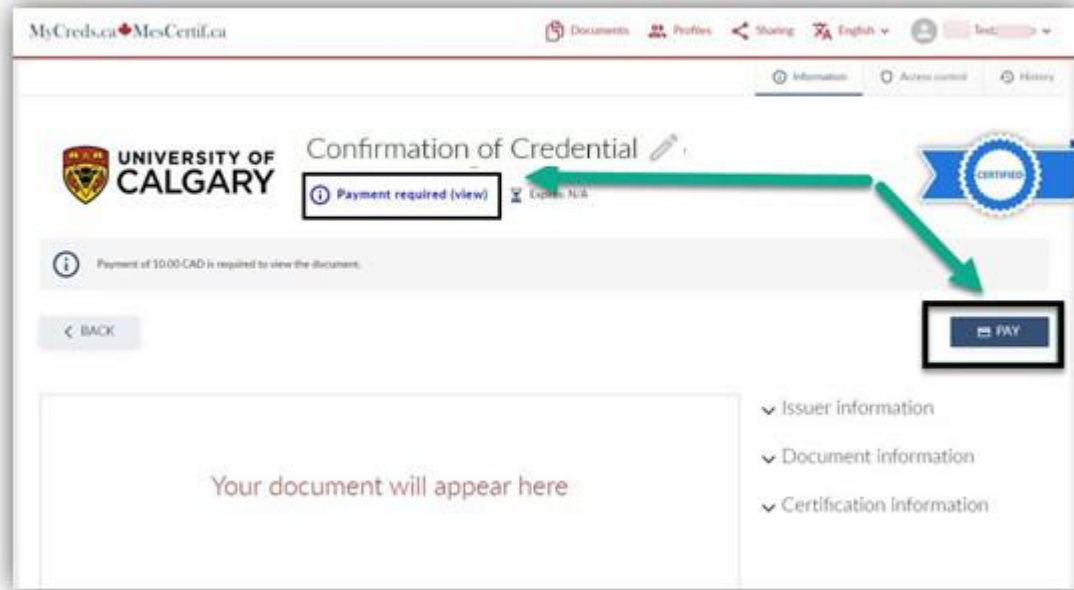
11. **If you already have a MyCreds account associated with the email address mentioned in Step 4, you can enter your login information directly on the MyCreds [Sign in](#) page to access the letter.



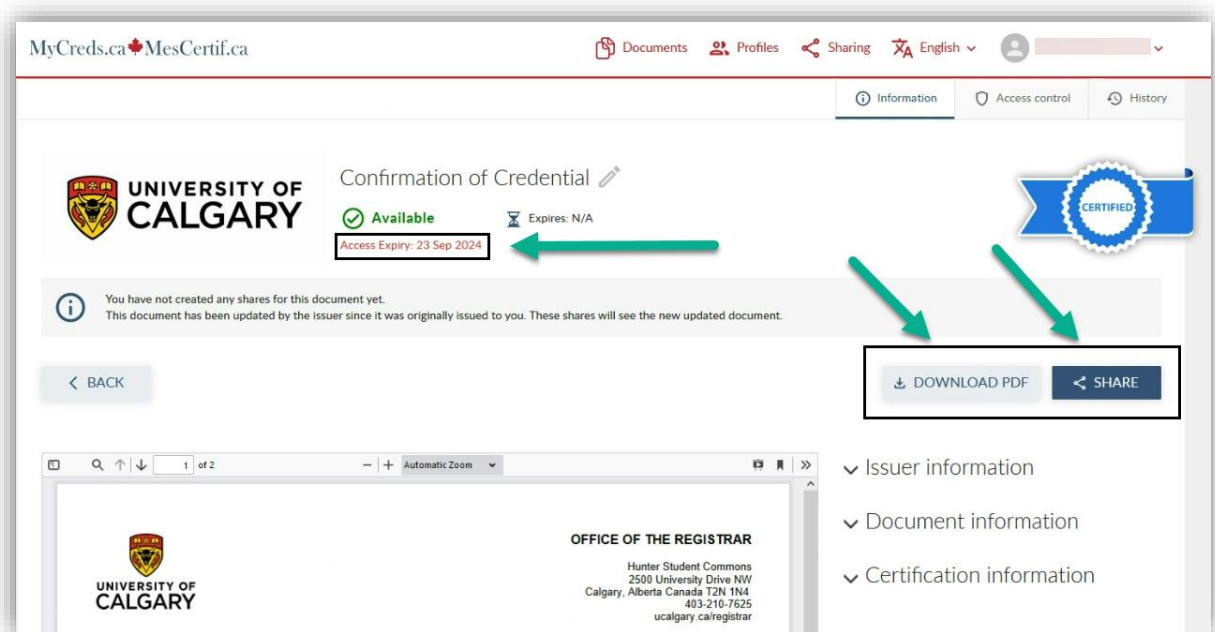
12. You are now logged in to your MyCreds portal. Your requested letter should be available on the [Documents](#) page. Click on the tile with your letter to open it.



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



14. 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](#).