



Below is a step-by-step guide to assist you in accessing your Confirmation of Registration (COR) 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

someone@ucalgary.ca

[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 shows the MyCreds student portal dashboard. On the left is a navigation menu 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 an 'Academic Load' indicator. A red box highlights the 'Student Confirmation Letters' link in the 'My Current Program Information' section. A green arrow points from this link to the 'Program and Advising Info' tab in the navigation menu. Another green arrow points from the 'Student Confirmation Letters' link to a 'Year of Program' dropdown menu in the 'My Current Program Information' section. Below this are sections for 'Advising Help' (with a red box around 'Cumming School of Medicine' and a green arrow pointing to it) and a list of faculties. On the right, there are buttons for 'Schedule Builder', 'Course Search', 'Apply for Graduation', and 'Convocation Status'.

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The screenshot shows the 'Student Confirmation Letters' page. The page title is 'Student Confirmation Letters'. Below the title is a heading: 'The University of Calgary is pleased to issue official student letters via MyCreds™'. The main text explains MyCreds™ as a digital wallet for documents. Below this are 'Instructions for requesting your letter:' followed by three numbered steps:

- 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.

A red box highlights a dropdown menu labeled 'Select Letter' with 'Confirmation of Registration' selected. A green arrow points from the dropdown menu to the 'Confirmation of Registration' option. Below the dropdown is a note: 'Note: The University of Calgary calendars are the authoritative source for all information. If program information contained on the Anticipate to Graduate letter differs from stated university regulations, the calendar information should be directed to [Enrolment Services](#) and Graduate enquiries to the [Faculty of Graduate Studies](#).'

Select the letter type - **Confirmation of Registration**



4. Select the **Term** you would like to request the COR Letter for.
For the **Include Fee Assessment** section, toggle the button to confirm 'Yes' if you require the letter to list all fees assessed for the terms, and 'No' if you do not require this.
**Note, these are two separate letter requests.*

Input YOUR PERSONAL **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**.

The screenshot shows a web form titled "Confirmation of Registration" with a close button (X) in the top right corner. Below the title is a red warning message: "If you are attempting to confirm your registration for the purposes of maintaining interest-free status on your government student loans, a Confirmation of Registration letter will not be sufficient. Please visit <https://ucalgary.ca/registrar/finances/student-loans> for information on how to provide appropriate documentation for your lender. If you are unsure what type of letter you need for your purposes, visit www.ucalgary.ca/registrar/mycreds/letters for more information."

Below the warning is the heading "Instructions for requesting your Confirmation of Registration letter:" followed by four numbered steps:

1. Select the term you would like the letter to reflect your program and registration information for.
2. Select Include fee assessment if you would like your letter to include a breakdown of the fee assessment for each term included in your letter. This will include a breakdown of tuition and general fees for each term. If you are unsure, check with the third party/organization you are submitting your document to for clarity on what information they require.
3. 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.
4. Check your email for instructions on next steps.

The form fields are:

- Term: A dropdown menu currently showing "Fall 2023/Winter 2024".
- Include Fee Assessment: A toggle switch currently set to "Yes".
- Email Address: An empty text input field.
- Date Printed: A label with no associated input field.
- Send: A button at the bottom left.

Four green callout boxes with numbers 1, 2, 3, and 4 are overlaid on the form, with arrows pointing to the Term dropdown, the Include Fee Assessment toggle, the Email Address input field, and the Send button, respectively.

A red note below the form states: "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."

At the bottom of the form, there is a small note: "Note: The University of Calgary calendars are the authoritative sources for program information. If program information contained on the Anticipate to Graduate letter differs from stated university regulations, the calendar information will take precedence. Undergraduate enquiries should be directed to Enrollment Services and Graduate enquiries to the Faculty of Graduate Studies."



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.

Confirmation of Registration

Your Confirmation of Registration 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 Registration letter. If you have any questions, please contact [Enrolment Services](#) and provide your UCID and name for reference.

Term Fall 2023/Winter 2024

Include Fee Assessment Yes

Email Address

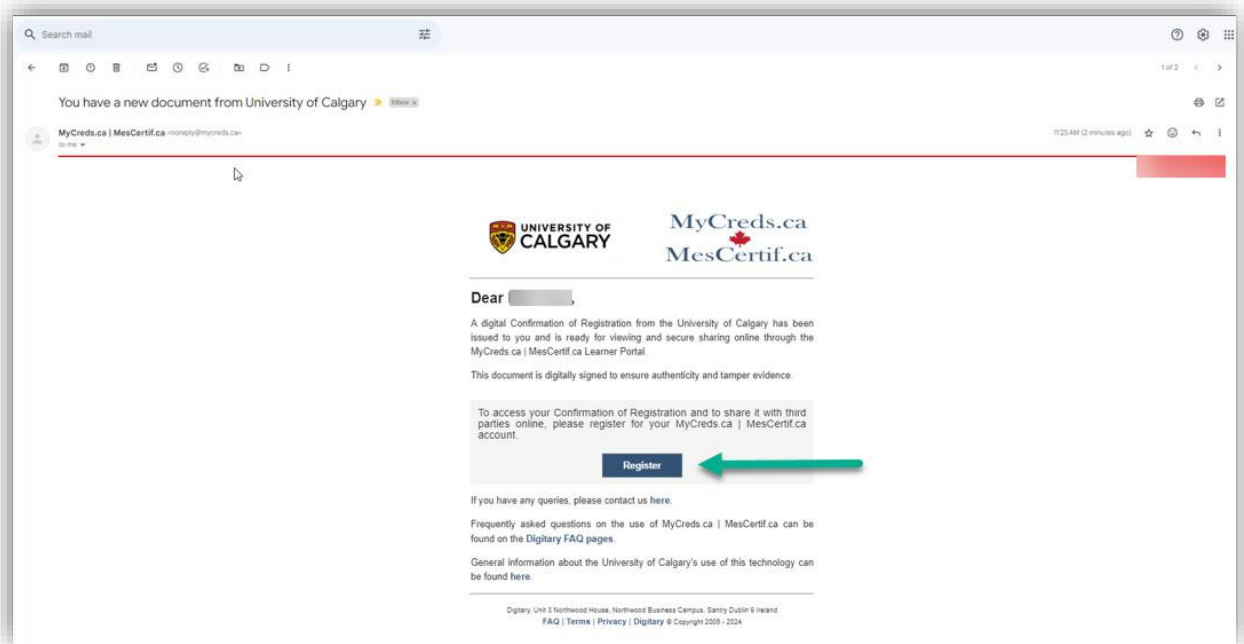
Note: This address will not be saved. The email you provide will be used to send you instructions for accessing your electronic letters through MyCreds. You will use this email to create and login to your MyCreds digital wallet.

Date Printed 2024/03/12 4:10:32.000000PM

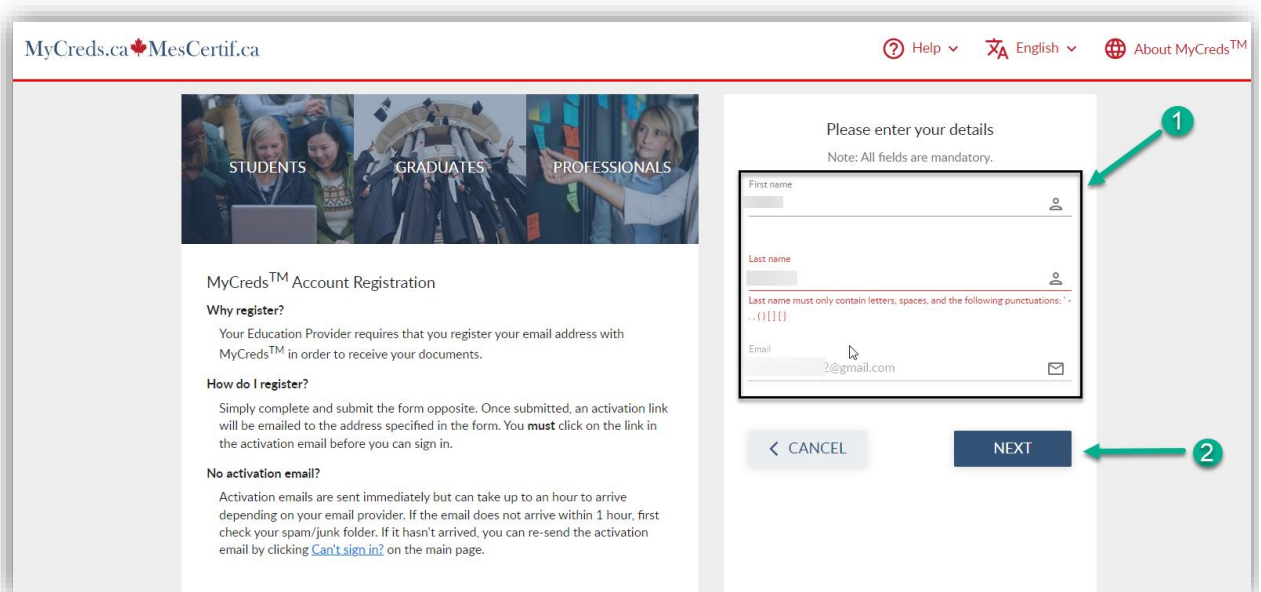
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6. **MyCreds Registration:** If this is your first time requesting a MyCreds document, you will receive an email to the email address you provided in Step 4. The email will provide you with the link to [Register](#) to the MyCreds.ca portal. Proceed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



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



MyCreds.ca MesCertif.ca

Help English

STUDENTS GRADUATES PROFESSIONALS

MyCreds™ Account Registration

Why register?
Your Education Provider requires that you register your email address with MyCreds™ in order to receive your documents.

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 **must** 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 [Can't sign in?](#) on the main page.

Thank you for registering!

There is just one more small step.
We've just sent a verification code to your email address
[redacted]@gmail.com

Please enter the code below.

Verification Code *

Did not get a verification code? [RESEND](#)

NEXT

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

Activate your MyCreds.ca | MesCertif.ca account

MyCreds.ca | MesCertif.ca

Hi [redacted]

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.

[redacted]

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.

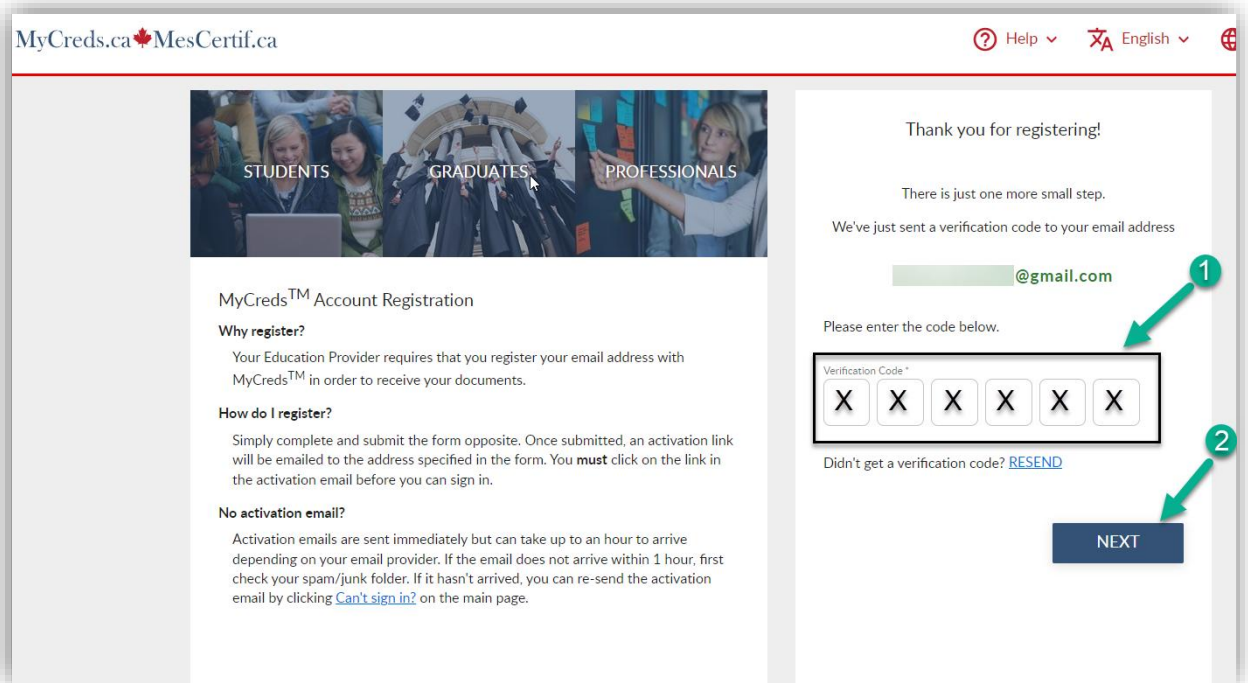
Once you have activated your account, you will be able to receive digitally certified records online from Digitary-enabled organisations, which includes a variety of universities, colleges, and other organisations. Digitary is the platform that powers MyCreds.ca | MesCertif.ca. You can use your MyCreds.ca | 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](#)

MyCreds.ca | MesCertif.ca™ & © 2020-2024 ARUCC | © 2005-2024 Digitary CORE Platform

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

MyCreds.ca MesCertif.ca

Thank you for registering!

There is just one more small step.

We've just sent a verification code to your email address

_____@gmail.com

Please enter the code below.

Verification Code *

X X X X X X

Didn't get a verification code? [RESEND](#)

NEXT

1 (arrow pointing to email address)

2 (arrow pointing to NEXT button)

STUDENTS **GRADUATES** **PROFESSIONALS**

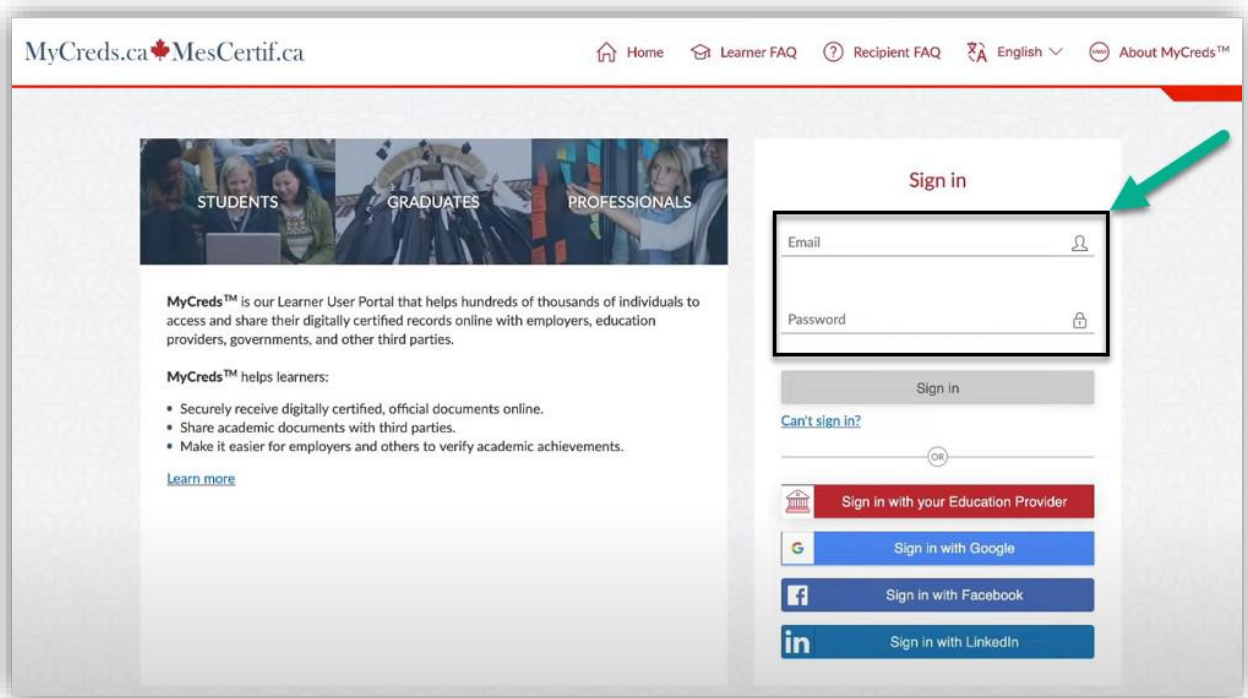
MyCreds™ Account Registration

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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.



MyCreds.ca MesCertif.ca

Home Learner FAQ Recipient FAQ English About MyCreds™

STUDENTS **GRADUATES** **PROFESSIONALS**

MyCreds™ is our Learner User Portal that helps hundreds of thousands of individuals to access and share their digitally certified records online with employers, education providers, governments, and other third parties.

MyCreds™ helps learners:

- Securely receive digitally certified, official documents online.
- Share academic documents with third parties.
- Make it easier for employers and others to verify academic achievements.

[Learn more](#)

Sign in

Email

Password

Sign in

[Can't sign in?](#)

OR

Sign in with your Education Provider

Sign in with Google

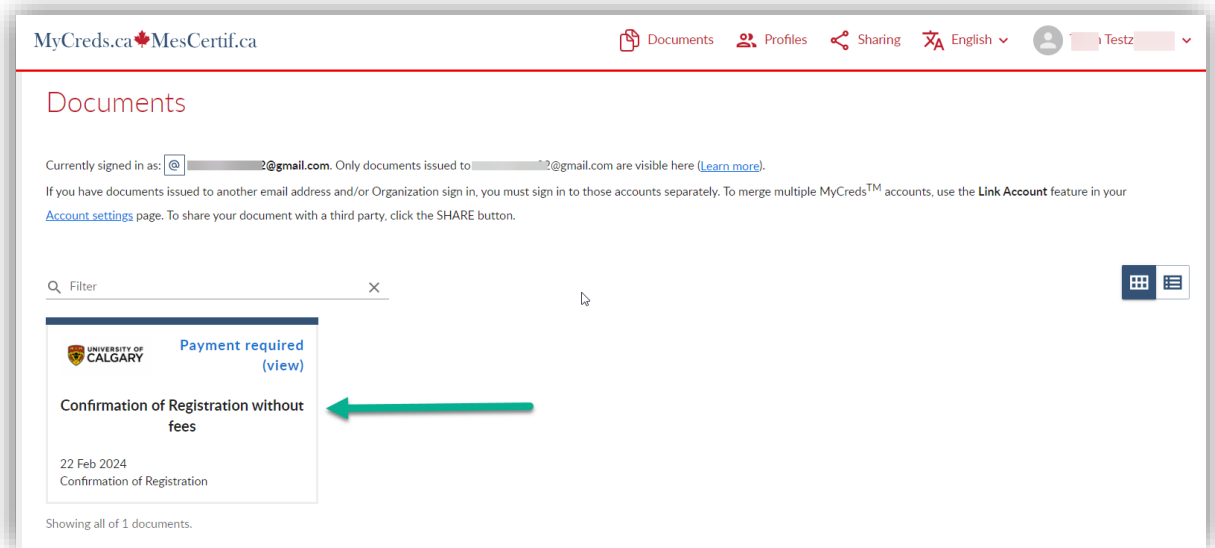
Sign in with Facebook

Sign in with LinkedIn

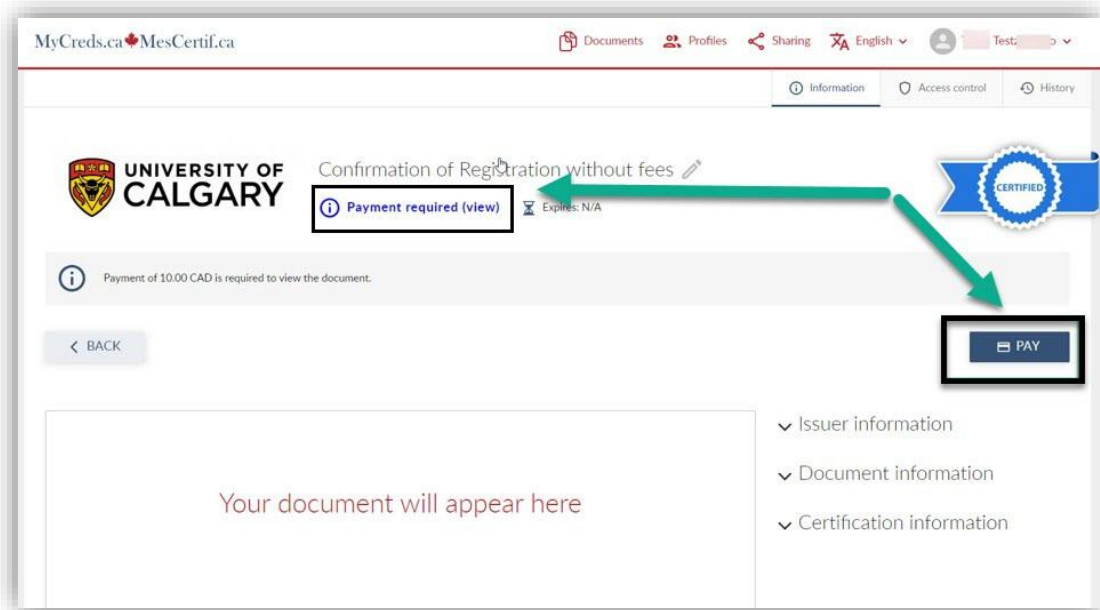
1 (arrow pointing to the Sign in form)



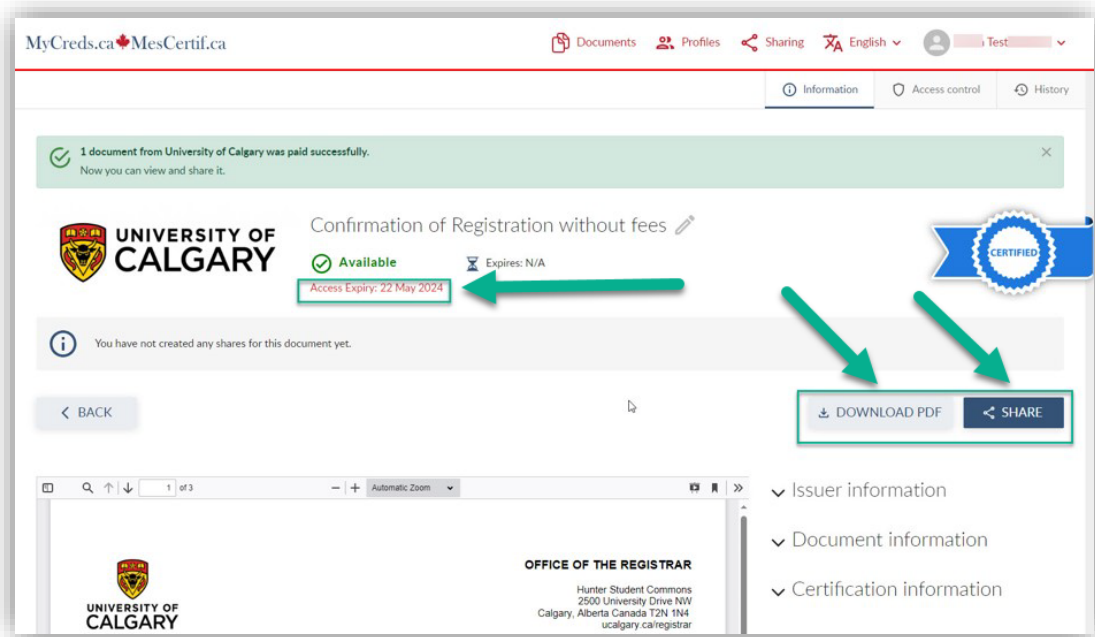
12. You are now logged in to your MyCreds portal. Your requested letter should be available on the **Documents** page. Click on the tile with your letter to open it.



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.



NOTE: If there are changes to your registration (i.e. you have added, dropped or withdrawn from courses) please follow Steps 1-5 to request your COR letter to be updated in your Student Centre (my.ucalgary.ca). The access expiry on this letter will be the same date the initial request was made.

End of Procedure. For further questions, please contact [Enrolment Services](#)