

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

1. Log into your Student Centre (<u>my.ucalgary.ca</u>)



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.** 

	My Current Program Information	1	Academic Load:
Home		Year of Program:	
My Application			
	Student Confirmation Letters	Exchange Confirmation/Law Gen	Schedule Builder
	Academic Requirements Report	GPA Calculator	Course Search
Max Complete	My Advising Notes	What-If Advisement Scena 30	Apply for Graduation
Requests	Change of Program	Letter of Permission	Convocation Status
Personal Info	Advising Help		
	Cumming School	Faculty of Science	
A+	Enrolment Services	Faculty of Social Work	
44	Faculty of wits	Faculty of Veterinary Me	edicine
Exams and	Franty of Graduate Studies	Haskayne School of Bu	siness
Grades	Eaculty of Law	Schulich School of Engl	Inscape
	Faculty of Nursing	Student Success Cente	r
Program and Advising Info	Faculty of Nursing, Qatar	Werklund School of Edu	ucation
\$			
My Financials			



# Student Records

Confirmation of Registration (COR) Letter

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#### 3. Select the letter type – **Confirmation of Registration**

	Student Confirmation Letters	
The University of Calga	pleased to issue official student letters via MyCreds <sup>TM</sup>	
Think of MyCreds <sup>TM</sup> like prepared, verified, and u	stop digital wallet for all of your post-secondary documents; after you submit your letter request, a verified copy of this document will d to your "wallet" (MyCreds.ca) for safe keeping. Once in your digital wallet, you can unlock the document in order to send it securely	be and
officially to any third-part nave unlocked your docu	wnload a PDF copy of your letter. Letters are considered certified and official if shared directly through the MyCreds <sup>™</sup> platform. Onc you may share or download it in your MyCreds digital wallet.	e you
nstructions for reques	bur letter:	
1. Determine what lette	you require. For help selecting which letter to request, visit www.ucalgary.ca/registrar/mycreds/letters for more information on letter ty	pes,
2. Click the drop-down 3. Submit your letter re	to select your letter. You will be taken to a separate page that contains specific inform con for the letter you have selected. & watch your email for next steps.	
	Select Letter	
Note: The University of C rom stated university re	calendars are the author 15, the calendar information Confirmation of Registration value enquiries should be directed to Enrolment Services and Graduate lette	r differ nquirie

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 **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**.

Confirmation of Registration
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.
Instructions for requesting your Confirmation of Registration letter:
<ol> <li>Select the term you would like the letter to reflect your program and registration information for.</li> <li>Select Include tee assessment if you would like your letter to include a breakdown of tuition and general fees for each term. If you are unsure, check the inter your email address and click the Send button. Most letters are unsure, check the inter your email address and click the Send button. Most letters are unaded to your MyCreds digital wallet within 15 minutes, but please allow up to 24 hours. Once y letter has been loaded to your MyCreds digital wallet, an email to ristructions on next steps.</li> <li>Check your email for instructions on next steps.</li> </ol>
Term Fall 2023/Winter 2024 V
Include Fee Assessment Yes
Email Address
Note: This address will not be saved. The email you provide with be used to send you instructions for accessing your electronic letters through MyCreu. You will use this email to create and login to your MyCreds digital wallet.
Date Printed
Send 4
Note: The University of Calgary calendars are the authoritative sources for program information. If program information contained on the Anticipate to Graduate letter diffe from stated university regulations, the calendar information will take precedence. Undergraduate enquiries should be directed to Enrolment Services and Graduate enquiri to the Faculty of Graduate Studies.



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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.

×
Confirmation of Registration
Your Confirmation of Registration request has been submitted.
Your letter is now being uploaded to your MyCreds <sup>TM</sup> digital wallet. Most letters are loaded to your MyCreds <sup>TM</sup> digital wallet within 15 minutes, but please allow up to 24 hours. If you do not already have a MyCreds <sup>TM</sup> 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.
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 Enrolment Services and Graduate enquiries to the Faculty of Graduate Studies.

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 11.** 





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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**.

STUDENTS       GRADUATES       PROFESSIONAL         MyCreds <sup>TM</sup> Account Registration       Myregister?         Your Education Provider requires that you register your email address with MyCreds <sup>TM</sup> in order to receive your documents.       Lest neme must only 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 emails before you can sign in.         No activation emails       Activation email perfore your can sign in.         No activation emails       Activation email provider. If the email does not arrive within hour, first check your spann/junk folder. If it hasn't arrived, you can re-send the activation	ali letters, spaces, and the following punctuations ' hall.com

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

⑦ Help → 🛱 English →
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 *
Didn't get a verification code? <u>RESEND</u>
NEXT



## **Student Records** Confirmation of Registration (COR) Letter

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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 pasted the code to the MyCreds page, click **Next.** 





# **Student Records** Confirmation of Registration (COR) Letter

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 <u>Sign in</u> page to access the letter.

MyCreds.ca <b>*</b> MesCertif.ca	යි Home Gi Learner FAQ (වි	Recipient FAQ	n 🗸 💮 About MyCr
STUDENTS	PROFESSIONALS	Sign in	
	Email		ß
MyCreds™ is our Learner User Portal that helps hun access and share their digitally certified records onlin providers, governments, and other third parties.	dreds of thousands of individuals to e with employers, education Password	1	<u>ð</u>
MyCreds <sup>TM</sup> helps learners:	nts online.	Sign in	
Share academic documents with third parties.     Make it easier for employers and others to verify a	cademic achievements.	in? (08)	
Learn more	<b>a</b>	Sign in with your Education Pro	vider
	G	Sign in with Google	
	F	Sign in with Facebook	
	in	Sign in with LinkedIn	

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.

	Documents	😤 Profiles < Shari	ing 🗙 English 🗸	Testz N
Only documents issued to and/or Organization sign in, you chird party, click the SHARE but	<sup>*</sup> 2@gmail.com are visible here ( <u>Lea</u> u must sign in to those accounts separately ton.	<u>irn more</u> ). . To merge multiple MyCreds <sup>TM</sup>	accounts, use the <b>Link Ac</b>	<b>count</b> feature in your
×	₿.			⊞ ≣
	_			
	. Only documents issued to and/or Organization sign in, yo third party, click the SHARE but X_	Only documents issued to <u>2@gmail.com</u> are visible here (Lee and/or Organization sign in, you must sign in to those accounts separately third party, click the SHARE button.	Only documents issued to       ?@gmail.com are visible here (Learn more).         and/or Organization sign in, you must sign in to those accounts separately. To merge multiple MyCreds <sup>TM</sup> third party, click the SHARE button.         X       >	Only documents issued to  2@gmail.com are visible here (Learn more).  and/or Organization sign in, you must sign in to those accounts separately. To merge multiple MyCreds <sup>TM</sup> accounts, use the Link Ac third party, click the SHARE button.  X



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

MyCreds.ca MesCertif.ca	<ul> <li>Profiles &lt; Sharing X English &lt; </li> <li>Test &gt; </li> <li>Information</li> <li>Access control</li> <li>History</li> </ul>
Confirmation of Registration without fee CALGARY	S /
Payment of 10.00 CAD is required to view the document.  K BACK	PAY
Your document will appear here	<ul> <li>Issuer information</li> <li>Document information</li> <li>Certification information</li> </ul>

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.

IyCreds.ca MesCertif.ca		🕅 Documents 🔗 Profiles <	🕻 Sharing 🕱 English 🗸 🦲 👘 Test
			Information     O Access control     O Hi
1 document from University of Calgary was paid s           Now you can view and share it.	uccessfully.		3
	Confirmation of Registratio           Available         Expires: N/A           Kccess Expiry: 22 May 2024         Image: Confirmation of the second	n without fees 🧪	CENTIFICO
O You have not created any shares for this docum	ient yet.		
K BACK			
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	c	Hunter Student Commons 2500 University Drive NW Calgary, Alberta Canada T2N 1N4 ucalgary cahegistrar	$\checkmark$ Certification information

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

**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.