

## ORDERING TRANSCRIPTS:

MyCreds TRANSCRIPT REQUEST PROCESS: is as follows:

**A fantastic step-by-step guide for using MyCreds, with specific instructions and screen shots is on the U of R website. [Click here](#) to access it. You don't need to be going to the U of R to use it.**

1. Submit your PERSONAL email (non-school, non-parent) that you will use after grade 12 to your administrator or admin assistant in the office. From there they will submit your email address to MSS and then connect that email you provided with MyCreds. This may take a day or two.
2. Go to this website: [High School or Adult 12 Transcripts](#)
3. Once you have clicked the button you will be taken to a screen that will require you to fill out your information. This will also include a section where you will need to provide a picture of your photo ID, as well as a picture (selfie) of you with your photo ID included (right next to your face). After submitting all the information, you should receive an email within a few days letting you know that you're setup to access MyCreds and begin sharing your transcripts with post-secondary institutions.
4. Each share of your transcript will cost \$15.00 per institution. **ALWAYS CHOOSE THE INSTITUTION FROM THE DROPODOWN MENU. DO NOT CHOOSE EMAIL.** Choosing from the dropdown will ensure that your transcript is automatically sent from MyCreds to your school(s) of choice automatically each time there is a class completed. Choosing email means you need to make multiple requests and pay \$15 multiple times.

More information is in the links: [MyCreds Homepage](#); [MyCreds How-To Videos](#); [MyCreds FAQs](#)