MyCreds™ | MesCertif™
Transcript Request

What is MyCreds™ | MesCertif™?

MyCreds™ | MesCertif™ is owned by the Association of Registrars of the Universities and Colleges of Canada (ARRUC). It is a national credential wallet for post-secondary learners that has been created by Canadian higher education leadership.

Why did SIIT join the MyCreds™ | MesCertif™ network?

There are many benefits to students and graduates, such as:

- Eliminate the time in processing your request, the time frame in mailing or couriering your document, and the cost of couriering your document if your request is urgent,

- Eliminate the potential loss of documents through mail courier,

- Control who your documents are viewed by and shared with,

- 24/7 access to your documents, and

- Documents issued through the network are authentic, tamper-evident, and legally valid.

How do I know my documents are secure and that my privacy is protected?

Documents are issued via the platform and stored securely in MyCreds™ | MesCertif™. Your data remains under the control of SIIT and this information can only be accessed by you, SIIT, and with whomever you chose to share your documents with.

How will the receiver of my document know the document is authentic?

All certified documents carry a digital signature that meets the legal standards set by the European Union for authentic electronic documents, which meets and exceeds requirements in North America, Australia, and New Zealand.

An authentic document will always have a blue-ribbon symbol that validates that the document has not been altered after it has been downloaded. If a document has been altered or if the digital signature is not authentic, a symbol with a red cross will signify the document is not valid.

Can I opt out of this process and obtain my document by mail or in person?

Yes, you can still request a paper copy of your transcript. To request a printed copy of your transcript, please contact **registrar@siit.ca** for the Document Request Form.

Want more information?

- Monitor your SIIT email account for important updates.

- Visit the Website:
  https://mycreds.ca/learners/faqs/

- Watch this video:
  https://youtu.be/HFLyEClced4

How to Order Your Transcripts

STEP ONE: Fill out the request form

- Contact the Registrar's office at **registrar@siit.ca** to request the Document Request Form.

- Complete the Document Request Form and select the MyCreds transcript option. Provide one email (SIIT or personal) where your transcript will be issued to.

- SIIT will upload your transcript to the MyCreds Platform.

STEP TWO: Create a MyCreds™ account

- You will receive an email to the one you provided on your form from MyCreds notifying you that a document has been issued. Click that link and you will be redirected to their website to create an account.

- Enter your remaining personal details and click submit.

- You will receive another email with a link to activate your account.

- The link will re-direct you back to the MyCredsTM | MesCertifTM Learner Portal where you will sign in using your email and password you have just created.

- Make payment using a credit card.

- View document and share.

Already have a MyCreds™ account? Skip step two.

You will receive an email notification that a new document has been issued. The link in the email will redirect you to the login page where you can sign in using your usual method.

STEP THREE: Make a payment

The fee for one official transcript is $10, plus GST, a stripe charge of 2.9% + .30. Ex). Your total charge is $11.10 for one transcript. **When purchasing multiple share credits, you will only be charged the GST, stripe fee, + .30 once per transaction.**

The system will prompt you to make a payment. You can purchase as many share credits as you need. A credit is used every time you share your document to a new recipient. Ex). 1 share per institution or recipient.

MyCreds uses an online payment system called Stripe. You can use any card Stripe accepts that can process online transactions, including Visa, MasterCard, Maestro, and American Express. To process a payment through Stripe you must enter the CVC number, which is available on the back of your card.

What if I don't have a credit card?

MyCreds uses an online payment platform and requires a valid credit card.

But don't worry, we can still issue a printed copy of your transcript & mail to whoever, wherever. Please refer to the Document Request Form for alternative payment options.

Questions?

Email: registrar@siit.ca
Phone: 306-477-9333
www.siit.ca