



How to Register on MyCreds (Quick-Reference Guide)

Student User Guide

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INTRODUCTION

This user guide provides instructions for current and former George Brown students on how to **register and sign in to their MyCreds account** to view their official Academic Records.

What is MyCreds?

MyCreds is Canada's official digital credential wallet for postsecondary learners and graduates. It is owned by the Association of Registrars of the Universities and Colleges of Canada (ARUCC). George Brown Polytechnic students can securely access and share their official transcripts, e-credentials, and confirmation of enrolment letters for domestic students through this platform.

REQUESTING YOUR OFFICIAL DOCUMENTS

Current Students and Recent Graduates (Attended within the past year)

- Log into [STU-VIEW](#)
- Select the **Academic Records** tab
- Find the **Request Official Documents** card
- Select **Submit Your Request**
- Follow the instructions to submit your request

Once your document has been processed you will receive a notification from noreply@mycreds.ca to your name@georgebrown.ca student email address.

Former Students (Attended more than one year ago)

Must complete the [Academic Records Request](#) form to request your official document.

Once your document has been processed you will receive a notification from noreply@mycreds.ca to the most recent personal email address we have on file for you.

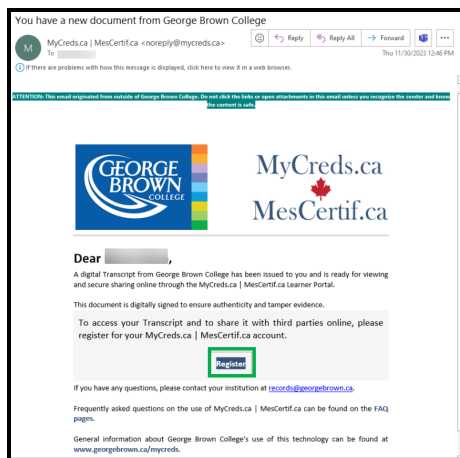
PROCESSING TIMES AND FEES

Document Type	Processing Time	Fees	Contact Email
Electronic Transcripts	3 – 4 business days	\$15.00 (plus tax) per share credit	records@georgebrown.ca
Electronic Transcripts with grades before 1995	10 – 15 business days	15.00 (plus tax) per share credit	records@georgebrown.ca
Confirmation of Enrolment (COE) Letters	3 – 4 business days	\$15.00 (plus tax) to unlock for 4 months (with unlimited shares and updates)	registration@georgebrown.ca
Digital e-Credential*	5 – 7 business days	Free	records@georgebrown.ca

*In most cases, you do not need to request a digital e-credential. This will be issued automatically to your MyCreds account a few weeks after the end of term or after the convocation ceremonies. Before submitting a request, first check your MyCreds account to see if a digital copy is available.

REGISTERING ON MYCREDS

1. Click **Register** in the notification email from noreply@mycreds.ca
(If you have previously registered with MyCreds, you will see the option to Sign In)



2. Confirm your email address and enter your **First Name** and **Last Name**, then click **Next**
(The email address must be the same address where you received the MyCreds notification email, i.e., the address to which your document was issued)

A screenshot of the MyCreds.ca/MesCertif.ca registration form. The page title is "MyCreds™ Account Registration". On the left, there is a navigation menu with "STUDENTS", "GRADUATES", and "PROFESSIONALS". The main content area has a heading "MyCreds™ Account Registration" and three sections: "Why register?", "How do I register?", and "No activation email?". The "Why register?" section states: "Your Education Provider requires that you register your email address with MyCreds™ in order to receive your documents." The "How do I register?" section states: "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." The "No activation email?" section states: "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." On the right side, there is a form titled "Please enter your details" with a note: "Note: All fields are mandatory." The form has three input fields: "First name", "Last name", and "Email". The "Email" field is pre-filled with "@georgebrown.ca". There are "CANCEL" and "NEXT" buttons at the bottom of the form.

3. Create a **password** and click **Next**
4. Enter the **verification code** sent your email and click **Next**
(Activation emails are sent immediately but could take up to an hour to arrive depending on your email provider. If not received, first check your spam/junk folder)
5. You will receive a confirmation email. Sign in using your email and password

MyCreds.ca MesCertif.ca

Help English About MyCreds™

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.

Almost Done

You are almost done with registering your account. One last step.

Please setup your password to keep your account secure.

Password Requirements:

- A minimum of 14 characters
- At least one special character
- At least one numeric character
- At least one lower and upper case letter

Password

Confirm password

I'm not a robot

Having trouble using Google reCAPTCHA? [Click here for an alternative.](#)

Yes, I agree to the [End user terms](#) and [Privacy policy](#)

CANCEL NEXT

6. Enter the **verification code** sent to your George Brown Student or Personal email. Enter the code and press **Next**

MyCreds.ca MesCertif.ca

Help English About MyCreds™

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

@georgebrown.ca

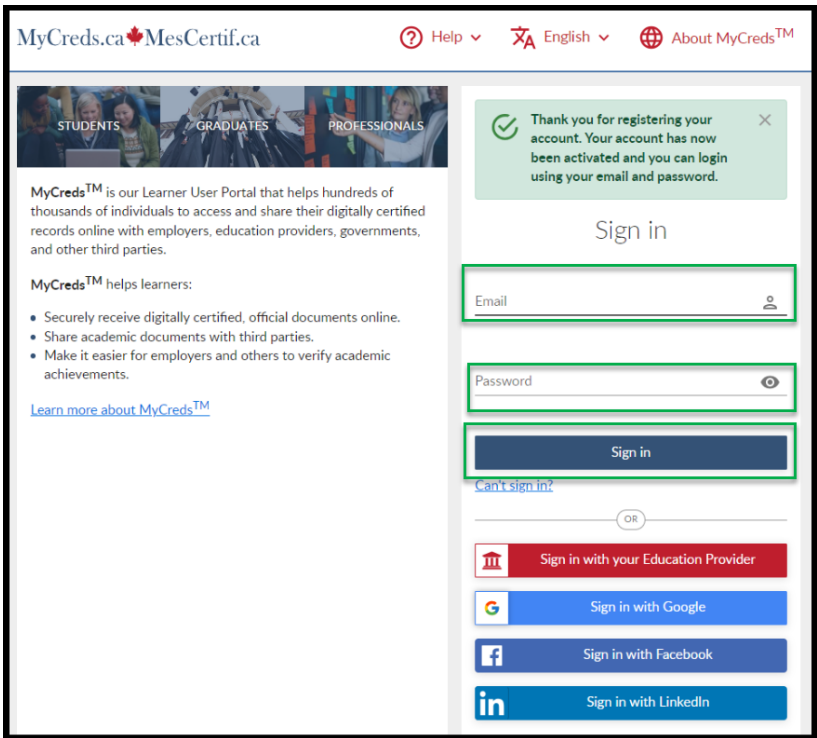
Please enter the code below.

Verification Code

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

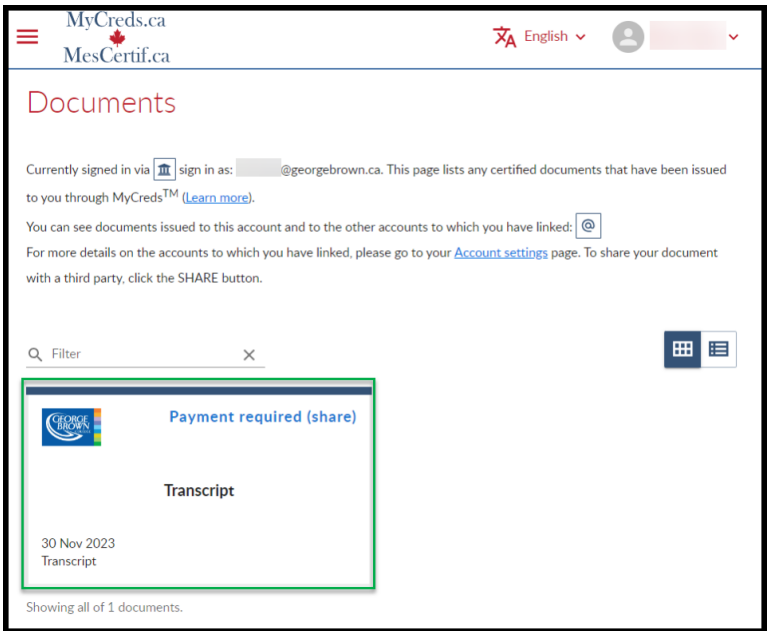
NEXT

7. You will receive an email confirmation your registration. To access your document, please enter the George Brown or personal email and your new password and sign in



You can also follow the official ARUCC MyCreds video here: [How to create your MyCreds™ account.](#)

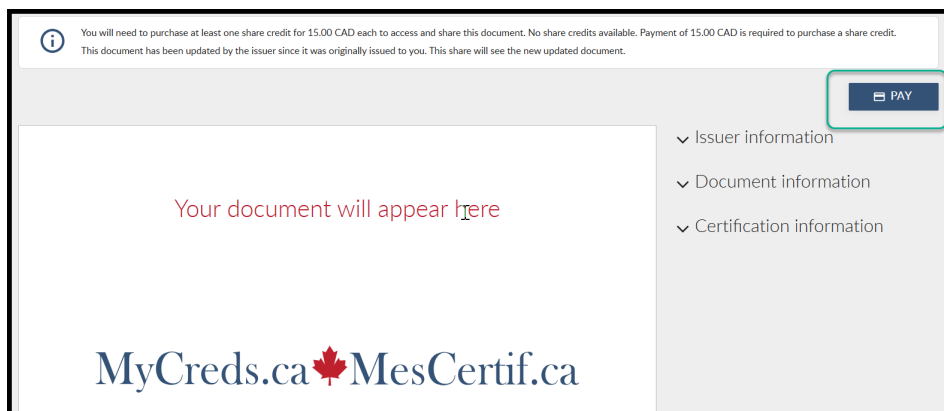
8. Once signed in, you will see your document card
Note: Except for your e-credential, payment is required to view and share your document



PURCHASING SHARE CREDITS

Share credits allow you to download and share your documents on MyCreds.

1. Select your document card
2. Click **Pay** to purchase a share credit
3. Follow the steps to complete the payment details



You can also follow the official ARUCC MyCreds video here: [How to Purchase Share Credits](#).

Once payment is completed, you can view, share or download your document.

ADDITIONAL RESOURCES

- For answers to frequently asked questions, see the [Frequently Asked Questions about MyCreds](#)
- You may also see [MyCreds Learners/Credential Holders Frequently Asked Questions](#) for additional how to guides and [videos](#).

TROUBLESHOOTING

I did not receive the document notification email

Please check your spam/junk folder and search for MyCreds.ca or noreply@mycreds.ca.

My document was sent to an email address I no longer have access to

If you requested a transcript or credential email the Academic Records Office at records@georgebrown.ca

If you requested a confirmation of enrolment (COE) letter, email the Registration Services team at registration@georgebrown.ca.

I received my document, and the data is incorrect

If you requested a transcript or credential email the Academic Records Office at records@georgebrown.ca

If you requested a confirmation of enrolment (COE) letter, email the Registration Services team at registration@georgebrown.ca.