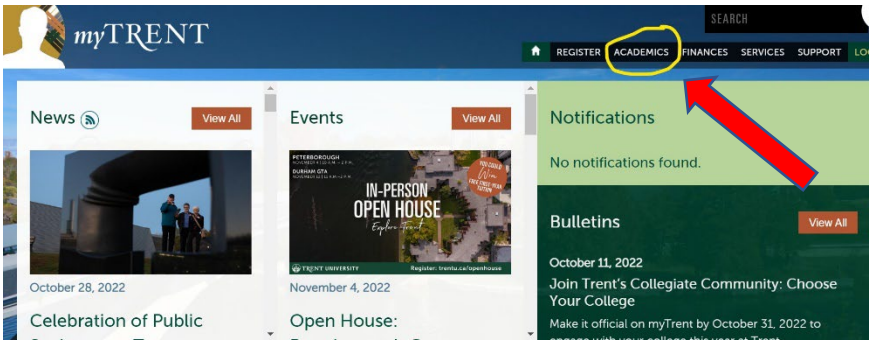
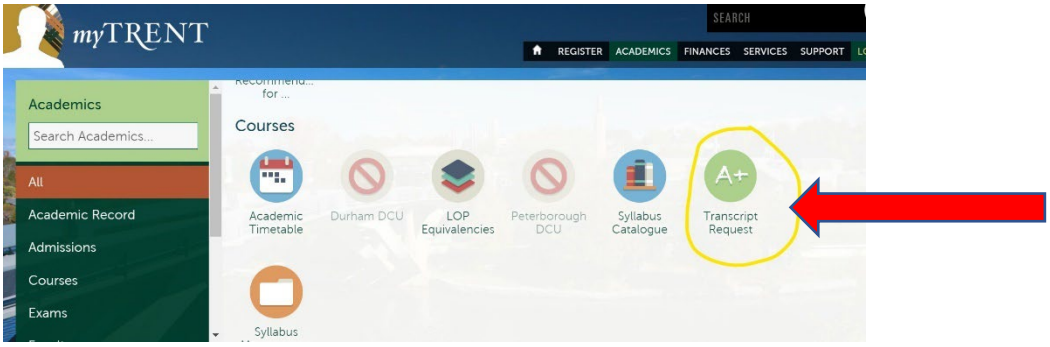
Requesting Transcripts: A Student Guide

1. Sign into the **MyTrent** Portal.

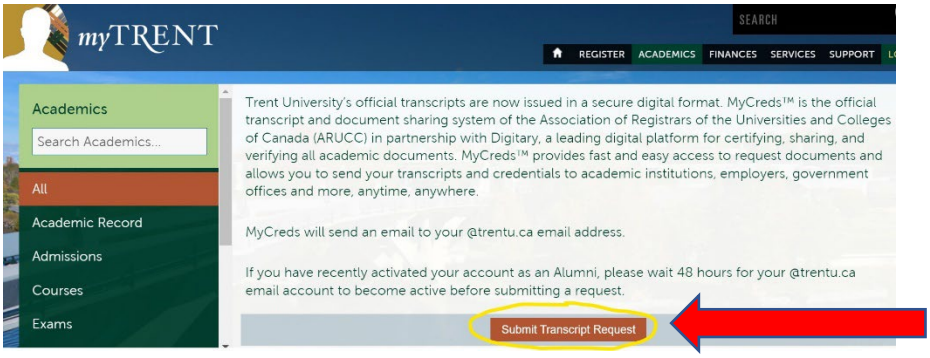
2. Click **Academics.**



3. Scroll down the page. Under the **Courses** heading, click on **Transcript Request.**



4. Click **Submit Transcript Request.**



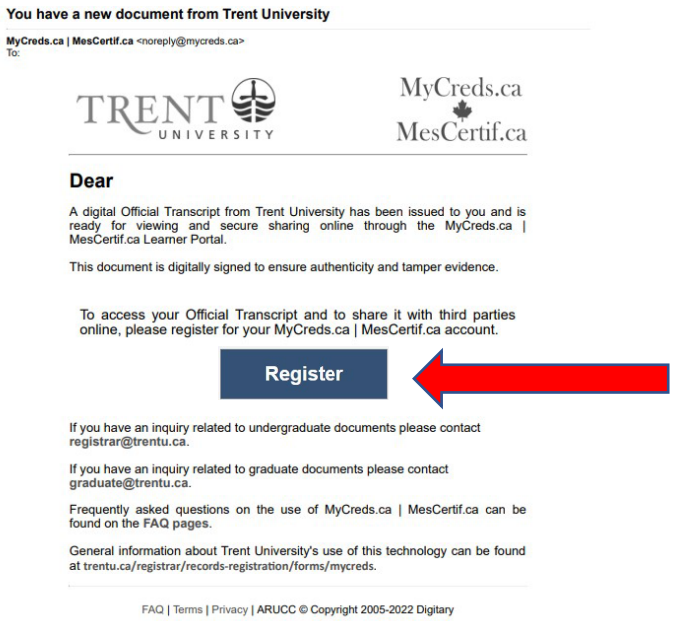
5. Your submission will be received by the registrar's office. The registrar's office will send your documents to *MyCreds* to be processed. *MyCreds* is the digital document sharing platform used by Trent.

   **NOTE: <u>It will take approximately 48 business hours for this request to be processed.</u>*

6. Once your documents are ready to view, you will receive an email from *MyCreds*. This email will be sent to your Trent email account.

   **<u>NOTE: if you have not received an email within 48 business hours, please ensure you have checked your junk mail folder.</u>*

7. Click **Register** to access your transcripts.



You have a new document from Trent University

MyCreds.ca | MesCertif.ca <noreply@mycreds.ca>
To:

TRENT UNIVERSITY

MyCreds.ca
MesCertif.ca

Dear

A digital Official Transcript from Trent University has been issued to you and is ready for viewing and secure sharing online through the MyCreds.ca | MesCertif.ca Learner Portal.

This document is digitally signed to ensure authenticity and tamper evidence.

To access your Official Transcript and to share it with third parties online, please register for your MyCreds.ca | MesCertif.ca account.

Register

If you have an inquiry related to undergraduate documents please contact registrar@trentu.ca.

If you have an inquiry related to graduate documents please contact graduate@trentu.ca.

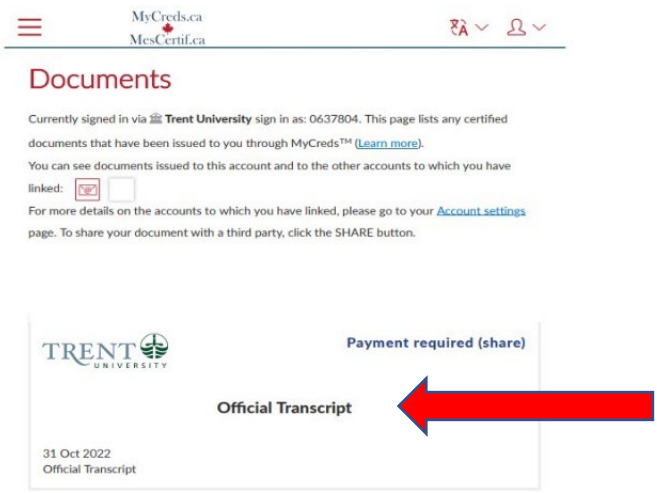
Frequently asked questions on the use of MyCreds.ca | MesCertif.ca can be found on the FAQ pages.

General information about Trent University's use of this technology can be found at trentu.ca/registrar/records-registration/forms/mycreds.

FAQ | Terms | Privacy | ARUCC © Copyright 2005-2022 Digitary

8. Follow the prompts on screen to register with *MyCreds*. Please be sure to use your Trent email address when you create the account as your transcripts will only be linked to that email.

9. Once registered and logged in, click **Documents**. You will be able to see any documents that have been issued to your account. Click the transcript you would like to send.



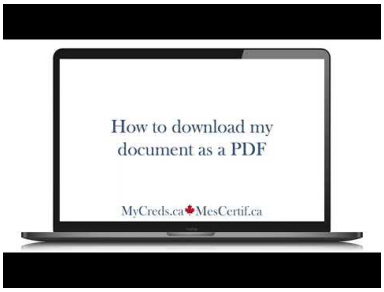
10. You will be directed to pay screen where you may purchase credits to share your transcript. Each credit is **$22.00** and allows you to share your transcript once.

Purchasing share credits

11. Once you have paid, you will be able to share your documents. You may choose to send your transcripts directly to an organization, to an email address, or download them as a PDF. Please see the videos below for more information about how to share your transcripts.

Sharing transcripts with a registered organization.

Sharing transcripts to a recipient's email address.



Downloading transcripts as a PDF

For more information you can visit the *MyCreds* FAQ page.

FAQs - MyCreds.ca

Please contact the Office of the Registrar at registrar@trentu.ca if you are having any issues requesting your transcripts.

AQ Office
Phone: 705-748-1011 Ext: 7056
Toll Free: 1-888-698-7638 Ext: 7056
Email: AQ@trentu.ca