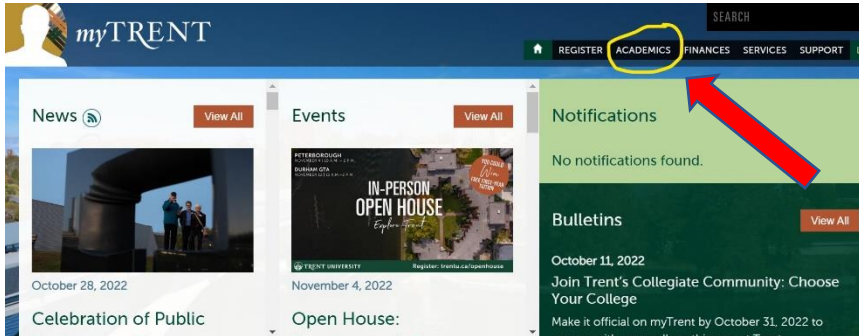
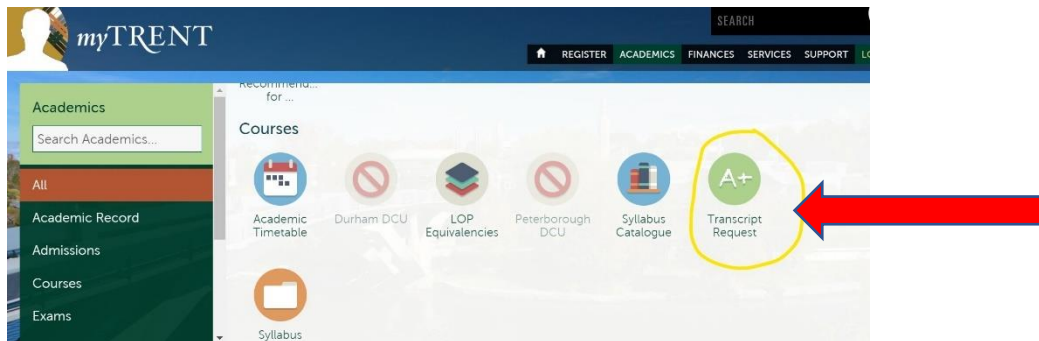


## Requesting Transcripts: A Student Guide

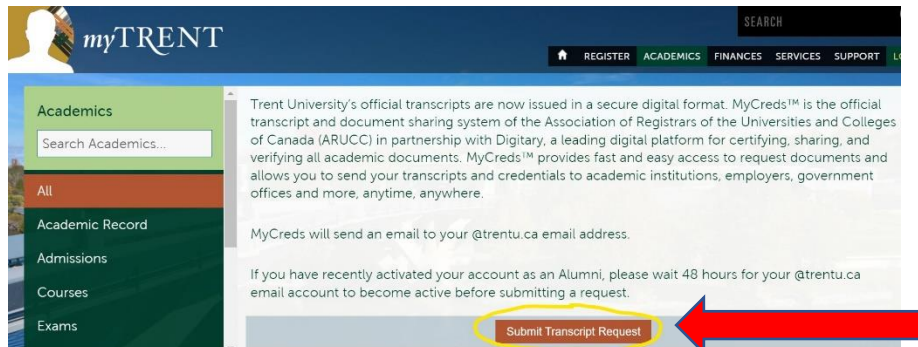
1. Sign into the **MyTrent** Portal.
2. Click **Academics**.



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



4. Click **Submit Transcript Request**.



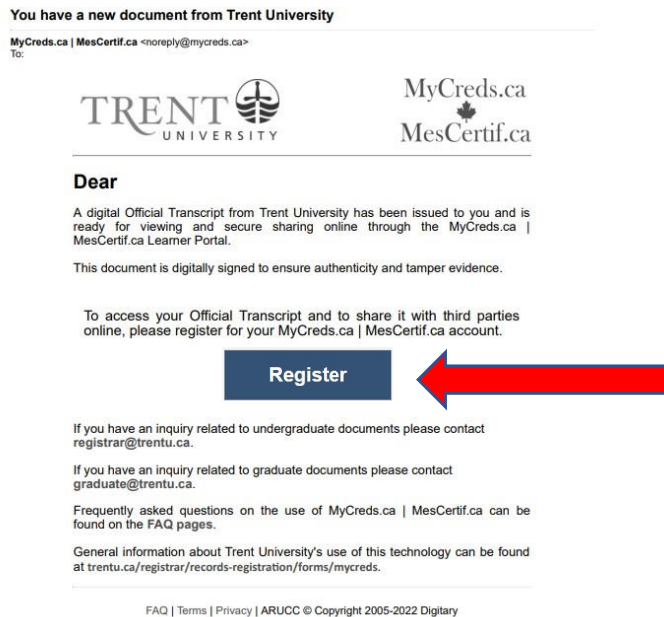
- Your submission will be received by the registrar's office. The registrar's office will send your documents to *MyCreds* to be processed. *MyCreds* is the digital document sharing platform used by Trent.

**\*\*NOTE: It will take approximately 48 business hours for this request to be processed.**

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

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


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



- 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.

- 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.

## Documents

Currently signed in via  Trent University sign in as: 0637804. This page lists any certified documents that have been issued to you through MyCreds™ ([Learn more](#)).

You can see documents issued to this account and to the other accounts to which you have linked: 

For more details on the accounts to which you have linked, please go to your [Account settings](#) page. To share your document with a third party, click the SHARE button.



10. You will be directed to pay screen where you may purchase credits to share your transcript. Each credit is **\$16.00** and allows you to share your transcript once.



### Purchasing share credits

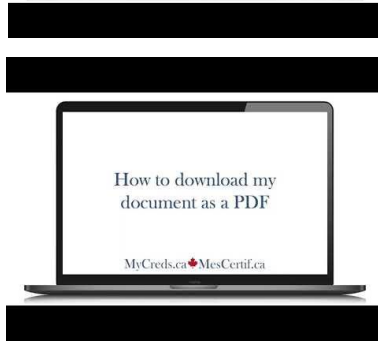
11. Once you have paid, you will be able to share your documents. You may choose to send your transcripts directly to an organization, to an email address, or download them as a PDF. Please see the videos below for more information about how to share your transcripts.



### 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](https://www.mycreds.ca/FAQs)

Please contact the AQ Office if you are having any issues requesting your transcripts.



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