



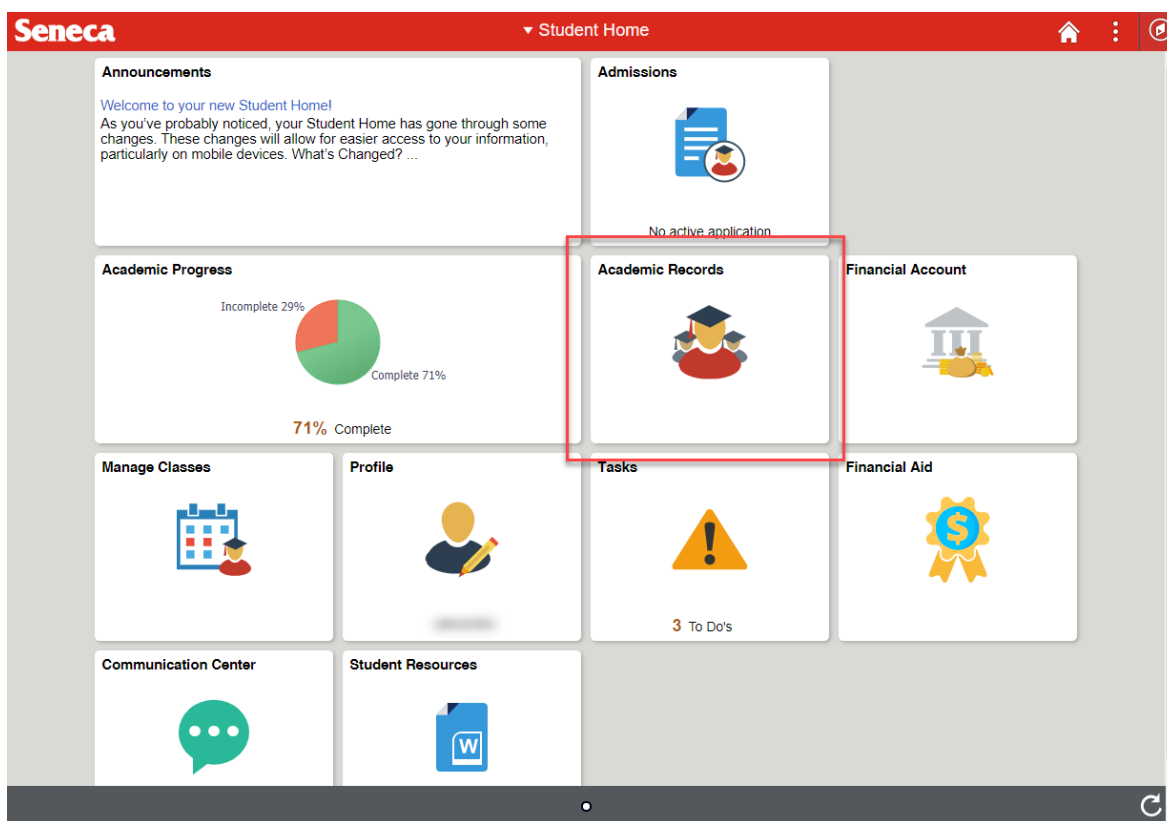
Requesting an Official Electronic Transcript

Notifications confirming the processing and availability of the official transcripts are sent via MyCreds to your Seneca student email account only.

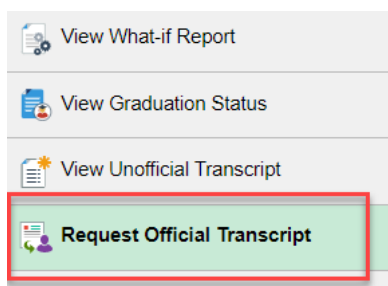
If your account is no longer active, you may request a transcript by submitting a completed request form in PDF format.

To request an official electronic transcript, please follow these steps:

1. Log in to Student Home and click on the **Academic Records** tile



2. Click on the **Request Official Transcript** option in the left-hand menu.



- Click the **Pickup at Campus / Electronic** option and switch it to **Yes**, select the quantity of transcripts you would like to obtain, ensure the **Delivery Method** drop down shows **Electronic Delivery (MyCreds)**, and then click Submit.

Please Note: The quantity you purchase will be the amount of Share Credits you will receive via MyCreds, representing the number of times you will be able to share your transcript before being required to purchase additional copies.

Submit Request

View All Requests

New Request

Submit

Select Report Type

Report Type

Official Transcript

Information For Students

PLEASE NOTE:

(scroll down for further important information)

Select Processing Options

Select Option

Immediate Processing

Select Destination

Pickup at Campus / Electronic

Yes

Send To My Address

No

Select Delivery Method

Quantity	Transcript Fee	Delivery Method	Subtotal
1	10.00	Electronic Delivery (MyCreds) (Fee: 0.00)	10.00

Currency used is CAD. There is a limit of 5 transcripts per request. HST will be added at time of payment.

Notes

- In the pop-up window, click **Make a Payment** to proceed to the payment process in order to finalize your request.

Please Note: Requests will not be processed until payment is received.

Transcript Request Confirmation

Please take note of your transcript Report Request Number:

949276

Official Transcript Fee Summary

1 transcript @ 10.00	10.00
Electronic Delivery (MyCreds)	0.00
Total Fee Due	10.00

Currency used is CAD. There is a limit of 5 transcripts per request. HST will be added at time of payment.

Cancel

Make a Payment

5. If you cannot complete the payment process at this time, to avoid processing delays, please do not submit a new request. Instead, return to the **Request Official Transcript** page, and select the **View All Requests** tab, select the request(s) and then click **Make a Payment**.

The screenshot shows a web interface for managing transcript requests. At the top, there are two tabs: 'Submit Request' and 'View All Requests'. The 'View All Requests' tab is highlighted with a red box and labeled 'A'. Below the tabs is a section titled 'Previous Requests'. On the right side of this section is a green button labeled 'Make a Payment', which is also highlighted with a red box and labeled 'C'. Below the button is a table with the following columns: 'Request Date', 'Request Number', 'Description', 'Processing Option / Print Date', 'Quantity / Delivery Method', 'Send To', and 'Request Status / Payment Status'. The first row of the table is highlighted with a red box and labeled 'B'. It contains the following data: '03/24/2021', '949276', 'Official Transcript', 'Immediate Processing 03/24/2021', '1', 'Electronic Delivery (MyCreds)', and 'On Request'. The second row contains: '09/02/2020', '869760', 'Official Transcript', 'Immediate Processing 09/02/2020', '1', 'Electronic Delivery (MyCreds)', and 'On Request'.

Request Date	Request Number	Description	Processing Option / Print Date	Quantity / Delivery Method	Send To	Request Status / Payment Status
<input checked="" type="checkbox"/> 03/24/2021	949276	Official Transcript	Immediate Processing 03/24/2021	1 Electronic Delivery (MyCreds)		On Request
<input type="checkbox"/> 09/02/2020	869760	Official Transcript	Immediate Processing 09/02/2020	1 Electronic Delivery (MyCreds)		On Request

6. Your transcripts will be processed within the timelines specified on the transcripts page linked below and may vary during peak periods. You will receive an email from MyCreds when the document is available for use.

For general information on transcripts, including processing timelines, please visit:

<https://www.senecacollege.ca/registrar/forms/Transcript.html>

For further information on next steps, please refer to the “Retrieving MyCreds Transcripts” guide also available via the transcripts page linked above.