Seneca

Viewing and Sharing your Transcript via MyCreds

Once your transcript is processed, you will receive an email from MyCreds similar to the ones shown below. You can follow the link in the email to view and share your document.

If this is your first time receiving a document from Seneca via MyCreds, you'll need to follow some basic steps to set up your account.

First Time Set Up with Seneca Email Address – All Current and Recent Students

1. Click the **Sign In** button in the email you received.


Seneca

MyCreds.ca
MesCertif.ca

[redacted]

An updated document has been issued to you by Seneca College and is ready for viewing and/or secure sharing online through the MyCreds.ca | MesCertif.ca Learner Portal.

This updated document replaces previous versions of your document.

To gain access to your document and to share it with third parties online please sign in to the MyCreds.ca | MesCertif.ca Learner Portal with your Seneca College login and password.

Sign in

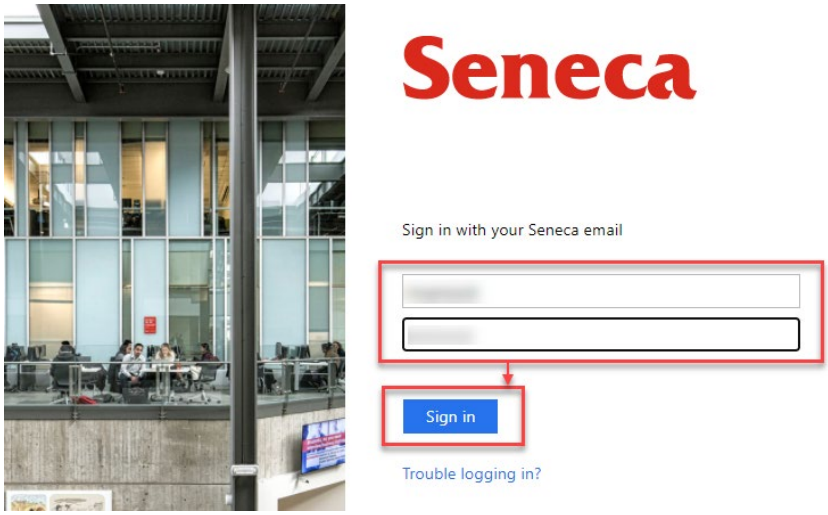
If you have any questions or for more information, please visit the website listed below or contact transcripts@senecacollege.ca.

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

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

FAQ | Terms | Privacy | ARUCC © Copyright 2005-2021 Digitary

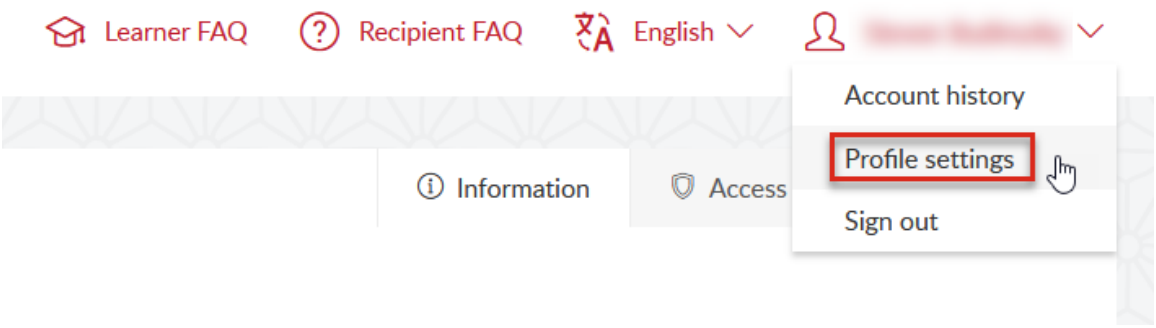
2. On the Seneca login page, enter your MySeneca username and password, and click **Sign In**.



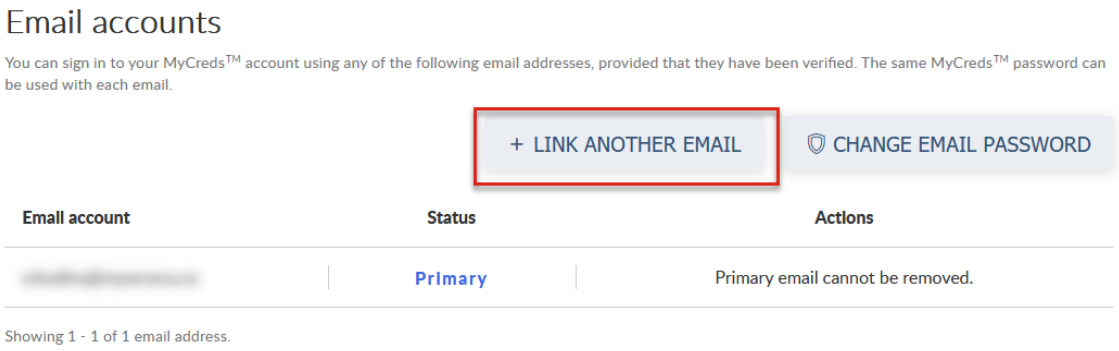
3. If it is your first time logging in, you'll be prompted with an email address and password field. Here you can leave your Seneca email address and create a password to use with the MyCreds service exclusively. You'll have an opportunity later to configure a secondary email for use with MyCreds.

4. Once logged in, be sure to set up a personal (non-Seneca) email address as an alternate login with MyCreds. Current students can access MyCreds anytime using your MySeneca username and password, but adding a personal email address ensures continued access to your documents even after you have left Seneca and your account is no longer active.

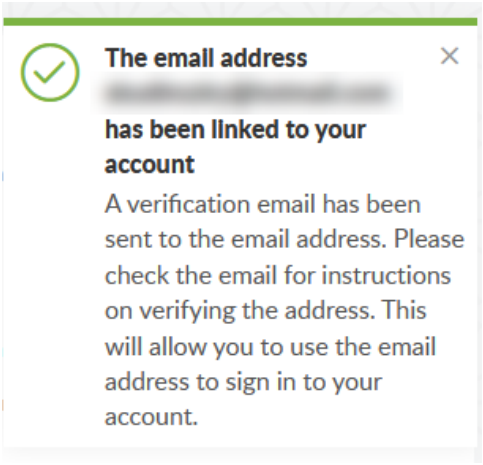
   Click the drop-down menu next to your name at the top right-hand corner of the screen, and click **Profile Settings**.



5. Under the **Email Accounts** heading, click **Link Another Email** and enter your email address.



6. After initial registration or adding a secondary email, you may see a pop-up box similar to the one shown below. Be sure to confirm your email address to ensure continued access to your MyCreds account.



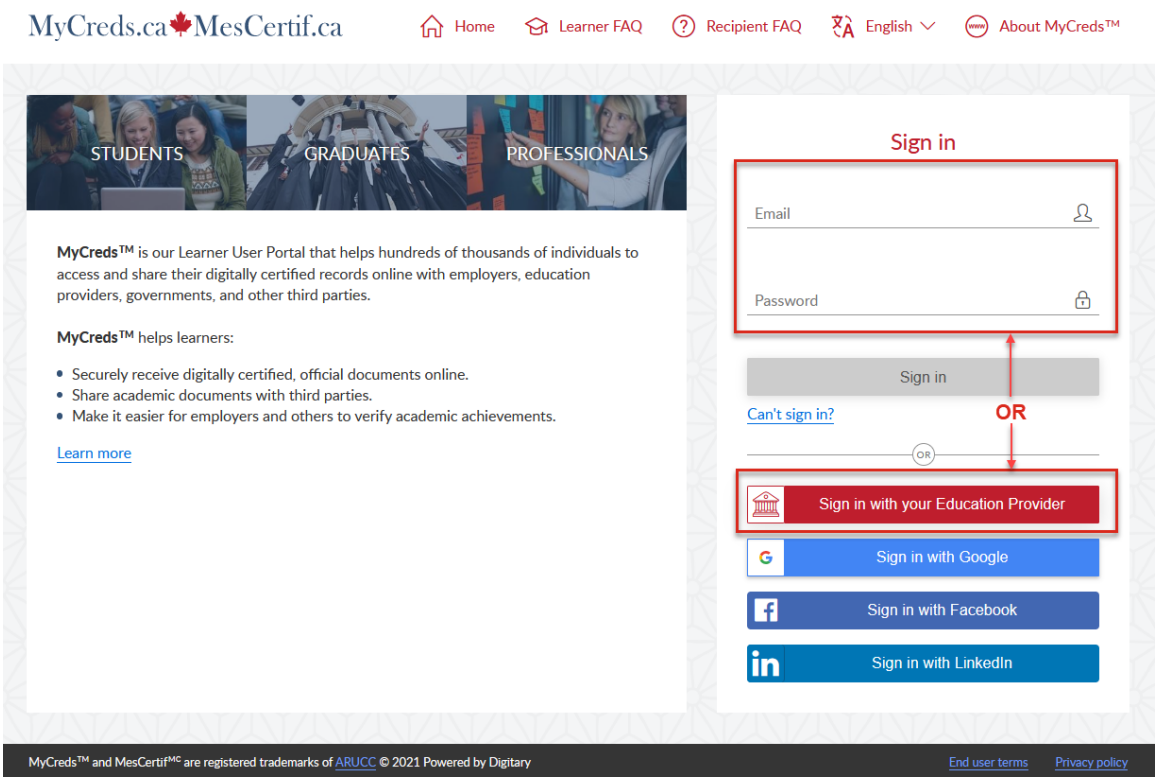
Important: Once you've set up your alternate email address, please ensure you update your personal email address with Seneca to match what you configured above. This can be done in the **Profile** tile in your **Student Home**. Seneca can only issue transcripts to non-Seneca email accounts if they are already assigned to your profile.

All Students – Account Already Set up

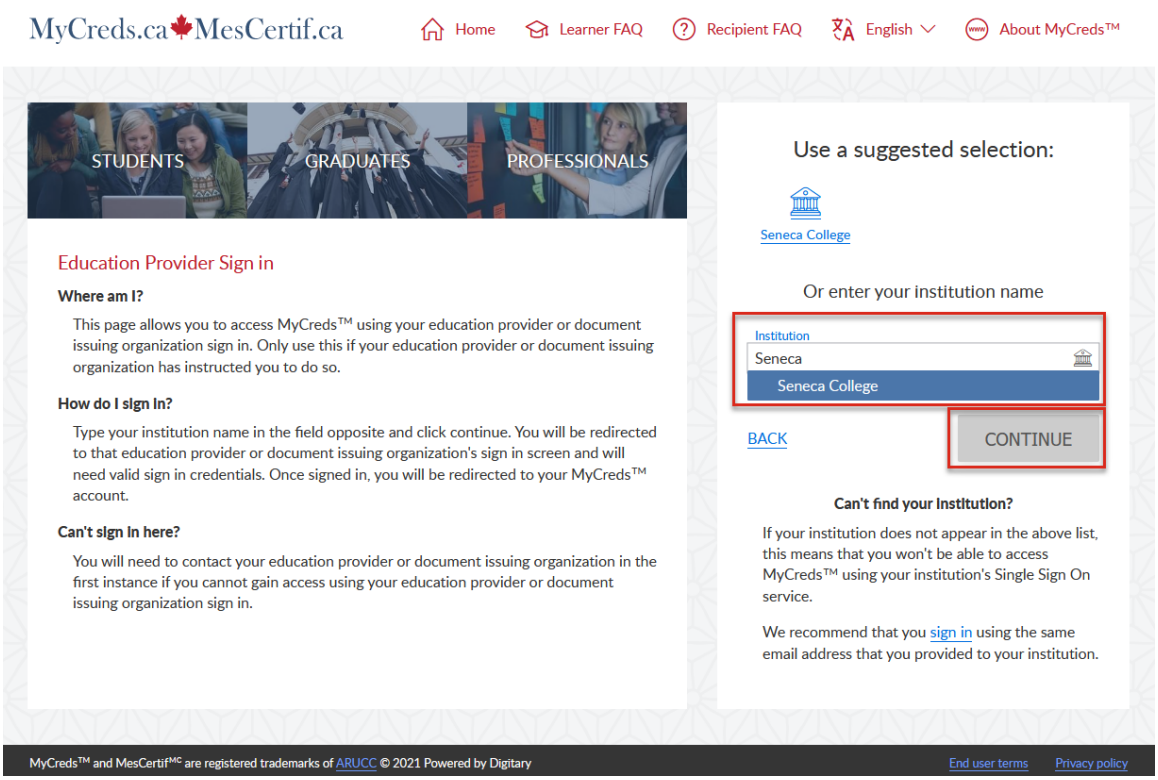
Once you have set up your account, you can go directly to the MyCreds portal at https://learner.mycreds.ca and sign in with either your MySeneca account and password, or the personal email address you configured.

To sign in with your MySeneca account, click the **Sign in with your Education Provider** button, then search for **Seneca College** from the Institution menu then click Continue. You'll be forwarded to the Seneca sign in page where you can enter your username and password.

To sign in with your personal email address, you can do so right on the main login page using the **Email** and **Password** fields.

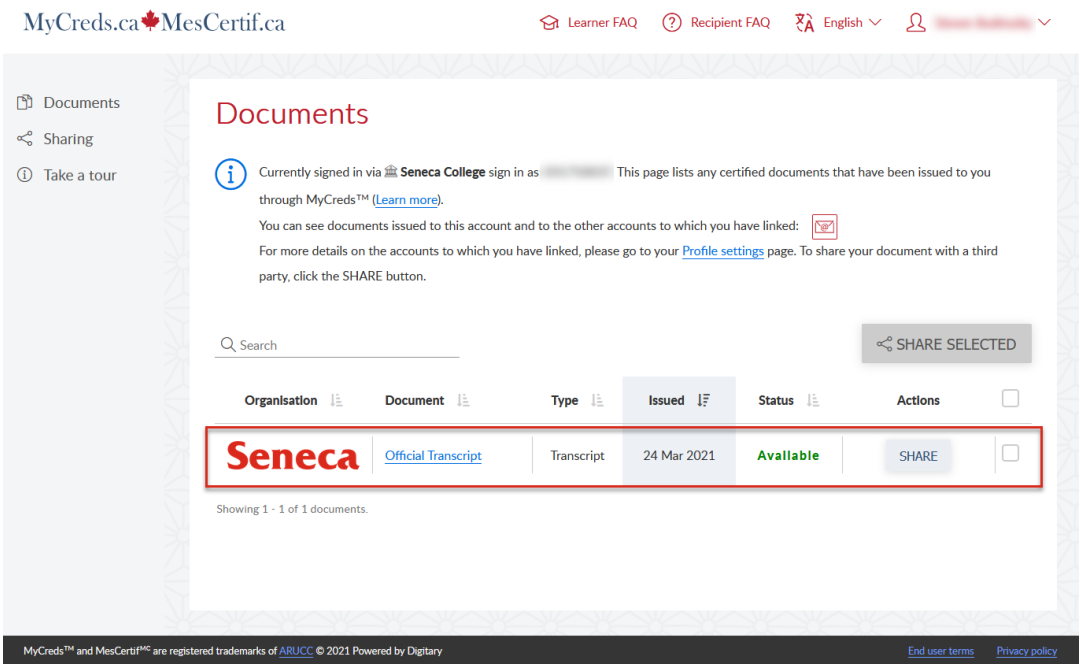


Select **Seneca College** from the menu if you selected the **Sign in with your Education Provider** option.



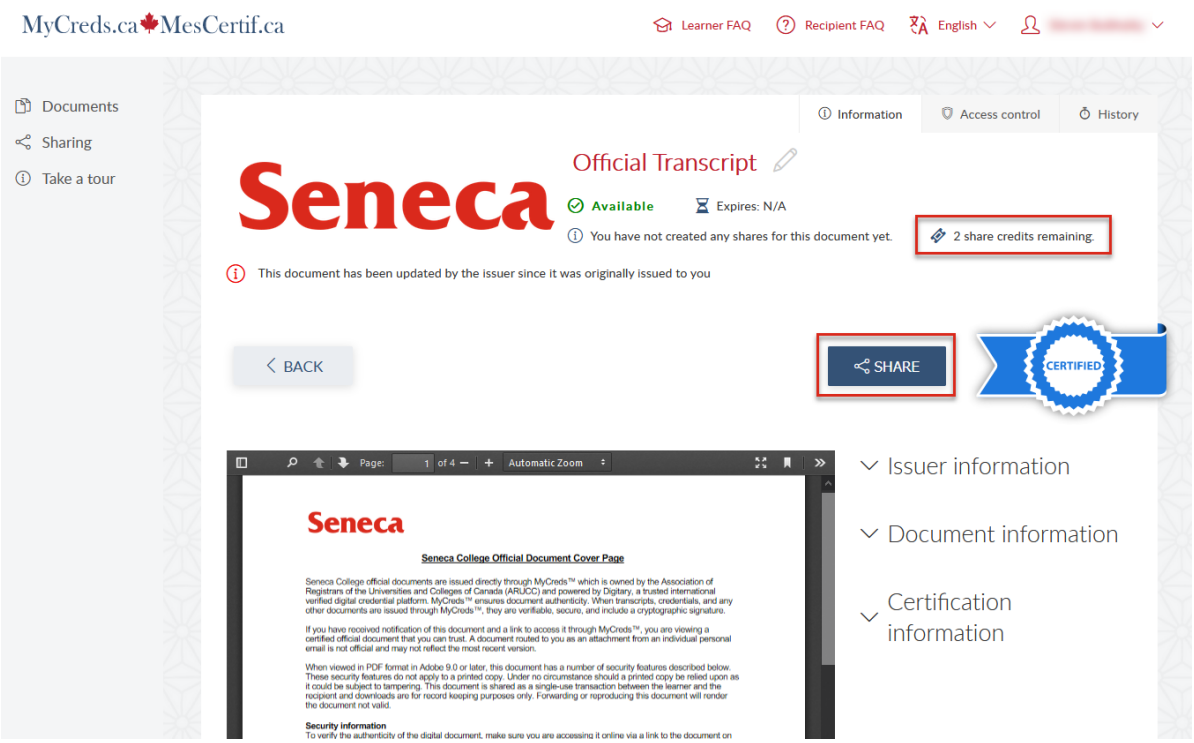
Viewing and Sharing your Transcripts

Once logged in, you will see the documents that are available for viewing and sharing. Select the appropriate document to continue.



Next you will see a preview of your document and you can click the **Share** button to securely share your official transcript with a third party. This page will also show the number of share credits remaining for the document.

Once you have created shares for your document, you will be able to review these using the **Access control** tab. You can also review the history of this document, including all transactions such as when the document was created and/or shared. This can be done using the **History** tab.



To share a document, click on the **Share** button to get started.

You can share the document in one of two main ways:

1. Using a link that is emailed to the recipient
2. Directly through the MyCreds portal to other registered organizations

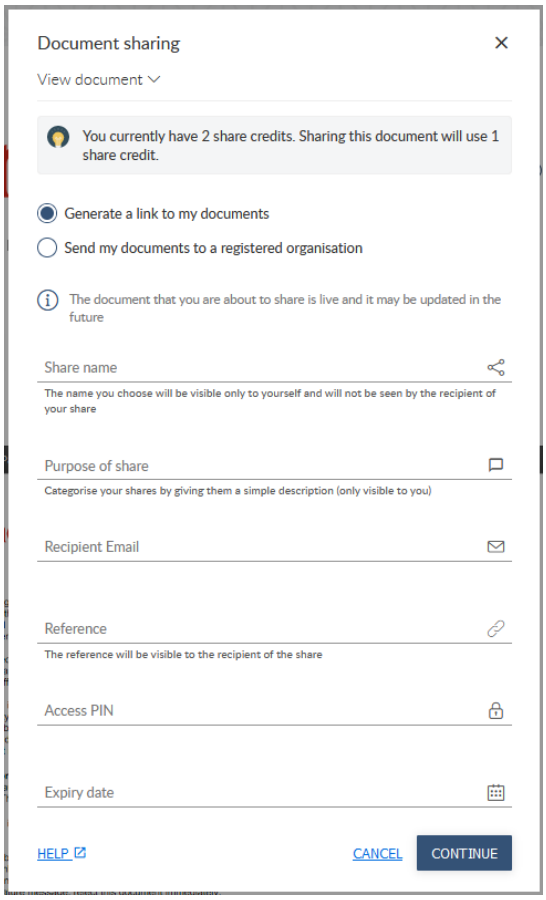
To share via email, ensure you select the **Generate a link to my documents** option.

You can give the share a name and purpose for your own reference using the **Share name** and **Purpose of share** fields on this page. These will not be seen by the recipient.

Enter the recipient's email address, and include a reference number if required. The reference number could be anything to help the recipient identify you when your document is received. This could be a reference number, client number, application number, etc.

The **Access PIN** and **Expiry date** fields are optional, but can add an extra level of security to the document. Note that you'll need to notify the recipient of the pin in order for the document to be accessible to them. The expiry date will ensure that the recipient can only access the document for a limited time.

IMPORTANT: Sharing a document will use one of your share credits. Please double check to ensure you have entered the recipient's information correctly before clicking continue.



For further details regarding the MyCreds portal, including viewing and sharing documents, as well as managing your account, please visit: https://mycreds.ca/learners/faqs/

Helpful Tips:

- Ensure you set up a personal or secondary email address with MyCreds, and ensure your Seneca profile matches this email address. This ensures that you will have continued access to your documents and will be able to request further copies electronically.
- If you've been to other education providers that have partnered with MyCreds, you can link your accounts to view your documents all in one place. This can be done via the Profile Settings option within your MyCreds Account.