

MyCreds™ | MesCertif^{MC} Transcript Information for School Personnel

2024

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The official document of secondary level standing in Saskatchewan is the *Transcript of Secondary Level Achievement* and is issued by the Ministry of Education.

Transcripts display course names, final marks and credits from secondary level (Grade 10, 11 and 12) courses, grade level achieved and graduation standing if applicable, and most recent schools attended.

Effective fall 2024, the MyCreds™ | MesCertif^{MC} (MyCreds™) portal will be used to view and share the official *Transcript of Secondary Level Achievement* for Saskatchewan students. The digital transcript is secure, efficient, convenient and tamper evident. MyCreds™ is a national initiative led by the Association of Registrars of the Universities and Colleges of Canada (ARUCC).

How does MyCreds™ benefit students?

- Safe, secure, password-protected access
- Digitally verified official documents
- 24/7 access – anytime, anywhere
- Faster service
- Control over document sharing
- Ability to track and view activity of shared documents

Overview of the Transcript Process

- School collects and enters the student's personal email in the MyCreds™ Personal Email field on MySchoolSask/MonÉcoleSask (MSS/MÉS). This information is transmitted to the Student Data System (SDS) as part of regular integrations.
- Student fills out the Request for High School and Adult 12 Transcript form at: www.saskatchewan.ca/residents/education-and-learning/credits-degrees-and-transcripts/requesting-transcripts-for-high-school on Saskatchewan.ca (only required once).
- Information provided on the request form will be verified against the SDS. Once verified, the student's transcript record will be securely transmitted to MyCreds™. (If the information provided doesn't match what is in the SDS, the student will receive an email from student.records@gov.sk.ca identifying the issue(s) and what the student needs to do to resolve it.)
- Student will receive an email from MyCreds™ asking them to register their account by clicking the link in the email.
- Student registers their MyCreds™ account by following the link in the email.
- Student purchases a Share Credit for \$15 to view their transcript.
- Student shares their transcript with a receiver if desired.

Share Credits

- After registering their account in MyCreds™, the student can see that they have a *Transcript of Secondary Level Achievement*, however, they will be unable to view the details until they purchase a Share Credit for \$15.
- The Share Credit can be used to view their transcript and any subsequent updates (for example, a new mark is added).
- The same Share Credit can be used to share their transcript with a recipient. Once shared, the student will be able to view their transcript until there is an update to it, but the recipient can view the transcript and all updates (unless access is disabled by the student). The recipient will always see the most updated version of the transcript.
- If the student wants to view their updated transcript, they will need to purchase another Share Credit.

It is anticipated that most students still taking courses will need one Share Credit for themselves plus one for each recipient they are sharing with.

MyCreds™ will enhance the student experience by improving access to their official transcripts. Once a student is registered, they gain more control of their transcript. For example, students can:

- check their official transcripts to verify final marks have been added;
- track their path toward graduation;
- see when a recipient has viewed the transcript;
- print an unofficial copy of their transcript; and,
- provide recipients with immediate access to the shared transcript.

Detailed Transcript Process

MyCreds™ Personal Email/MesCertif^{MC} adresse courriel

Schools are to collect personal email addresses for students and enter them into MSS/MÉS in the MyCreds™ Personal Email/MesCertif^{MC} adresse courriel field. This email is required to access the MyCreds™/MesCertif^{MC} Learner Portal.

The screenshot shows the 'Student Details' form for a student named 'Test, John'. The form is divided into several tabs: Demographics, Extended Demographics, Citizenship, Indigenous Information, Permissions, and Roles. The 'Demographics' tab is currently selected. On the left side, there is a vertical menu with various categories: Contacts, Attendance, Conduct, Transcript, Assessments, Academics, Schedule, Membership, Transactions, Documents, At Risk, and Snapshots. The main form area contains fields for Pupil #, Learning ID, Legal Last Name (Test), Legal First Name (John), Legal Middle Name, Legal Suffix, Gender (M), Primary Phone, Cell Phone, Preferred Email, MyCreds™ Personal Email (email1@email.com), and Integration Email. The 'MyCreds™ Personal Email' field is highlighted in yellow.

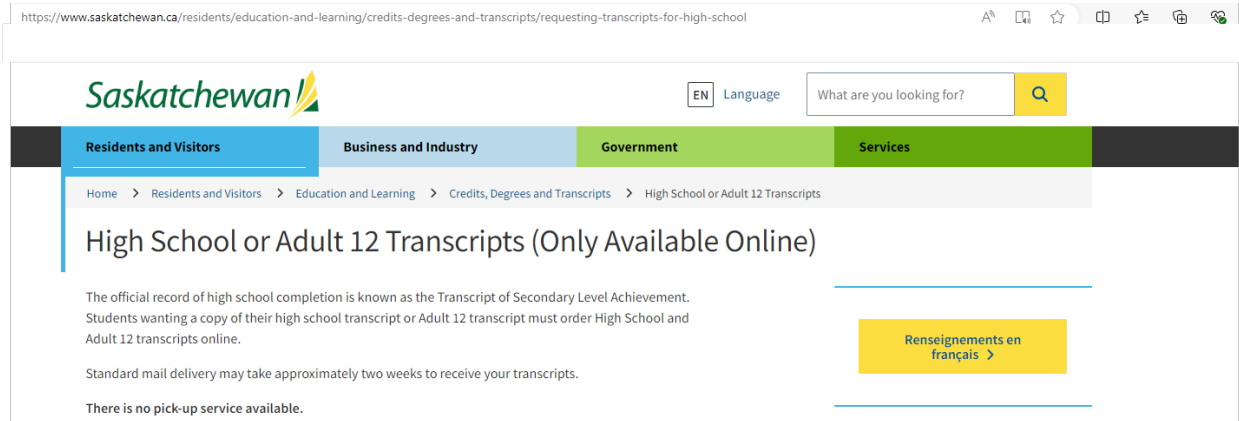
The email address entered in this field:

- Is the personal email address the student currently uses and will continue to use after completing high school. It is strongly recommended that the student's own personal email, and not a parent's email is used.
- Can only be entered for grade 9 to 12 students. It is locked for Prekindergarten to Grade 8 students.
- Must be a valid email address.
- Must be a unique email address.
- Is not the student's school/division email address as that email is no longer active once the student graduates or leaves the school/division. The school/division email address can be stored in the Preferred Email field.

Landing Page

The student goes to the transcript landing page:

(www.saskatchewan.ca/residents/education-and-learning/credits-degrees-and-transcripts/requesting-transcripts-for-high-school) on the Government of Saskatchewan website (Saskatchewan.ca) with general information about transcripts.



Request Form

The student fills out the following Request for High School and Adult 12 Transcript form found on the landing page. It is important that the student enters their legal name as the information in the request is being verified against the information in the SDS (see next four screenshots).

Saskatchewan  [Sign In](#) [EN](#) [Language](#) 

[Residents and Visitors](#) [Business and Industry](#) [Government](#) [Services](#)

[Home](#) > [Request High School and Adult 12 Transcripts](#)

Request High School and Adult 12 Transcripts

1 **2** **3**

Student Information **Contact Information** **Identity Confirmation**

Student Information

Legal First Name * Middle Name

Legal Last Name *

Previous Last Name (s)

If more than one previous last name, separate with commas.

Date of Birth * 

Last Saskatchewan School Attended Last Year Attended

Learning ID (Not Required)

[Next](#)

Contact Us

Student and Educator Services

Phone 306-787-6012
Email student.records@gov.sk.ca

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Request High School and Adult 12 Transcripts



Contact Information

Mailing Address *

City / Town / RM *

Province / State / Region *

Postal Code / Zip Code *

Country *

Email Address *

Confirm Email Address

Phone Number *

Back

Next

Contact Us

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More

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 Sign In

EN Language

What are you looking for?



Residents and Visitors

Business and Industry

Government

Services

[Home](#) > [Request High School and Adult 12 Transcripts](#)

Request High School and Adult 12 Transcripts

Your request was successfully submitted.

What happens next?

You will receive an email from MyCreds.ca with a link to register your account in the MyCreds portal if your request is successful. After registering, you will need to pay for a share credit to view or share your transcript.

If there is an error in locating your record or confirming your identity, you will receive an email from Student and Educator Services with instructions to resolve the issue.

If you do not receive any of these emails within 2 business days, please email or call Student and Educator Services.

Contact Us

Student and Educator Services

Phone 306-787-6012

Email student.records@gov.sk.ca

More
[View all contacts in the directory](#)

Share





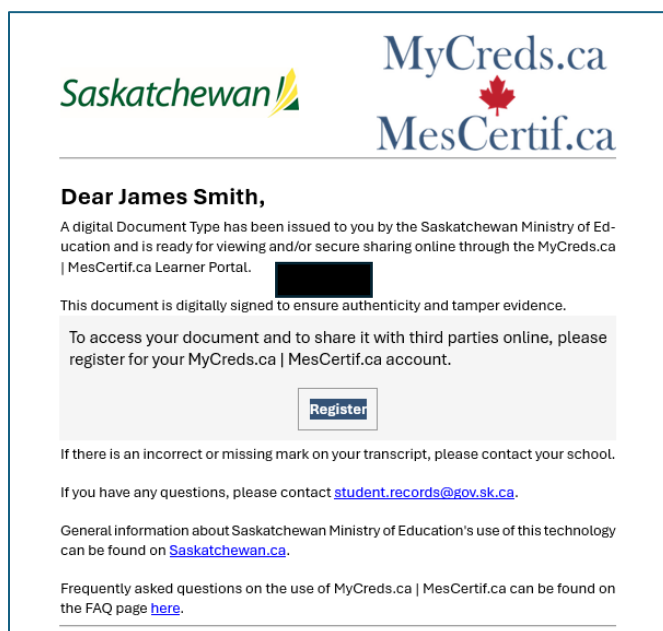

 [Print this page](#)

We need your feedback to improve saskatchewan.ca. [Help us improve](#)

Responses

If there is a problem with the request (e.g., information provided does not match what is in the SDS, no marks, etc.), the student will receive an email from student.records@gov.sk.ca with indicating how to resolve the issue.

Once the request has been successfully processed, the student's transcript record is sent from the SDS to MyCreds™ and the student will receive the following email from MyCreds™ notifying them that they have a new document in MyCreds™ and inviting them to register their account (see following screenshot).



Note: For students taking a course that ends in November, January, April or June; transcripts are not submitted to MyCreds™ until the provincial dispatch date (see table the follows). This includes the initial submission of the transcript record as well as updates.

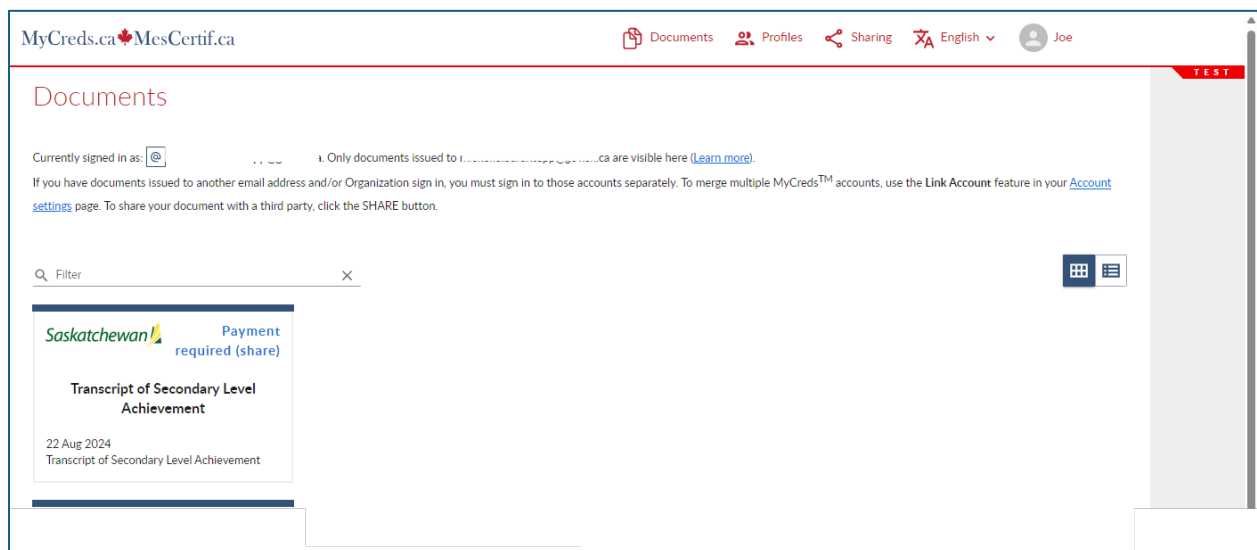
Courses Ending In or Exam Writing Session	Dispatch Date
November	December 2, 2024
December	January 15, 2025
January	February 13, 2025
March	April 2, 2025
April	May 1, 2025
May	June 12, 2025
June	July 10, 2025
Summer School	August 14, 2025
August	September 2, 2025

Registering

Upon following the link, the student will Register their MyCreds™ account. Support documentation can be found on their website: mycreds.ca/learners/faqs/. Students should NOT try to create an account before filling out the request or directly on MyCreds™ without the link.

Learner Portal View

After registering their account, the student can see that they have a *Transcript of Secondary Level Achievement* in the learner portal, however, they will be unable to view the details until they buy a Share Credit.



Purchasing Share Credits

Payment for Share Credits is in the MyCreds™ (through the Stripe payment platform) using a credit or debit card that has the three or four digit CVV code on the back. The card does not need to be in the student's name, but the address information on the payment page must match the billing address.

The charges on the banking statement will appear as ARUCCMYCREDSMESCERTIF, CALGARY.

See How to Purchase Share Credits: mycreds.ca/learners/how-to-videos/.

Sharing

Share documents

You can share your documents with anyone. Use this form to specify who and how your documents can be accessed. You can manage the security of your shares, and even add an expiry date. You currently have 1 share credit. Sharing this document will use 1 share credit.

[VIEW DOCUMENT \(1\) >](#)

Share as

- ☒ **Email**
Share to a specific email and include an optional personal message
- ☐ **Organisation**
Share to a registered organisation across our global network
- ☐ **Public on the web Securely**
Anyone will be able to access your shared documents using a unique web address and four to six digit code
- ☐ **Public on the web**
Anyone will be able to access your shared documents using a unique web address

[HELP](#) [CANCEL](#) [CONTINUE](#)

Through the MyCreds™ learner portal, transcripts can be shared a variety of ways including to an email address, to an “Organisation” that has a receiver portal, or by providing the recipient a web link. Once shared by the student, the recipient has almost immediate access to the transcript avoiding mailing time, expedited courier costs, etc.

It is the student’s responsibility to know how the recipient wants to receive the transcript from them.

Sharing with an “Organisation”

Many post-secondary institutions have been set up as a “Registered Receiver” or “Receiving Organisation” and have their own portal in MyCreds™ to receive transcripts. You can search the list of receivers here (mycreds.ca/members/member-directory/). These recipients are selected from a pick list and some require students to provide information such as the program they are applying to or their university student number (see following examples). These recipients can see when transcripts have been shared and when they have been updated.

Share documents



You can share your documents with anyone. Use this form to specify who and how your documents can be accessed. You can manage the security of your shares, and even add an expiry date. You currently have 1 share credit. Sharing this document will use 1 share credit.

VI

Canada

Acadia University

Alberta Post Secondary Application System (APAS)

Alberta Post Secondary Application System (APAS) - API

Bow Valley College

British Columbia Ministry of Education - Teacher Certification

Brock University

Burman University

Cambrian College of Applied Arts and Technology



Organisation

Share to a registered organisation across our global network

* indicates mandatory field

Share name



The name you choose will be visible only to yourself and will not be seen by the recipient of your share

Purpose of share



Categorise your shares by giving them a simple description (only visible to you)

Recipient *

Memorial University



Memorial University is a comprehensive university and has been authorized by the Government of Newfoundland and Labrador through the Memorial University Act to grant certificates, diplomas and degrees at the undergraduate and graduate level. Memorial University is Newfoundland and Labrador's only university with multiple campuses spanning the province offering a broad range of programs.

Date of Birth *



(YYYY-MM-DD)

Memorial Student Number



(9 digits)

Email on Memorial application



Semester applied for



(Fall / Winter / Spring)

Level



Undergraduate or Graduate Studies

Reference



The reference will be visible to the recipient of the share

Expiry date



Sharing via Email

Students can share their transcript to an email address. The recipients get an email with a link to view the transcript on MyCreds™. If the transcript is updated, these recipients are not notified automatically, though can view the update by following the link in the original email. Students can “resend” their email share in the learner portal to make it quicker and easier for recipients to access the update.

Important: If sharing to an email address, enter the email address carefully. Once shared, the transcript cannot be “unshared”, though access to the document can be disabled. This sharing will use up a Share Credit and another will need to be purchased to share to the correct email address.

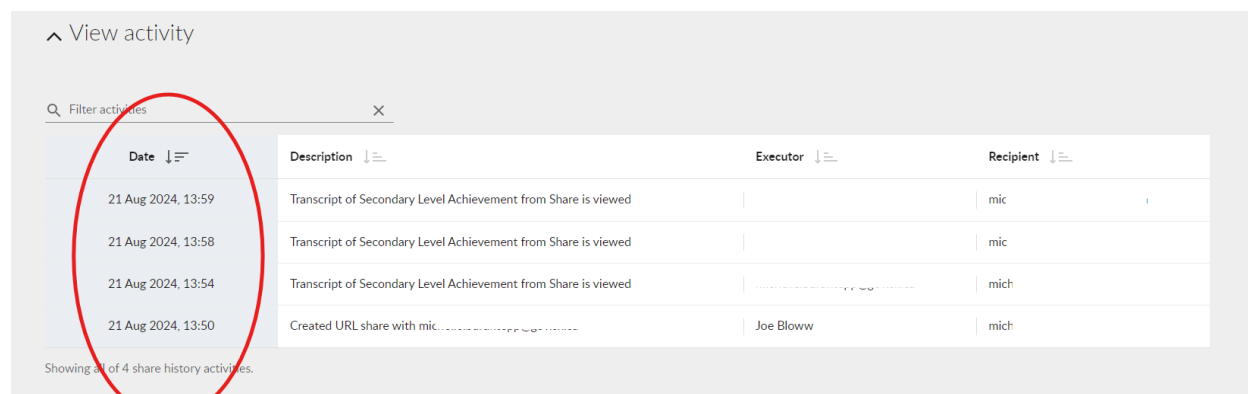
Sharing via Web Link

The least common method is to share via a web link. This is most suitable when the organization is not set up as a receiver and email is not an option. The student can copy the web link and share it with a recipient.

Tracking

Students can monitor when their transcripts have been viewed by recipients.

See: [How can I check if my share was accessed?](#)



^ View activity

Q Filter activities X

Date ▾	Description ▾	Executor ▾	Recipient ▾
21 Aug 2024, 13:59	Transcript of Secondary Level Achievement from Share is viewed		mic
21 Aug 2024, 13:58	Transcript of Secondary Level Achievement from Share is viewed		mic
21 Aug 2024, 13:54	Transcript of Secondary Level Achievement from Share is viewed		mich
21 Aug 2024, 13:50	Created URL share with mic...	Joe Bloww	mich

Showing 4 of 4 share history activities.

Other Resources

If you have questions that are specific to using MyCreds™, please review the resources on the MyCreds™ website: mycreds.ca/learners/faqs/.

For Ministry of Education specific questions, please review the information on the transcript landing page (www.saskatchewan.ca/residents/education-and-learning/credits-degrees-and-transcripts/requesting-transcripts-for-high-school) including the Frequently Asked Questions at the bottom of the page.

Other inquiries can be sent to student.records@gov.sk.ca.