

MyCreds Information

1. Schools need to collect and enter the student's **personal email address** in the MyCreds Personal Email field on MySchoolSask (MSS). The personal email address will student's to access the MyCreds system past high school graduation.
2. Students fill 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
3. Once step two is completed successfully, the student will receive an email from MyCreds asking them to register their account by clicking the link in the email.
4. Students purchase a Share Credit for \$15 to view their transcript.
5. Students share their transcripts with the receivers of their choice.
Example: When a student shares their transcript with the University of Regina, the U of R will receive all transcript updates as long as the student continues to share their transcript with the school.
6. Students still attending classes need to share their transcript with themselves so that they continue to have access to the updated versions of their transcript.