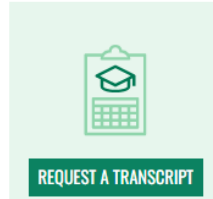


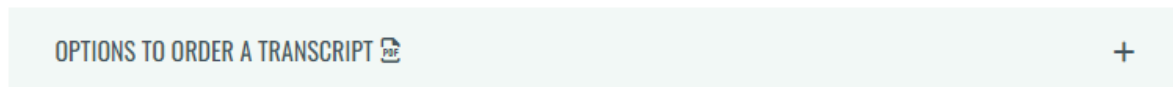
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## How to Request a Transcript

1. Begin by going to your [MyDC](#) homepage
2. Select the **REQUEST A TRANSCRIPT** box on the right side under Helpful Links.



3. On the Transcript request page select **OPTIONS TO ORDER A TRANSCRIPT.**



4. Select **LOG-IN.**

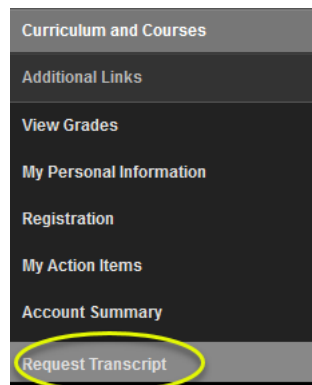


5. Log-in to the Portal using your 9-digit student ID (beginning with 100) and password.



Please visit [IT Services](#) for password information.

If you have issues, please contact IT Services at 905-721-3333 option #1

6. Once on your Student Profile, select Transcript Request (found under Additional Links)



7. Review your personal information and update your address (as required).

Transcript Request	
First Name Mickey	
Last Name Mouse	
Student ID 100205506	
Address 7 Disneyworld Drive Oshawa Ontario L1H 3E3	 Update Address 

To make changes to your first name or last name, contact [Enrolment Services](#)

8. Confirm or edit the email address. **Include an updated and active email address below, this email will become your account on [MyCreds](#)™.**

Email mickey.mouse@dcmail.ca
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9. Select your delivery option:

Delivery Time

- ☐ As soon as possible
- ☐ Hold Until Final Grades are Released
- ☐ Hold Until After Graduation

10. Read and select the acknowledgement.

I understand my transcript will be available for pick-up from MyCreds and that I am required to pay \$16.00 (plus HST) for the transcript on the MyCreds website.

☐ I acknowledge

11. Read and select the consent.

I consent to Durham College producing a transcript and that I am the student requesting this transcript.

☐ I consent

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12. Click submit

Submit

13. You will receive an email from [MyCreds](#)™ once your transcript is available on their site and you will pay via [MyCreds](#)™ at this time.

14. Frequently Asked Questions about MyCreds™ can be found [here](#).