
How to Request a Verification of Enrolment

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



3. On the Verification Letter request page select **VERIFICATION OF ENROLMENT**.

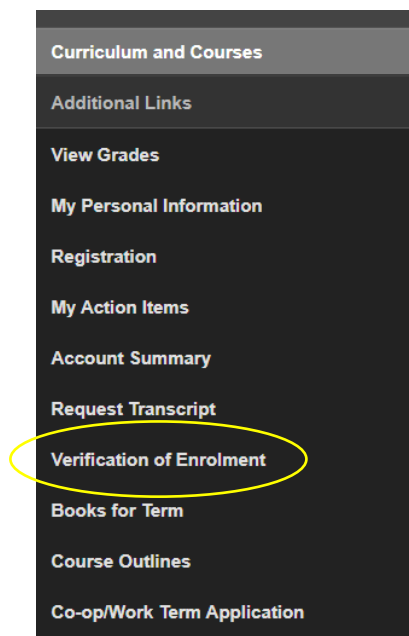
VERIFICATION OF ENROLMENT

4. 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

5. Once on your Student Profile, select Verification of Enrolment found under **Additional Links**



6. Review your information.

Durham College is using the MyCreds™ network for the secure and trusted exchange of digital documents. The email address below will become your account on MyCreds™.

Verification of Enrolment Request

First Name
blocktest

Last Name
dcstudent

Student ID
100518337

Address
2000 Simcoe St N
Oshawa Ontario L1H 7K4

This email will become your account on MyCreds™.

Email
blocktest.dcstudent@dcmail.ca

Term Code
-- Select --

Your email address will default to your dc mail and cannot be changed. To make changes to your first name or last name contact [Enrolment Services](#). To make changes to your address, please view the [How to Update your Contact Information](#) tutorial.

7. Read and select the acknowledgement.

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

I acknowledge

Submit

8. Click submit

Submit

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

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

11. Frequently Asked Questions about Verification of Enrolments can be found [here](#).

Please note:

It is recommended to request a Verification of Enrolment letter AFTER timetable registration as the information produced on the letter will be correct at that time. If a student has requested and paid for the document before timetable registration, they can request an updated Verification of Enrolment letter free of charge after registration.

Steps for student:

Submit another Verification of Enrolment request through Self-Service for the same term

Follow the "Your document has been updated by Durham College" email.

View the updated document on MyCreds.

This is free of charge.