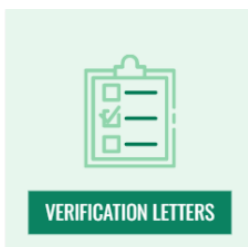
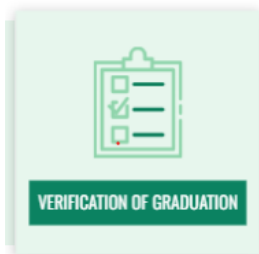

How to Obtain Your Verification of Graduation Status

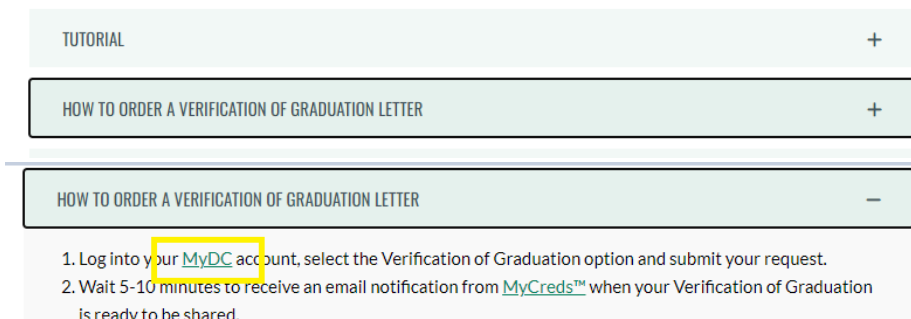
1. Begin by going to your [MyDC](#) homepage.
2. Select the **VERIFICATION LETTERS** box on the right-side under Helpful Links.



3. Click **Verification of Graduation**.



4. Click the "How to Order a Verification of Graduation Letter" accordion, then click "MyDC" under step 1.

A screenshot of a web interface showing an accordion menu. The first item is "TUTORIAL" with a "+" sign. The second item is "HOW TO ORDER A VERIFICATION OF GRADUATION LETTER" with a "+" sign. The third item is "HOW TO ORDER A VERIFICATION OF GRADUATION LETTER" with a "-" sign. Below the third item, two steps are listed: "1. Log into your MyDC account, select the Verification of Graduation option and submit your request." and "2. Wait 5-10 minutes to receive an email notification from MyCreds™ when your Verification of Graduation is ready to be shared." The text "MyDC" in the first step is highlighted with a yellow box.

TUTORIAL +

HOW TO ORDER A VERIFICATION OF GRADUATION LETTER +

HOW TO ORDER A VERIFICATION OF GRADUATION LETTER -

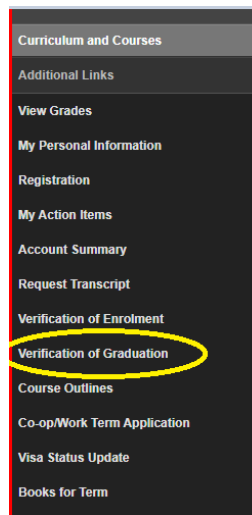
1. Log into your **MyDC** account, select the Verification of Graduation option and submit your request.
2. Wait 5-10 minutes to receive an email notification from [MyCreds™](#) when your Verification of Graduation is ready to be shared.

5. Log into the [MyDC](#) Portal using your 9-digit student ID (beginning with 10) 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 Verification of Graduation found under **Additional Links**.



7. 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 Graduation Request

First Name

Last Name

Student ID

Address
123 Durham College Lane
Oshwaas Ontario L1J 1S4

Please enter an updated and active personal email address below. This email will become your MyCreds™ account. Note: If an email is pre-populated below, there is a MyCreds™ account associated with it. Please confirm that this is the correct email. You can update the email below.

If you have a MyCreds™ account with your DCmail email address, please link a personal email address to it. Your DCmail email address will be deactivated after you graduate.

Email

I understand my Verification of Graduation 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

Please enter an updated and active personal email address. This email will become your MyCreds™ account. Note: If an email is pre-populated, there is a MyCreds™ account associated with it. Please confirm that this is the correct email. You can update the email.

If you have a MyCreds™ account with your DCmail email address, please link a personal email address to it. Your DCmail email address will be deactivated after you graduate. Instructions on how to link a personal email to your account will be included in your confirmation email.

8. Read and select the acknowledgement.

I understand my Verification of Graduation 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

9. Click submit.

Submit

10. You will receive an email from MyCreds™ once your Verification of Graduation is available on their site, and you will pay via MyCreds™ at this time.

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

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

If you have any issues, please email convocation@durhamcollege.ca