

How to Request a Transcript

1. Begin by going to your [MyDC](#) homepage.
2. Select **Self-Service Log In**.

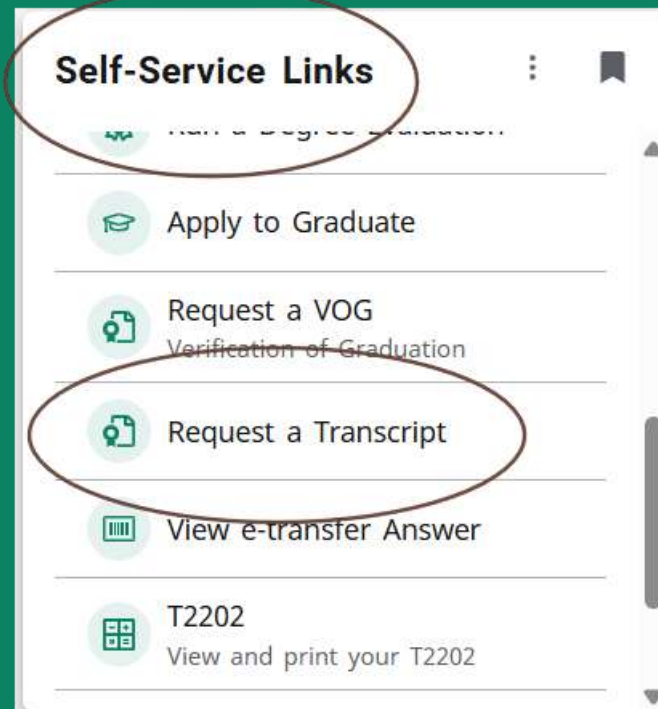
SELF-SERVICE LOG IN

3. Log-in to the Portal using your 9-digit student ID (beginning with 100 or 101) and password.

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

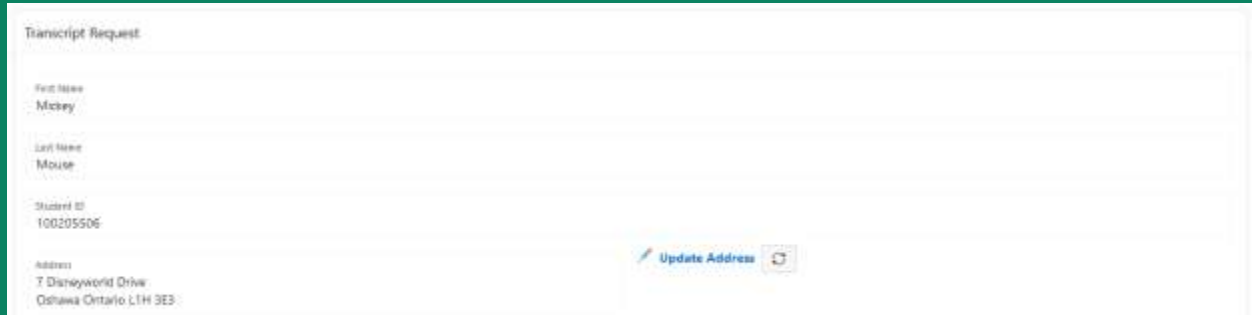
If you have issues, please contact IT Services at 905-721-3333 option #1

4. Once logged-in, click "Request a Transcript" on the Self-Service Links card.



How to Request a Transcript

5. Review your personal information and update your address (if required).



Transcript Request

First Name
Mickey

Last Name
Mouse

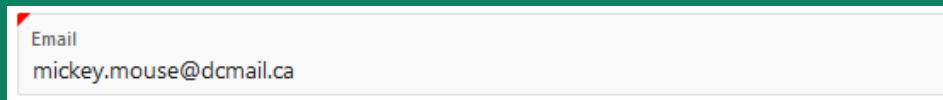
Student ID
100205506

Address
7 Disneyworld Drive
Oshawa Ontario L1H 3E3

[Update Address](#)

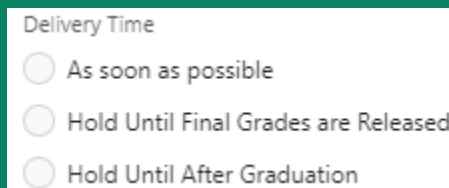
To make changes to your first name or last name, please complete the Change of Name form [here](#).

6. Confirm or edit the email address. Please include an updated and active email address, this email will become your account on **MyCreds™**.



Email
mickey.mouse@dcmail.ca

7. Select your delivery option:



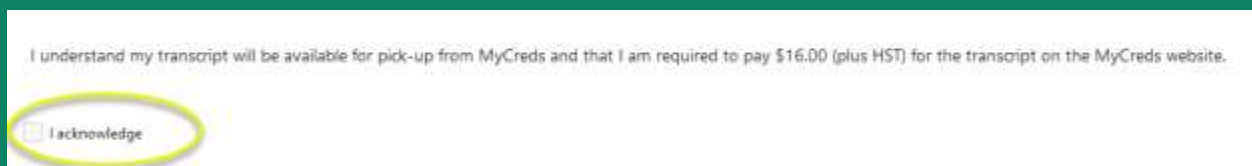
Delivery Time

As soon as possible

Hold Until Final Grades are Released

Hold Until After Graduation

8. 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

How to Request a Transcript

9. Read and select the consent.

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

I consent

10. Click submit

Submit

11. You will receive an email from [MyCreds™](#) once your transcript is available in 2 – 3 business days. You will pay via [MyCreds™](#) at the time you receive an email that the transcript is available.

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