




How to purchase share credits from MyCreds™

To share your transcript with organizations, such as educational institutions or employers, you will need to purchase non-refundable **share credits** directly through your MyCreds™ account. Here's how:

1. After requesting your official NAIT transcript on your [MyNAIT portal](#), you can log into your [MyCreds™ account](#) using the link included in your MyCreds™ confirmation email.
 - Remember to login with your primary email on your [MyNAIT profile](#).
 - If you are unsure of which email you have on your MyNAIT profile, you can review this information on your MyNAIT portal > Open Self Service > Profile.

MyCreds.ca MesCertif.ca

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STUDENTS GRADUATES PROFESSIONALS


MyCreds™ is our Learner User Portal that helps hundreds of thousands of individuals to access and share their digitally certified records online with employers, education providers, governments, and other third parties.

MyCreds™ helps learners:

- Securely receive digitally certified, official documents online.
- Share academic documents with third parties.
- Make it easier for employers and others to verify academic achievements.

Sign in

Email 
Please enter a valid email address

Password 
Please enter your password to sign in

Sign in


[Can't sign in?](#)


OR


2. You will see your official transcript listed under the Documents section of MyCreds. To purchase shares, select your official transcript.

MyCreds.ca MesCertif.ca



Learner FAQ Recipient FAQ

 Documents

 Sharing


 Take a tour

Documents

 Currently signed in as:  [redacted] Only documents issued to [redacted] are visible here ([Learn more](#))

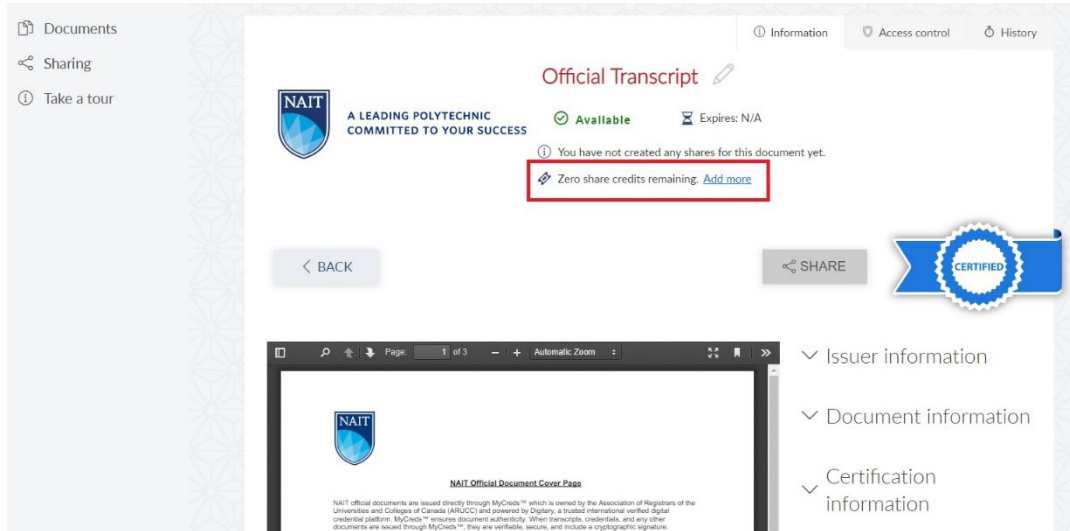
If you have documents issued to another email address and/or Organization sign in, you must sign in to those accounts separately. accounts, use the **Link Account** feature in your [Profile settings](#) page. To share your document with a third party, click the SHARE button

Search

Organisation	Document	Type	Issued	Status
 A LEADING POLYTECHNIC COMMITTED TO YOUR SUCCESS	Official Transcript	Official Transcript	09 Jun 2021	Available



3. Once you click on Official Transcript, you can see how many share credits you have remaining. To add share credits, select Add more.



4. Within the pop-up payment window, you can add as many share credits as required.
 - For example, if you need to send your transcript to a university outside of Alberta and an employer, you will need to purchase two share credits.

Enter your billing information. Please note that share credit purchases are final and non-refundable.

Payment details

Share credits

-

2

+

Billing Information

Country

Canada

Zip/ Postcode

Card details

Card number

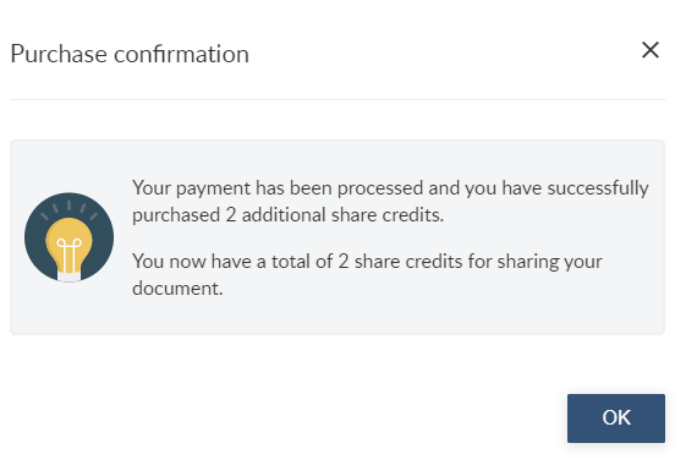
Expiry date (MM / YY)

CVV/CVC code

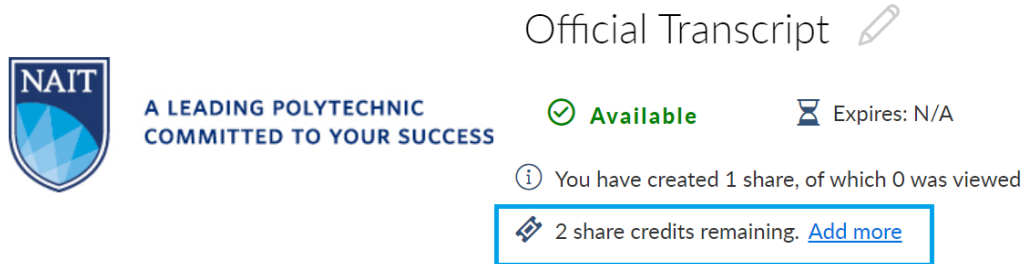
Email



5. Once your payment is processed, you will receive a confirmation window identifying how many share credits you now have. With these share credits, you can now successfully share your transcript.



Now when you go to view your official transcript, it will state you have **2 share credits remaining**:



You are now ready to share your official transcript with other educational institutions or companies. Your transcript will be available here for you to access for future use and you can purchase additional share credits at any time.