



# How to create your MyCreds™ account

As a learner without an existing account in MyCreds™, you will receive an email notification that a new document has been issued to you. Follow these simple steps to register your information and log in.

## 01 Open the email

Open the email you received and click on the "Register" button. This will direct you to the registration page.



**Dear Zoe Citizen,**

A digital Transcript from Western Hobart has been issued to you and is ready for viewing and secure sharing online through the MyCreds.ca | MesCertif.ca Learner Portal.

This document is digitally signed to ensure authenticity and tamper evidence.

To access your Transcript and to share it with third parties online, please register for your MyCreds.ca | MesCertif.ca account.

**Register**

If you have any queries, please contact [here](#).

Frequently asked questions on the use of MyCreds.ca | MesCertif.ca can be found on the [Digitary FAQ pages](#).

General information about Western Hobart's use of this technology can be found [here](#).



## 02 Enter your details

Fill in your first and last name and the email address to which your document has been issued. Then click 'Next.'

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### MyCreds™ Account Registration

**Why register?**  
Your Education Provider requires that you register your email address with MyCreds™ in order to receive your documents.

**How do I register?**  
Simply complete and submit the form opposite. Once submitted, an activation link will be emailed to the address specified in the form. You **must** click on the link in the activation email before you can sign in.

**No activation email?**  
Activation emails are sent immediately but can take up to an hour to arrive depending on your email provider. If the email does not arrive within 1 hour, first check your spam/junk folder. If it hasn't arrived, you can re-send the activation email by clicking [Can't sign in?](#) on the main page.

Please enter your details  
Note: All fields are mandatory.

First name

Last name

Email

## 03 Create a password

Enter a password, check the 'I am not a robot' captcha checkbox, and accept the End User Terms and Privacy Policy by checking the required box 'Yes, I agree to the End User Terms and Privacy Policy,' then click 'Next.'

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**Almost Done**  
You are almost done with registering your account. One last step.

Please setup your password to keep your account secure.

**Password Requirements:**

- A minimum of 14 characters
- At least one special character
- At least one numeric character
- At least one lowercase and uppercase letter

Password

Confirm password

I'm not a robot

[Having trouble using Google reCAPTCHA? Click here for an alternative.](#)

Yes, I agree to the [End user terms](#) and [Privacy policy](#)



## 04 Enter the verification code

You will receive an email to verify your email address, containing a verification code. Enter the verification code from the email and click on Next.

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Thank you for registering!

There is just one more small step.  
We've just sent a verification code to your email address

**youremail@mail.ca**

Please enter the code below.

Verification Code \*  
1

Didn't get a verification code? [RESEND](#)

**NEXT**

## 05 Can't Sign in?

Now you will be able to sign in using your email and the password you have set up.

Note: If you forget your password, click on 'Can't sign in?'.

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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.

[Learn more about MyCreds™](#)

### Sign in

Email

Password

**Sign in**

[Can't sign in?](#)

OR

Sign in with your Education Provider

Sign in with Google

Sign in with Facebook

Sign in with LinkedIn



## 06 Can't Sign in?

Enter your MyCreds™ email address here. You will receive either an activation email or an email to reset your password, depending on which is required for you to access your MyCreds™ account.

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Can't sign in?

Please enter your email below and follow the instructions in the email you receive

Email

I'm not a robot   
reCAPTCHA  
Privacy - Terms

[Having trouble using Google reCAPTCHA? Click here for an alternative.](#)

[BACK](#) [SUBMIT](#)

## 07 Further questions

Please contact your education provider or the organization that issued your document if you have further questions.

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Learn More About MyCreds™

[mycreds.ca/learners](https://mycreds.ca/learners)

MyCreds.ca  MesCertif.ca