

How to use the Graduation Verification Service

This guide will give you an overview to using the MyCreds Verify Graduation Verification Service. From searching for information, to making a payment and downloading a record, you will be guided through each step to ensure a seamless experience.

Go to gvs.member.mycreds.ca

01 Click "Create account"

If you have not done so already, create an account by clicking "Create account" on the login page and complete the form. **Check your email for a verification notice.** You may need to look in your spam or junk folder. Click the button on the email to verify your account and then login.

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MyCreds Verify ^{III} Graduation Verification Service helps employers, government, recruitment firms and others to verify the official graduation status and credential awards of alumni from Canadian colleges and universities and other credential providers, instantly, securely and accurately.	Enal	
How to use MyCreds Verify [™] Graduation Verification Service:	Password	•
Step 1: create an account		
Step 2: enter the required fields to conduct a search – You can search for one or multiple students using their name, date of birth or student identification, date of graduation and issuing institution or organization.	SIGNIN	<u> </u>
Step 3: validate the information you've entered	Care sign in?	Create account
Step 4: enter your payment information		
Step 5: review the outcome of your search		
MyCreds Members		
Visit the MyCreds Verify" website to learn more or explore our Frequently Asked Questions for additional details.		



02 Enter search information.

After logging in, complete the "Verify a graduate" form.

Verify a graduate	
Please enter your graduate search request below. All fields with an asterix (**) are mandatory.	
Click here if you want to search for more than one graduate.	
First Name*	Last Name *
Please ensure the names match exactly those on the Graduation award: include any spaces, accents, spostrophes, and discritics.	
Date of Birth (mm/yyyy)*	(Or) Institution Student ID *
You will need the month and year of the learner's date of birth to conduct a search.	
Graduation Year (yyyy)	Issuing Institution/Organization*
Graduation year is the year the credential was awarded. This may be different from the year in which the course requirements were satisfie by the learner.	d Choose the institution/organization from the dropdown list provided. If you do not see one listed that you require, that is because they have not yet loaded their learner's graduation information into MyCreds ¹⁶ Verify.
	RESET Q, SEARCH

03 Use either Date of Birth or Student ID Number, not both.

Note that you should use **either the birth date, or the student ID number, not both.** Graduation year is optional and when the field is left blank all credentials earned at the specified institution, no matter the year, will be found.

Verify a graduate	
Please enter your graduate search request below. All fields with an asterix (**) are mandatory.	
Click here if you want to search for more than one graduate.	
First Name*	Last Name *
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Date of Birth (mm/yyyy)*	Or) Institution Student ID *
You will need the month and year of the learner's date of birth to conduct a search.	
Graduation Year (vyyy)	Issuing Institution/Organization *
Graduation year is the year the ordential was awarded. This may be different from the year in which the source requirements were satisfied by the teams.	Choose the institution/regarization from the dropdown list provided. If you do not see one fisted that you require, that is because they have not yet loaded their learner's graduation information into MyCreds. ¹⁴ Verify.
	RESET Q SEARCH



04 Click the "Search" button.

Once the form is complete, click the "search" button.

MyCreds.ca MesCettif.ca Newsearch searchingtory learnmore	G Zani Cilitani
Verify a graduate	
Please enter your graduate search request below. All fields with an asterix (**) are mandatory.	
Clickhers If you want to search for more than one graduate.	
First Name*	Last Name *
Please ensure the numeric match exactly those on the Grisdication award. Actuals any spaces account, spottenoles, and discribes,	
Date of Birth (mm/yyyr) *	0 institution Student (D*
You will need the month and your of the Internet's date of birth to candidat assures.	
Graduation Year (vyv)	• wuing institution/Organization *
Scalarity you in the your the contential was associated. This may be different intentity your in which the course requirements were satisfied by the harms.	Groups the instantion regulation from the draptow fait provided if you to not see one inded that you engine, that is because they have not we basised that haven's guidance information into M-Crafts" Month.
MyDreds" I MesDertif" are trademarks of ARUCC to 2023 Dialtary	

05 Review your search criteria.

Be sure to review your search criteria before proceeding to payment. If you've made a mistake, you can edit the search criteria by clicking the pencil icon.

Before we process provided for data	s your search request a entered incorrectly.	nd payment, please confi	rm the accuracy of what you entered	. If you need to make changes, cl	lick the edit icon on that row before proceedi	ng to payment. Refunds are not
First Name	Last Name	Date of Birth	Institution Student ID	Graduation Year	Issuing Institution/Organization	
Sigismondo	Loomes	141	46119252740	*	University of Digitary	\bigcirc
						Total: 20.00 CA
						BACK PROCEED TO PAVMENT



06 Click "Proceed to Payment".

When you've confirmed your search criteria click proceed to payment.



07 Fill in the form for payment

Start by entering the residential address or the company address. The billing address **must match the address on the payment card.**

	Payment You are paying for 1 verification			
1	Residential/Company Address		Card details	
\searrow	Full name*		Card number *	
	Address line 1*	Aldress lice 2	Diping date.*	CVV/CVC code *
	City *	State/county/province *	tinut" sue@email.caj	
	Country* •	ZiP/Postcode *	Do you have a promotional code?	
	Billing Address		Sub-total:	20.00 CAD
	Same as residential/company address		Discount:	0.00 CAD
	Save my address details for further transactions		Total:	20.00 CAD
			MyCreds ¹⁷ uses Stripe for processing a pay the payment is processed uccessfully. Whe may still hold funds for 24 to 72 hours on ye process they fully control.	ment. You will receive a receipt from MyCreds ¹⁰ only when in payments are senaccessful, the payment card company set credit card after which they will release the funds, a



08 Click "Pay"

Complete the form. The cost is \$20.00 per each learner searched. Please ensure your information is accurate since multiple searches will require additional payments. Click the pay button.

Payment		
You are paying for 1 verification		
Residential/Company Address	Card details	
Full name *	Cent ruester *	
Address Red 2*	Espirations*CV	//CVC code*:
City*Statistically prov	town suespenalizaj	
Gourny' . ShiPoutrade'	Do you have a promotional code?	
	- DOTE YOUR COR	
Billing Address	Sub-total:	20.00 CAL
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09 Click "Start".

After successful payment, you will be given another opportunity to check your search criteria. Once confirmed, click the "Start" button.

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S Your pays	nent has been successfu	illy processed.				×
Please take anoth	er moment to confirm th	he accuracy of what you en	tered. If you need to make any final ch	langes, click the edit icon on that n	3W	
First Name	Last Name	Date of Birth	Institution Student ID	Graduation Year	Issuing Institution/Organization	
Sigismondo	Loomes	990 - C	46119252740	2	University of Digitary	1

10 Click "Certificate"

If the search is successful, a green check mark will be displayed together with a link to a record. Select the "certificate" link to display a PDF of the graduation verification record.

	sults						
Below are the resu	ts of your search. e graduate(s) and	This information is	official and direct i	from the issuing instituti	on or organisation. options:		
1. Reconfirm with	he learner the exa	ct name and studer	t ID or birthdate.	If different from the initi	al search, re-enter the search criteria and	I pay for a new search.	
2. If the search is s	Il not verified and	requires further in	vestigation, please	record the Transaction	ID and Order ID from the Search History (page.	
3. Contact support	Bdigitary.net and	provide them with	both the Transacti	on IDs and Order IDs rec	orded to enable manual confirmation with	In the issuing institution.	
O Please not	e: Before, you nav	igate away from th	is page and wish to	retain the results show	n, please ensure you either choose to print	t or download the table below.	
						(j. csv 🌐 a	RINT + NEW SEARCH
Transaction ID	Order ID	FirstName	Last Name	Graduation Year	Issuing Institution/Organization	ame of Award	
1663	5478	Sigismondo	Loomes	2017	University of Digitary	Bachelor di s	CERTIFICATE



11 Download Certificate PDF immediately.

Please **download this PDF immediately** as it will no longer be available once you leave the search results page.



12 Search shows a red circle with a question mark and no certificate link.

If your search does not confirm a credential, you will see a red circle with a question mark. You will want to review and verify your search parameters. If you discover an error, then you should conduct another search with the correct search data. You will need to pay the associated fees.

Search Res	sults						
Below are the results	of your search. This is	nformation is official an	d direct from the issu	ing institution or organisation			
If you do not see the g	raduate(s) and/or aw	ard information you an	ticipated seeing, you	have three options:			
1. Recontrim with the	marner the exact nat	res further investigation	n oleve record the l	form the minute search, re-enter	the search criteria and pay for a new search	3 1/	
3. Contact support like	ligitary net and provid	le them with both the 1	ransaction IDs and O	rder IDs recorded to enable n	unual confirmation with the issuing institut	tion.	
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L O France Indez	Denire, you navigate	anany intrin runs balle and	a want to recarring the re	and another preside count of the			
						🖸 CSV 🍯 PRINT	+ NEW SEARCH
Transaction ID	Order ID	First Name	Last.Name_	Graduation Year	issuing institution/Organization	Name of Award	
1664	3479	Sigismondo	Loomes		University of Digitary	5	0
						/	



13 Non-Verification

If you are unable to verify results then you need to take two steps.

- 1. Reconfirm with the individual their exact name as it would be recorded by the issuing organization, their student ID number and birth date. If the information is different to what you originally used, then re-do the search with the correct information.
- 2. Go to the Search History tab in the menu. Find and record the transaction and Order ID. Then contact support @ digitary.net and they will manually verify with the issuing organization.

MyCreds.ca MesCertif.ca

What to do if you are unable to verify results

Step 1

Reconfirm with the **learner their exact name and Student ID or birthdate.** If different from the initial search, re-enter the search criteria and pay for a new search.

Step 2

If the search is still not verified and you believe that the learner has graduated from the institution, go to the search history page and record each of the Transaction ID(s) and Order ID(s) recorded for this learner.

Contact support@digitary.net and provide both the Transaction ID(s) and Order ID(s) recorded to enable manual confirmation of the results with the issuing institution.



14 Click "New Search"

If you wish, you will have the option to conduct another search. Click "new search" to continue verifications.

Below are the result	ts of your search. e graduate(s) and	This Information is	official and direct i	rom the issuing instituti seeing, you have three o	on or organisation. xptions:			
1. Reconfirm with t	be learner the exa	act name and studer	t ID or birthdate.	f different from the initi	al search, re-enter the search criteria and	pay for a new search.		
2. If the search is st 3. Contact support	il not vorified and	a requires further in provide them with	vestigation, please with the Transacti	record the Transaction i on IDs and Order IDs rec	ID and Order ID from the Search History (orded to enable manual confirmation with	nage. In the issuing institution.		
Please not	e: Before, you nav	vigate away from th	s page and wish to	retain the results shown	s, please ensure you either choose to print	or download the take below		
						6	RINT + N	EW SEARCH
Transaction ID	Order 10	FirstName	LastName	Graduation Year	Issuing Institution/Organization	Name of Award		
1663	3478	Siglamondo	koones	2017	University of Digitary	Bachelor of Engineering	 CERTIFIC 	ATE

15 Click "Yes, exit page"

You will be asked if you want to exit the page and you will be reminded that your search results will no longer be available. Click "Yes exit page". After leaving the page, you can either conduct another search, or log out.

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Search	Results						
Bolow and the		i This Information is	which and direc				
	ee the graduatels) are	d/or award informati		ed seeing, yos have th	ree optionsi		
1. Recorden	with the Australy that a	CALLER DATE WHEN THE REAL PROPERTY OF		. U different from its	build on and universities the second criteria	and pay for a new saarch.	
2.11 this search	has still out wonhed an			up record the Transac	bon ID and Order ID from the Search Hild	NARY DOUD	
2 Contact III		d provide them with t	bolli Ule Transa	tion IDs and Grder ID	s récorded to enable manual confirmation	with the banding his titulining	
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				Are you sure yo	u want to navigate away from this pa	ge?	
				Your search result	s will no longer be accessible.	⊡	GE FINISHT LINE HEAVERANCH
Transaction			Last Name		CANCEL YES, EXIT P	AGE: Manue of Award	
						Bachahar of Engineering	
m							



16 You also have the option to conduct a 'bulk' search.

You also have the option to conduct a bulk search. Select "Click here" if you want to search for more than one graduate". A downloadable CSV template is provided in the bulk search option. By completing this template and selecting the completed CSV file, a search for multiple users can be conducted. The charge will be \$20 per individual learner searched.

Click here if you want to search for more than one graduate.	¥
First Name *	Last Name *
Date of Birth (mm/yyyy) *	Or Institution Student ID *
Graduation Year (yyyy)	Issuing Institution/Organization *
Graduation year is the year the credential was awarded. This may be different from the year in which the course requirements were satisfied by the learner.	Choose the institution/organization from the dropdown list provided. If you do not see one listed that you require, that is because they have not yet loaded their harner's graduation information into MyCrods ^{to} Verify.
	RESET Q SEARCH

In this guide, you learned how to navigate through the Graduation Verification Service, to search for information, fill in necessary details, make a payment, and download a certificate.

Visit our <u>FAQs page</u> for more information, including troubleshooting tips.