How to Request an Official Humber Transcript

Login
1. Login to MyHumber. For helping logging in, see the How to Navigate MyHumber Quick Reference Guide.
2. Click Student.
3. Under Student Records click Request an Official Humber Transcript. It will take you to the Transcript Request Address page.

Option 1 - Send to an Ontario college/university
a. Click the Look Up College Code link.
b. Click the State or Province drop down button, select Ontario.
c. Click the Country drop down button, select Canada.
d. Click List Cities in Selected State, Province or Country.
e. Click the Select College City drop down button, select a city.
f. Click List Colleges in selected City.
g. Click the Select College name drop down button, select the college or university.
h. Click Copy selected College information to Data Entry form.
i. Click the Transcript Type drop down button, select one of the options. Click Continue.
j. Fill out the Number of Copies you would like to send.
k. Select whether you would like to send an Official Transcript or not.
l. Click the Print Transcript drop down button, select one of the options. Click Continue.
m. Click the Delivery Method drop down button, select Mail. Click Continue.

Option 2 - Send transcript to self
a. Click the One of your addresses drop down button. Select the address.
b. Click Continue.
c. Click the drop down button to select a Transcript Type.
d. Select Humber Transcript.
   Note: UNB Bachelor of Nursing students must select University of New Brunswick.
e. Complete the address information if it was not pre-filled for you.
f. Click Continue.
g. Fill out the Number of Copies you would like to receive.
h. Select whether you would like to receive an Official Transcript or not.
i. Click the Print Transcript drop down button, select one of the options.
j. Click Continue.
k. Click the Delivery Method drop down button. Select Mail.
l. Click Continue.
m. Check the Transcript Request Summary and click Submit Request.
n. A confirmation message is displayed showing that your request has been received and how long it will take for processing.

Option 3 – Request transcripts through Digital MyCreds
a. Select YES under Request Digital MyCreds.
b. Click Continue.
c. Select Transcript Type as MyCreds XML Transcript. The mailing address will be populated itself.
d. Click Continue.
e. Fill out the Number of Copies as ‘1’
f. Select ‘YES’ as Official transcript.
g. Select ‘YES’ as Send Electronically.
h. Click Continue.
i. Submit Request.

Sign Out
   1. Sign Out and close the browser.