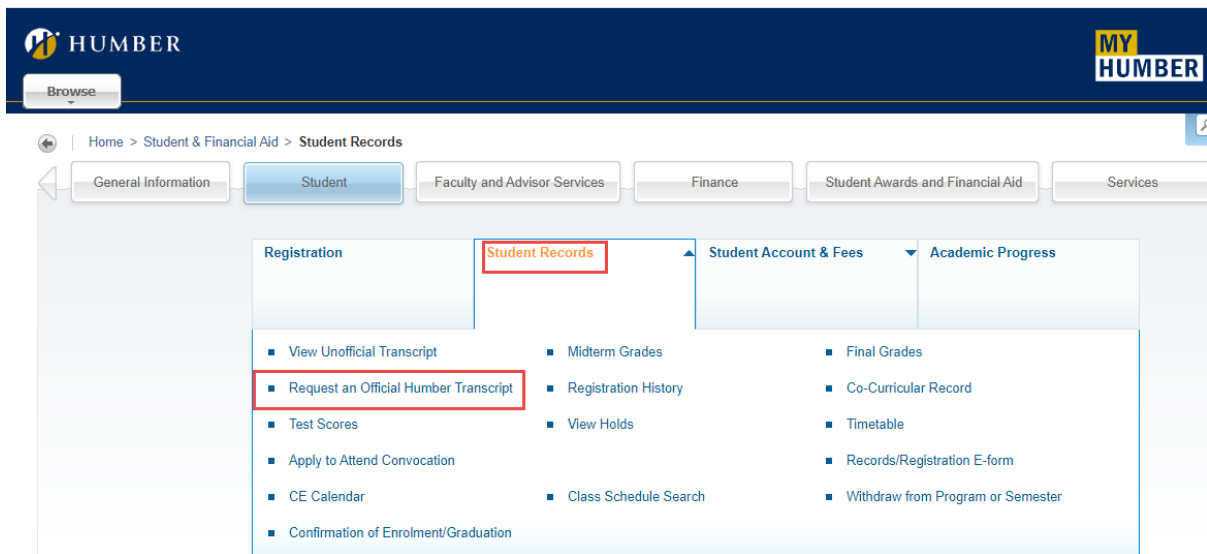


## How to Request an Official Humber Transcript

### 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 and **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**.
- n. Check the **Transcript Request Summary** and click **Submit Request**.
- o. The **Signature Page** will be displayed stating you have successfully submitted your Transcript request.

### 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.