

Document list

DOCUMENT VIEW >

The list of documents issued to you by approved MyCreds™ institutions. This page contains information on each document and actions you may make depending on the document status.

The screenshot shows the 'Documents' page on MyCreds.ca. At the top, there are navigation links for Documents, Badges, Sharing, English, and a user profile for Zoe Citizen. The main heading is 'Documents'. Below it, a message states the user is signed in as @zoe.citizen@gmail.com and that only documents issued to john.citizen@gmail.com are visible. A search filter is present with a red circle '5' around the 'x' icon. On the right, there are view toggles (grid and list) with a red circle '6' around the grid view, and a 'SHARE SELECTED' button with a red circle '1' around it. The document list has columns for Organisation, Document, Type, Issued, Status, and Actions. Two documents from DIGITARY UNIVERSITY are listed: 'Diploma' (issued 26 Oct 2023) and 'Transcript' (issued 16 Oct 2023). Both have 'Available' status and a 'SHARE' button. The 'Diploma' row has a red circle '4' around the 'SHARE' button, and the 'Transcript' row has a red circle '3' around the checkbox. At the bottom, there is a footer with 'MyCreds™ and MesCertifMC are registered trademarks of ABUCC © 2023 Powered by Digitary' and links for 'End user terms' and 'Privacy policy'.

Organisation	Document	Type	Issued	Status	Actions
DIGITARY UNIVERSITY	Diploma	HEAR	26 Oct 2023	Available	SHARE <input type="checkbox"/>
DIGITARY UNIVERSITY	Transcript	HEAR	16 Oct 2023	Available	SHARE <input checked="" type="checkbox"/>

1. Select multiple documents then click "Share selected" to share all selected documents together.
2. Share an individual document.
3. Checkboxes allow you to select multiple documents.
4. Select all documents.
5. Search for documents.
6. Toggle between grid view and list view.

View individual documents in more detail by clicking on the individual document row.

Documents

Currently signed in as: @zoe.citizen@gmail.com. Only documents issued to john.citizen@gmail.com 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. To merge multiple MyCreds™ accounts, use the Link Account feature in your Account settings page. To share your document with a third party, click the SHARE button.

Q Filter 5 6 1 SHARE SELECTED

Organisation	Document	Type	Issued	Status	Actions
DIGITARY UNIVERSITY	Diploma	HEAR	26 Oct 2023	Available	SHARE 4
DIGITARY UNIVERSITY	Transcript	HEAR	16 Oct 2023	Available	SHARE 3

Showing all of 2 documents.

Document view

< DOCUMENTS LIST

SHARING DOCUMENTS >

View your document and the information associated with it. You can control access to your document and view any events related to it.

MyCreds.ca MesCertif.ca

Documents Badges Sharing English Zoe Citizen

Information Access control History

1 2 3 4 5 6 7 8 9 10 11

DIGITARY UNIVERSITY Transcript

Available Expires: N/A

CERTIFIED

You have not created any shares for this document yet.

BACK

DOWNLOAD PDF SHARE

Document view

1 of 1 100%

DOCUMENT PREVIEW HERE

Issuer information

Document information

Certification information

1. Personalize your document name.
2. Document status.
3. Document expiry date.
4. **Information** - view your document and associated information.
5. **Access control** - view and control who can access your document.
6. **History** - view events relating to your document.
7. Blue ribbon indicates that the document is already certified and available.
8. Download your document. (This feature may not be available for documents issued by certain education providers; please check with the education provider that has issued your document for more information).

9. Share your document.
10. In the preview window you can view your document in full and zoom in.
11. Further information relating to your document, its certification, and information about the issuing organisation.

Sharing documents

< DOCUMENT VIEW

SHARES LIST >

You can share documents with third parties by generating a unique link to the document. There are a number of options available to you to make the process more secure.

The screenshot shows the 'Share documents' page on MyCreds.ca/MesCertif.ca. The user is logged in as Zoe Citizen. The page title is 'Share documents'. Below the title is an information icon and a message: 'You can share your documents with anyone. Use this form to specify who and how your documents can be accessed. You can manage the security of your shares, and even add an expiry date.' There is a 'VIEW DOCUMENT (1) >' button. The main content area is titled 'Share with' and contains four radio button options: 'Email' (selected), 'Organisation', 'Public on the web Securely', and 'Public on the web'. Each option has a brief description. At the bottom left is a 'HELP' link, and at the bottom right are 'CANCEL' and 'CONTINUE' buttons. The footer contains copyright information and links to 'End user terms' and 'Privacy policy'.

Share with

- **Email** – share to a specific email address, optionally add a secure PIN and/or a share expiry date.
- **Organisation** – securely share to an organisation on the global MyCreds™ network.
- **Public on the web Securely** - create a unique URL to your document and add a PIN; anyone in possession of the URL and the PIN will be able to view your document.
- **Public on the web** - create a unique URL to your document; anyone in possession of the URL will be able to view your document.

Email Share

Share documents

 You can share your documents with anyone. Use this form to specify who and how your documents can be accessed. You can manage the security of your shares, and even add an expiry date.

[VIEW DOCUMENT \(1\) >](#)

 **Email**
Share to a specific email and include an optional personal message

* indicates mandatory field

Share name 
The name you choose will be visible only to yourself and will not be seen by the recipient of your share

Purpose of share 
Categorise your shares by giving them a simple description (only visible to you)

Recipient Email *  **1**

Include a personalised message  **2**
The personalised message will be included in the email invitation Email Share

Reference 
The reference will be visible to the recipient of the share

Access PIN  **3** GENERATE Expiry date  **4**
Include a 4-6 digit code to help secure your share. Only recipients who have this code will be able to access your documents. A separate email with PIN will be sent to the share recipient.

[HELP](#) 

[BACK](#) **5** SHARE

1. This is the email address of the person you wish to share your document(s) with.
2. Add a personal message to your email. The system will email the document URL together with your personal message to the share recipient.
3. For increased security, you can optionally require the recipient to enter a PIN, together with their email, when accessing your document. If you choose to create a PIN for your document share, you will have to communicate it to the recipient yourself.
4. By default, shares do not expire. You can set an expiry date by clicking on this field.
5. Click to share the email to your designated share recipient.

Organisation Share

Share documents

 You can share your documents with anyone. Use this form to specify who and how your documents can be accessed. You can manage the security of your shares, and even add an expiry date.

[VIEW DOCUMENT \(1\) >](#)

 **Organisation**
Share to a registered organisation across our global network

* indicates mandatory field

Share name 
The name you choose will be visible only to yourself and will not be seen by the recipient of your share

Purpose of share 
Categorise your shares by giving them a simple description (only visible to you)

Recipient *  **1**

Reference 
The reference will be visible to the recipient of the share

Expiry date  **2**

[HELP](#) 

[BACK](#) **3** [SHARE](#)

1. In the Recipient field, start typing the name of the institution that you would like to share your document with; you'll get a drop-down menu from which you can choose your institution.
2. You can also choose to include an expiry date for your share.
3. Click Share and from here you will see notification that your share has been sent.

The organisation to which you have sent the share will then see the share in their designated inbox on the MyCreds™ portal.

Note: If you do not see the Institution you would like to send your document to on the dropdown list, they may not be registered yet on the Digitary network, check with the institution.

Public on the web Securely

Share documents

You can share your documents with anyone. Use this form to specify who and how your documents can be accessed. You can manage the security of your shares, and even add an expiry date.

[VIEW DOCUMENT \(1\) >](#)

Public on the web Securely
Anyone will be able to access your shared documents using a unique web address and four to six digit code

* indicates mandatory field

Share name

The name you choose will be visible only to yourself and will not be seen by the recipient of your share

Purpose of share

Categorise your shares by giving them a simple description (only visible to you)

Access PIN * **1** [GENERATE](#) Expiry date **2**

Include a 4-6 digit code to help secure your share. Only recipients who have this code will be able to access your documents.

[HELP](#)

[BACK](#) [SHARE](#) **3**

1. For this type of share, you must create a PIN of between 4-6 digits which you will need to communicate to your recipient separately.
2. Optionally, you can also add an expiry date.
3. Click Share.

Share documents

You can share your documents with anyone. Use this form to specify who and how your documents can be accessed. You can manage the security of your shares, and even add an expiry date.

[VIEW DOCUMENT \(1\) >](#)

[Share result](#)

Your document is now ready to share. You can copy the URL below by clicking on it, and you can then share it with others.
Be sure to communicate the access PIN with the share recipient separately.

Recipient: Restricted **Access PIN:** 1234 **Expiry date:** Does not expire

Example Document

<https://learner.mycreds.ca/sharelink/db85716a-a7f9-44fe-b07e-9855cea19fe4/7c5d84e3-8780-4aa4-9efc-ded33206b320> **4** [COPY](#)

[FINISH](#)

4. You can copy the unique URL and send in an email to whomever you choose.

The recipient requires both the URL and the PIN to view your document.

Public on the web

Share documents

 You can share your documents with anyone. Use this form to specify who and how your documents can be accessed. You can manage the security of your shares, and even add an expiry date.

[VIEW DOCUMENT \(1\) >](#)

Public on the web
Anyone will be able to access your shared documents using a unique web address

All fields are optional

Share name 
The name you choose will be visible only to yourself and will not be seen by the recipient of your share

Purpose of share 
Categorise your shares by giving them a simple description (only visible to you)

Expiry date **1** 

[HELP](#) 

[BACK](#) **2** [SHARE](#)

1. Optionally include an expiry date, beyond which, your document share will no longer be available.
2. Click to Share.

Share documents

 You can share your documents with anyone. Use this form to specify who and how your documents can be accessed. You can manage the security of your shares, and even add an expiry date.

[VIEW DOCUMENT \(1\) >](#)

[Share result](#)

 Your document is now ready to share. You can copy the URL below by clicking on it, and you can then share it with others.

Recipient: Open access **Expiry date:** Does not expire

Example Document

<https://learner.mycreds.ca/sharelink/fa23f723-01ef-4cba-9a88-761b49e304af/672d348f-1d13-43a5-a38f-fc789226855e> **3** [COPY](#)

[FINISH](#)

3. Copy the unique URL to your clipboard where you can then paste into a private email or to your CV or LinkedIn profile page if you wish.

Anyone in possession of the URL will be able to view your document.

Share list

[< SHARING DOCUMENTS](#)

[SHARE VIEW >](#)

See an overview of your shared documents. You can enable and disable specific shares, or disable them all.

MyCreds.ca MesCertif.ca Documents Badges Sharing English Zoe Citizen

Shares

From here, you can monitor and control who currently has access to your documents. [Learn more](#)

Search shares

Share name	Recipient	Date shared	Expiry date	Status	Actions
Share 3	Open Access	15 Oct 2023	Does not expire	Enabled	DISABLE
Share 2	Open Access	15 Oct 2023	Does not expire	Disabled	ENABLE
Share 1	Open Access	15 Oct 2023	Does not expire	Enabled	DISABLE

Showing all of 3 shares.

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1. **Disable all** button will disable / re-enable access to all your shares.
2. Disable / re-enable a single share.
3. Share status.

Share view

< SHARES LIST

View and edit the details of your share. You can also view the list of included documents or disable the share completely.

MyCreds.ca MesCertif.ca Documents Badges Sharing English Zoe Citizen

Share 1

View and change the details of your share. [Learn more](#)

You shared your document with recipient@gmail.com on 16 Oct 2023. **6** RESEND EMAIL

1 < BACK **2** DISABLE EDIT

Share name	Share 1	Recipient	recipient@gmail.com
Purpose of share	None	Reference	N/A
Expiry date	N/A	Number of views	0
Created date	16 Oct 2023	Last viewed date	N/A
Status	Enabled	Share URL	3 COPY LINK
Access PIN code	None		

^ Documents **4**

Organisation	Document	Issued	Status
DIGITARY UNIVERSITY	Transcript	14 Oct 2023	Available

Showing all of 1 document shares.

v View activity **5**

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1. Disable / re-enable a share.
2. Edit share details.
3. Copy web address of the current share to your clipboard.
4. Details of shared document(s).
5. Details of share activity.
6. Resend the email to your share recipient.