



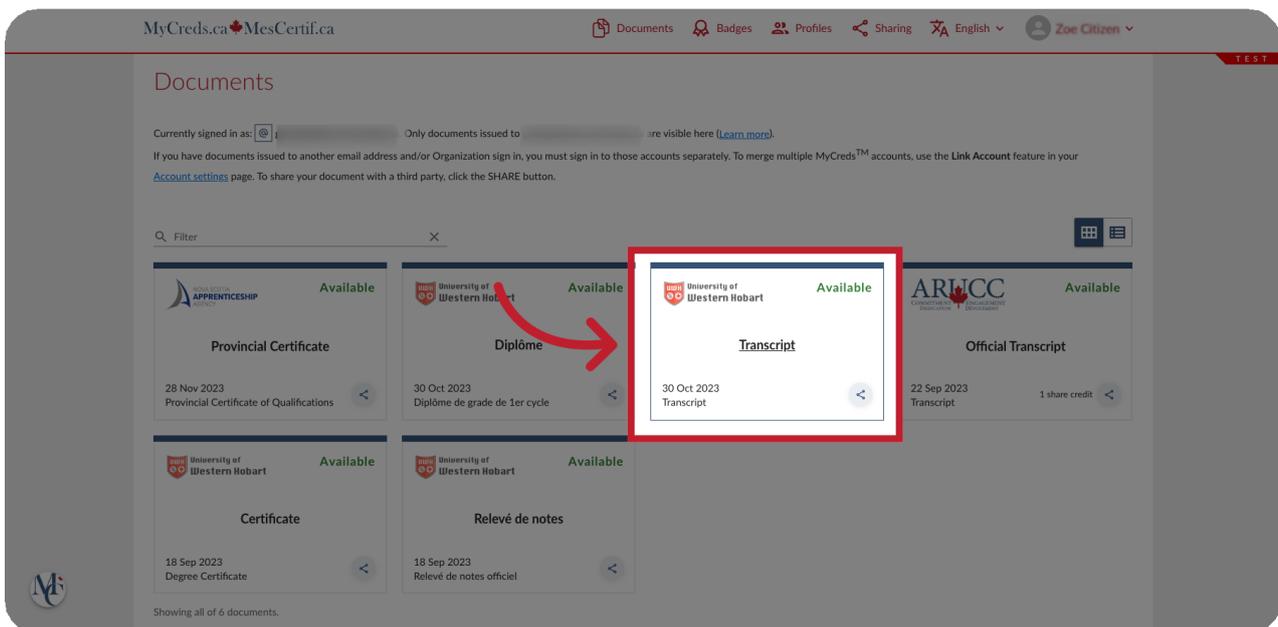
# How to share a document to a recipient's email

How to share a document to a recipient's email.

Go to [learner.mycreds.ca](https://learner.mycreds.ca)

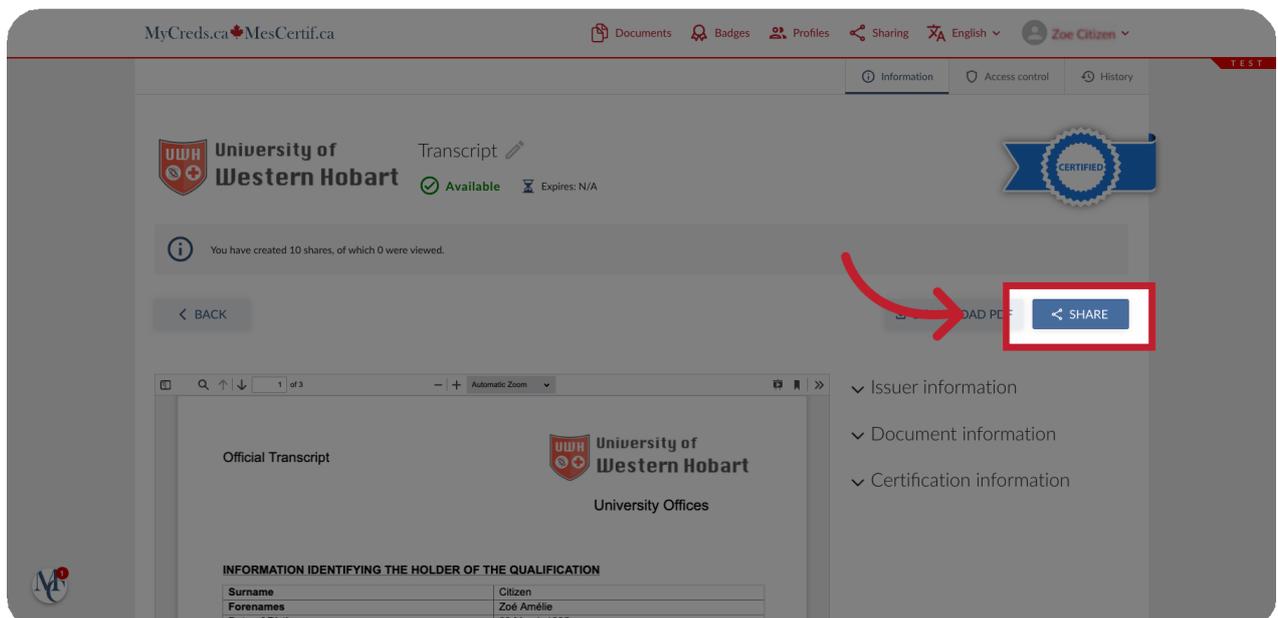
## 01 Go to documents page

Sharing a document through MyCreds™ is simple and instantaneous. On the documents page of your MyCreds™ portal open the document you want to share by clicking on the document title.



## 02 Click the "share" button.

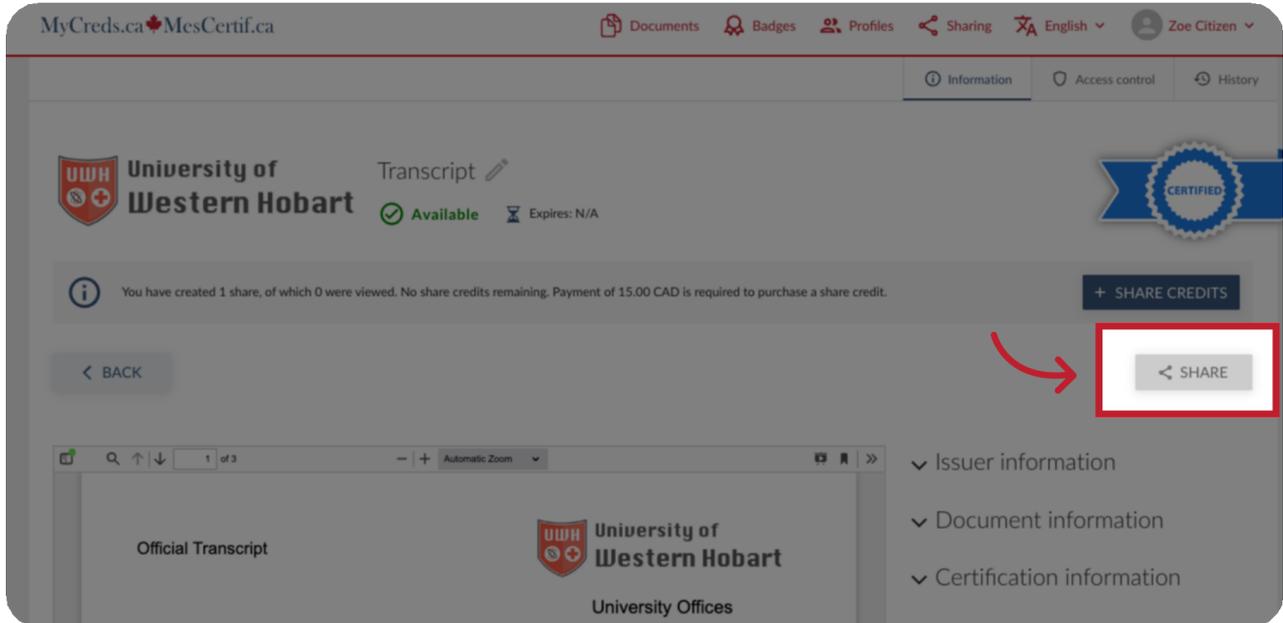
Select the "share" button after selecting your document.





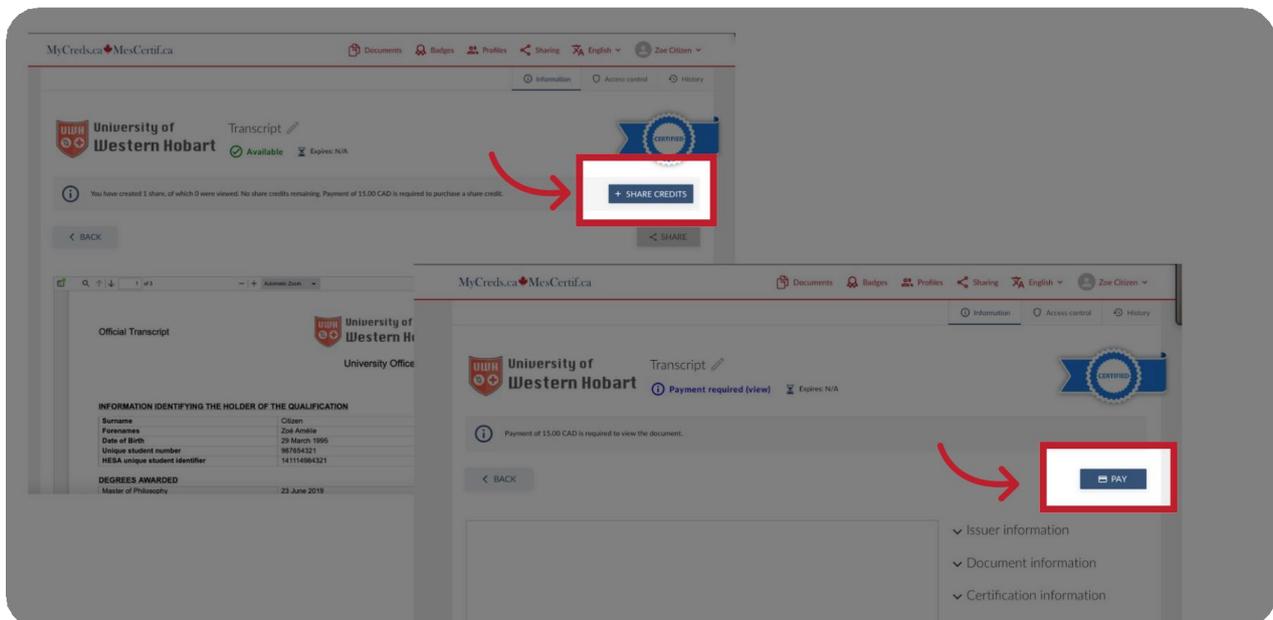
### 03 The share button is gray

If the share button is gray and not selectable you will need to purchase share credits or pay to pickup your document.



### 04 Click the "+Share Credits" or "Pay" button

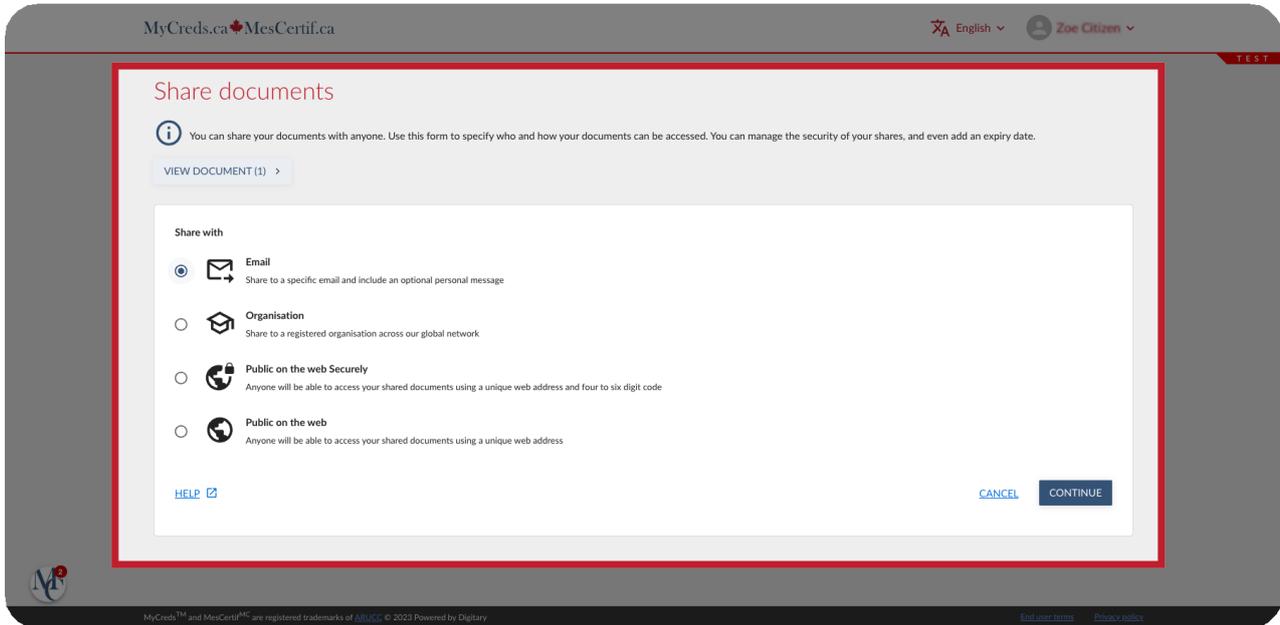
Click the "+Share Credits" or "Pay" button and follow the payment instructions prior to sharing your document.





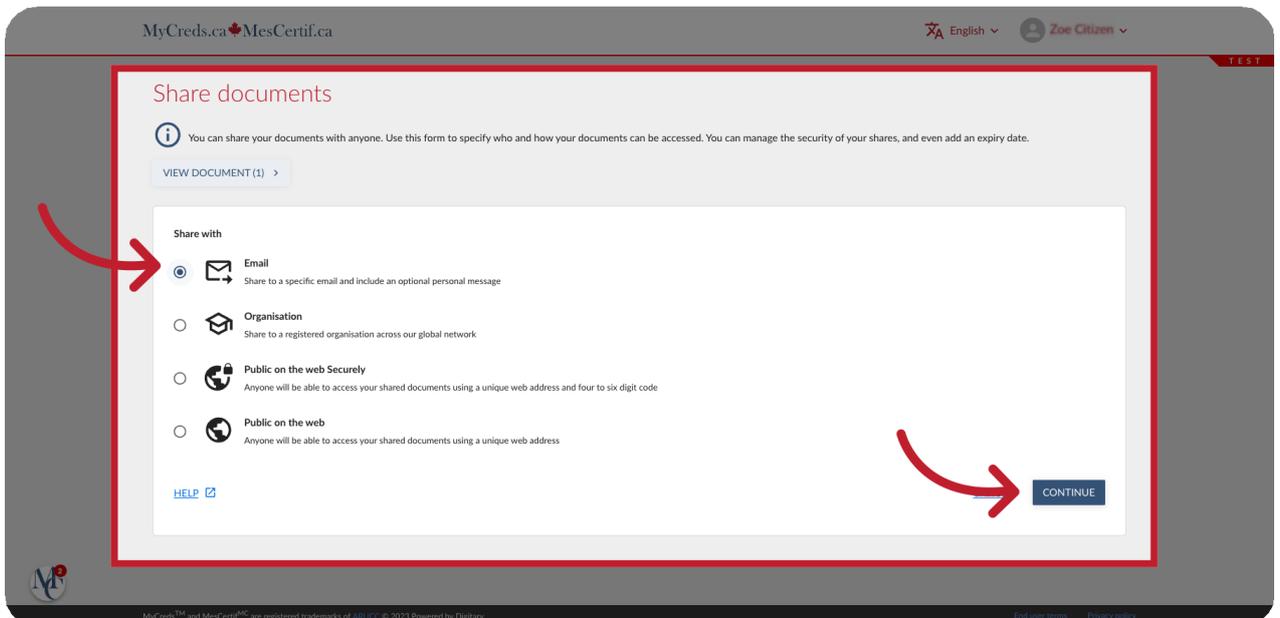
## 05 Sharing options

Once you click the “Share” button, the document sharing page will be available.



## 06 Choose "email".

To generate an email with which to share your document, select the first button, “Email”. Then select “Continue”.





## 07 Fill out the fields.

Fill out the fields. The "Share name" and "Purpose of share" are only visible to you and used to keep track of the shares that you make.

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\*

Please enter recipient email

Include a personalised message

The personalised message will be included in the email invitation

Reference

The reference will be visible to the recipient of the share

Access PIN [GENERATE ONE FOR ME](#) Expiry date

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.

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## 08 "Recipient Email".

"Recipient email" is the email address to which you would like to share your document. Make sure this has been entered correctly.

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\*

sue@abcompany.com

Include a personalised message

The personalised message will be included in the email invitation

Reference

The reference will be visible to the recipient of the share

Access PIN [GENERATE ONE FOR ME](#) Expiry date

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.

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## 09 Add a personalized message.

The “Include a personalised message” field allows you to provide information that will be added to the text of the email sent to the recipient of the share.

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 \*  
sue@abccompany.com

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

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

Access PIN [GENERATE ONE FOR ME](#) Expiry date

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## 10 Include a reference.

The “Reference” field will be visible to the recipient of the share and may be used to provide reference information for the receiver such as an application number, file number, or employee number.

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

Recipient Email \*  
sue@abccompany.com

Include a personalised message  
The personalised message will be included in the email invitation

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

Access PIN [GENERATE ONE FOR ME](#) Expiry date

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## 11 Assign an optional PIN.

“Access PIN” is an optional field in which you can enter a PIN or have one generated for you. If you choose to use it, the PIN must be entered by the recipient to access your share. This gives your share an added layer of security.

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

Recipient Email\*  
sue@abccompany.com

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## 12 Optional Expiry Date.

You can set an “Expiry date” so that your share will stop working at this date. If the expiry date is left empty, the share will never expire. Please ensure there is enough time for the recipient to process your documents.

VIEW DOCUMENT (1) >

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

Recipient Email\*  
sue@abccompany.com

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### 13 Click "Share"

Once you are happy with the data you have entered, click "share". You may also need to click the statement, confirming that a share credit will be used.

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Share to a specific email and include an optional personal message

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

Recipient Email \*  
sue@abccompany.com

Include a personalised message  
The personalised message will be included in the email invitation

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**SHARE**

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### 14 Click "Finish"

A page will appear indicating your document has been shared to the email address. Click "Finish", to return to the document page.

MyCreds.ca MesCertif.ca English Zoe Citizen

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) >

**✓** Your document has been shared with sue@abccompany.com and you can view additional details in your [sharing list](#).

Recipient: Restricted Access PIN: None Expiry date: Does not expire Reference: N/A

**FINISH**

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## 15 Important information.

If the receiving organization still has access to the original share, you may not need to pay for and re-share the document, when updates to interim or final marks are made by your issuing organization. The issuing organization sets the fee policy for your documents.

The screenshot shows the MyCreds.ca user interface. At the top, there are navigation links for Documents, Badges, Profiles, Sharing, and Language (English). The user is identified as Zoe Citizen. The main heading is "Documents". Below this, it states the user is signed in as first.last@mail.com and that only documents issued to this email are visible. A table lists five documents issued by the University of Western Hobart:

Organisation	Document	Type	Issued	Status	Actions
University of Western Hobart	<a href="#">Transcript</a>	Transcript	7 Dec 2023	Payment re-quired (view)	
University of Western Hobart	<a href="#">Transcript</a>	Transcript	7 Dec 2023	Available	SHARE
University of Western Hobart	<a href="#">Certificate</a>	Degree Certificate	13 Nov 2023	Available	SHARE
University of Western Hobart	<a href="#">Diploma</a>	Degree Certificate	30 Oct 2023	Available	SHARE
University of Western Hobart	<a href="#">Transcript</a>	Transcript	30 Oct 2023	Available	SHARE

## 16

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

Learn More About MyCreds™ at [mycreds.ca/learners](https://mycreds.ca/learners)

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Learn More About MyCreds™

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