



How to share multiple documents at the same time

You can share multiple documents at the same time with the same recipient.

Go to learner.mycreds.ca

01 From the document list view

From the document list view of your MyCreds™ portal you will see that some documents have a box on the far, right side that is available to check. Documents with this check box may be available to be included in a multiple document share.

The screenshot shows the 'Documents' page in the MyCreds portal. The page header includes the MyCreds.ca logo, navigation links for Documents, Badges, Profiles, Sharing, English, and a user profile for Zoe Citizen. Below the header, there is a filter bar and a 'SHARE SELECTED' button. The main content is a table of documents with columns for Organisation, Document, Type, Issued, Status, and Actions. The 'Issued' column is highlighted in grey. The 'Actions' column contains checkboxes for sharing documents.

Organisation	Document	Type	Issued	Status	Actions
Shamrock University	Graduate Diploma	Graduate Diploma	16 Apr 2024	Available	SHARE <input type="checkbox"/>
University of Western Hobart	Transcript/View	Transcript	7 Dec 2023	Payment required (view)	
University of Western Hobart	Transcript/Share	Transcript	7 Dec 2023	Available	SHARE <input type="checkbox"/>
University of Western Hobart	Certificate	Degree Certificate	13 Nov 2023	Available	SHARE <input type="checkbox"/>



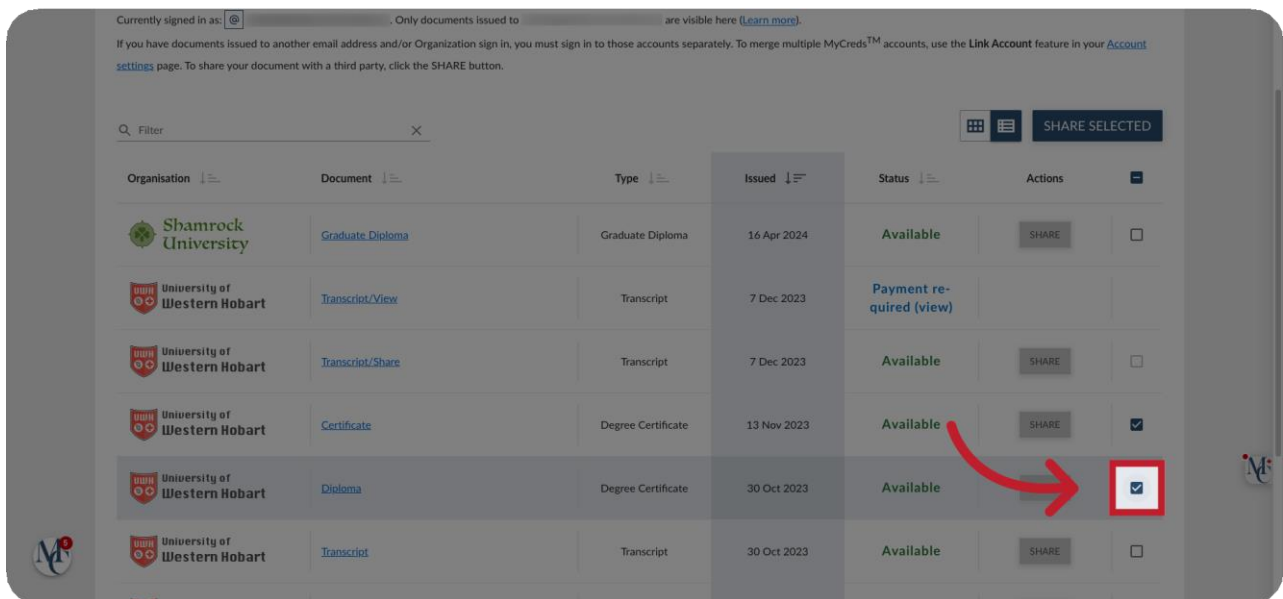
02 Select the documents

Click to checkmark the boxes to the right of the documents you wish to share.

If the check box is visible but not active to check, the document cannot be used in a multiple share.

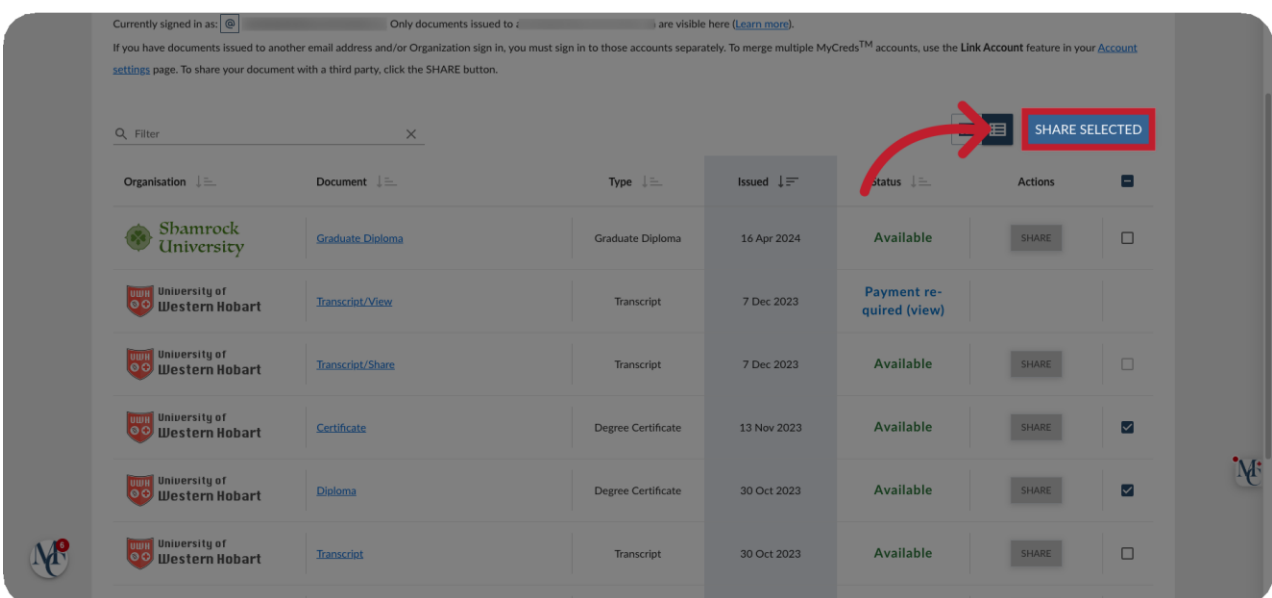
If there is no check box and the document has a Pay to View charge method, go to the document view and pay to view the document first. Return to the list view and checkmark the box on the right of the document.

Pay to Share documents, those that need share credits, are not available to be used in multiple shares.



03 Share selected

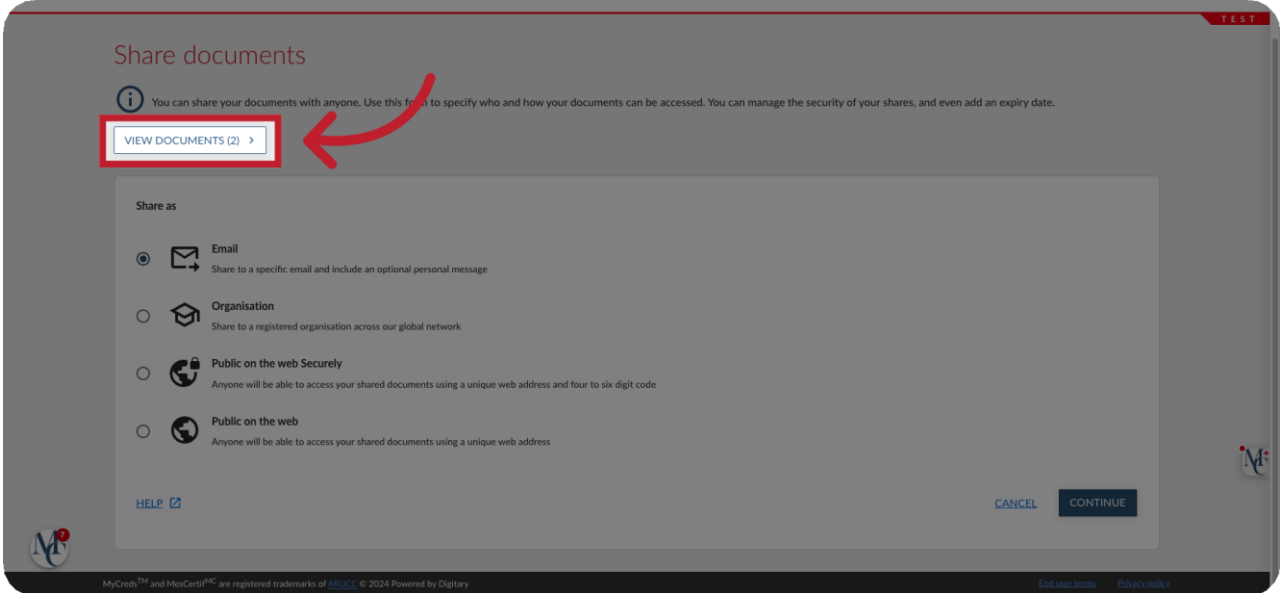
Once you have clicked to check the boxes, click the share selected button at the top of the column.





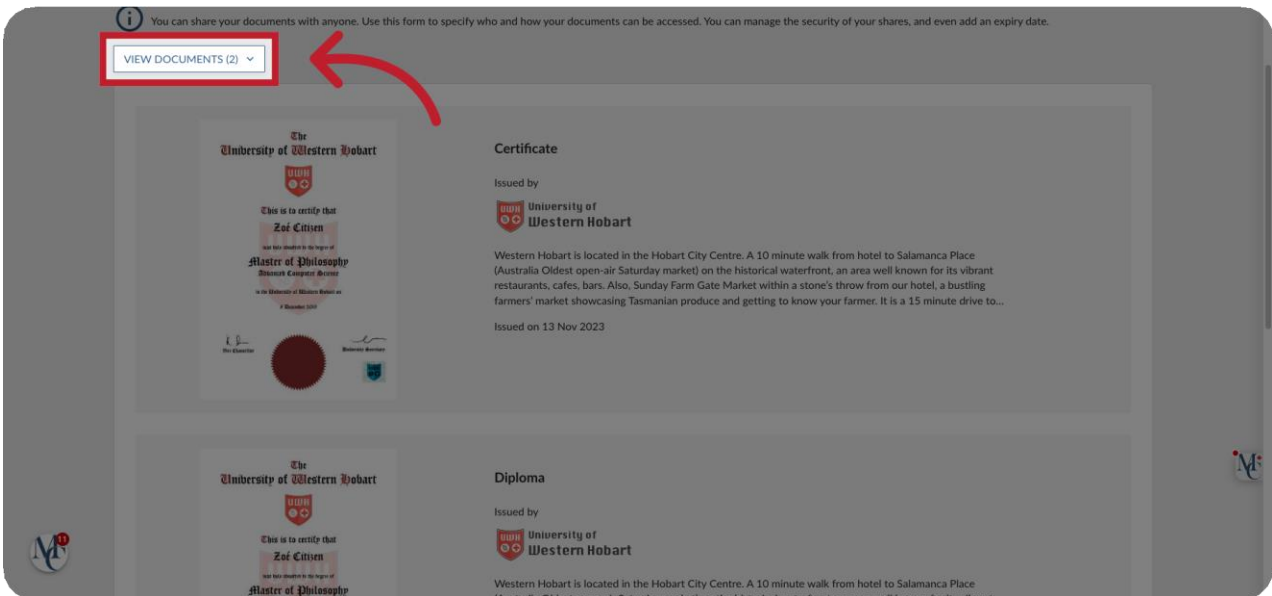
04 Number of items

The share document page will appear and will indicate the number of items being shared.



05 View documents

You can review the selected documents by clicking on the 'View Documents' button.





06 Select the sharing option and Click "Continue"

You are now ready to select the sharing option you prefer.

Share documents

i 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 DOCUMENTS \(2\) >](#)

Share as

- Email**
Share to a specific email and include an optional personal message
- Organisation**
Share to a registered organisation across our global network
- 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
- Public on the web**
Anyone will be able to access your shared documents using a unique web address

[HELP](#)

[EL](#) [CONTINUE](#)

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07 Complete the required fields

Complete the form as you normally would to share a document. Then, click share.

* indicates mandatory field

Share name
1 certificate and 1 diploma

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

Purpose of share
Job application

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

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.

Allow recipient to download your documents

[HELP](#)

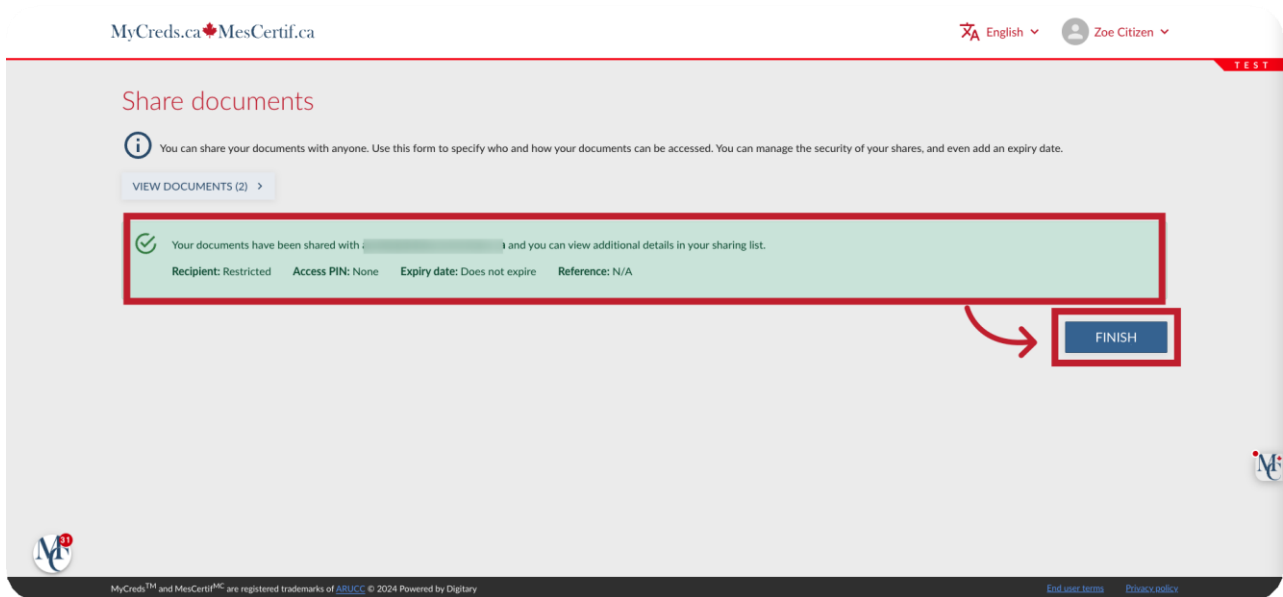
[BACK](#) [SHARE](#)

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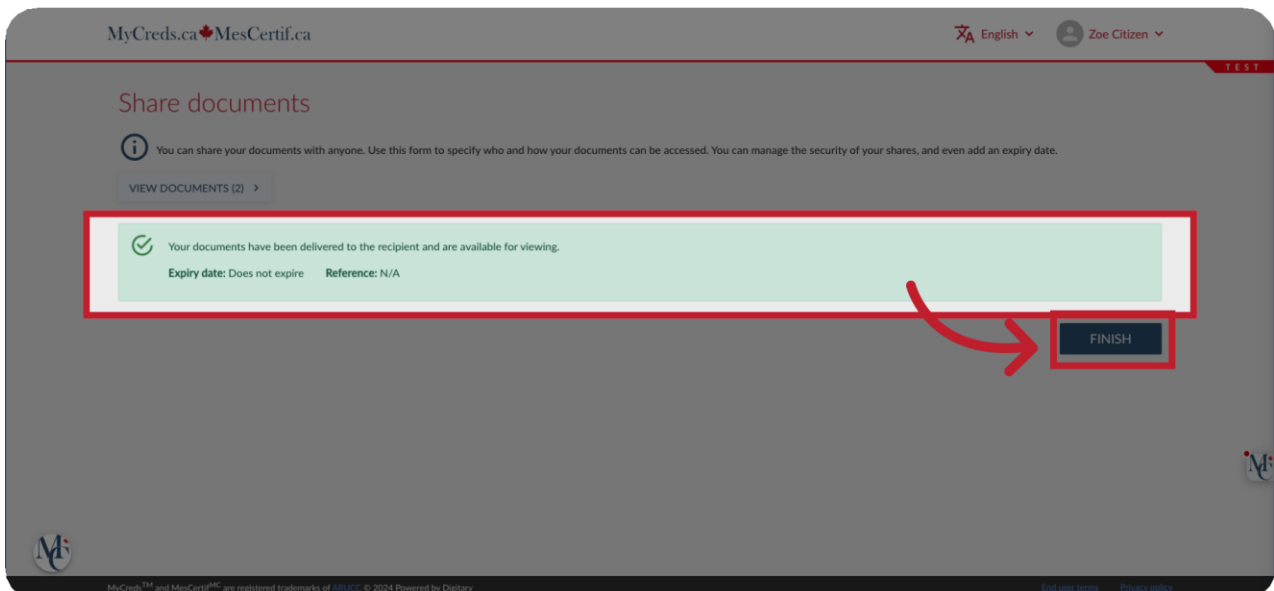
08 Email share

If you choose the email share option, the verifier will receive one email notification per document shared, each containing a link to that document. When you are done, click Finish.



09 Share to a Receiver organization

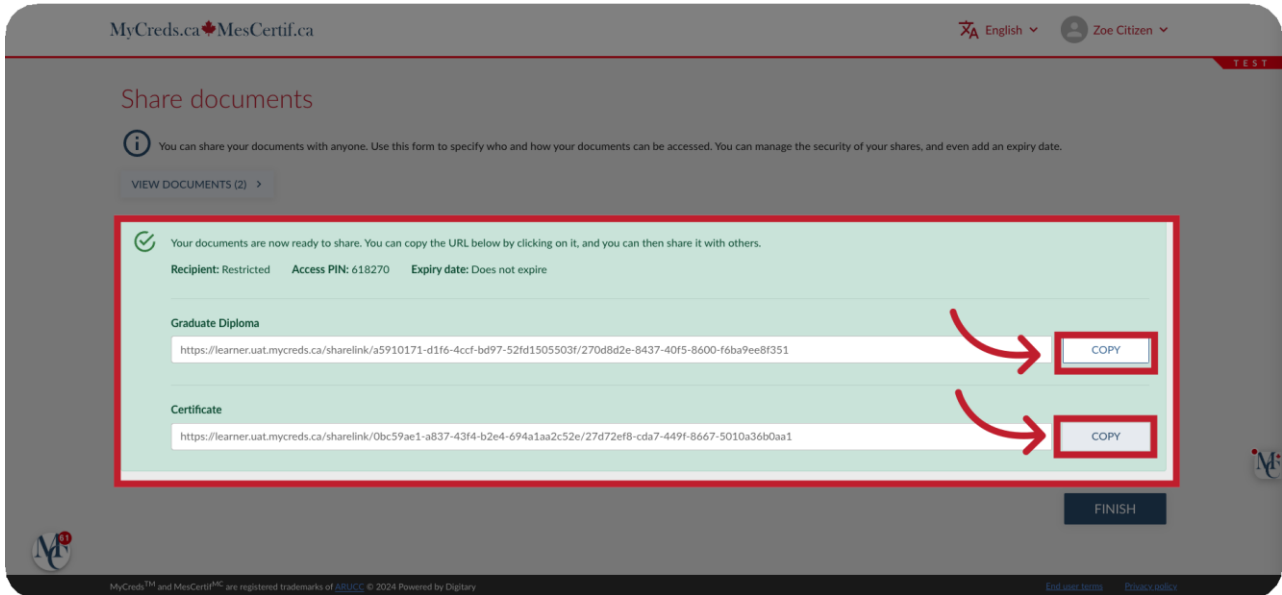
Complete the form as you normally would to share a document to a receiver organization. Then, click share. When you are done, click Finish.





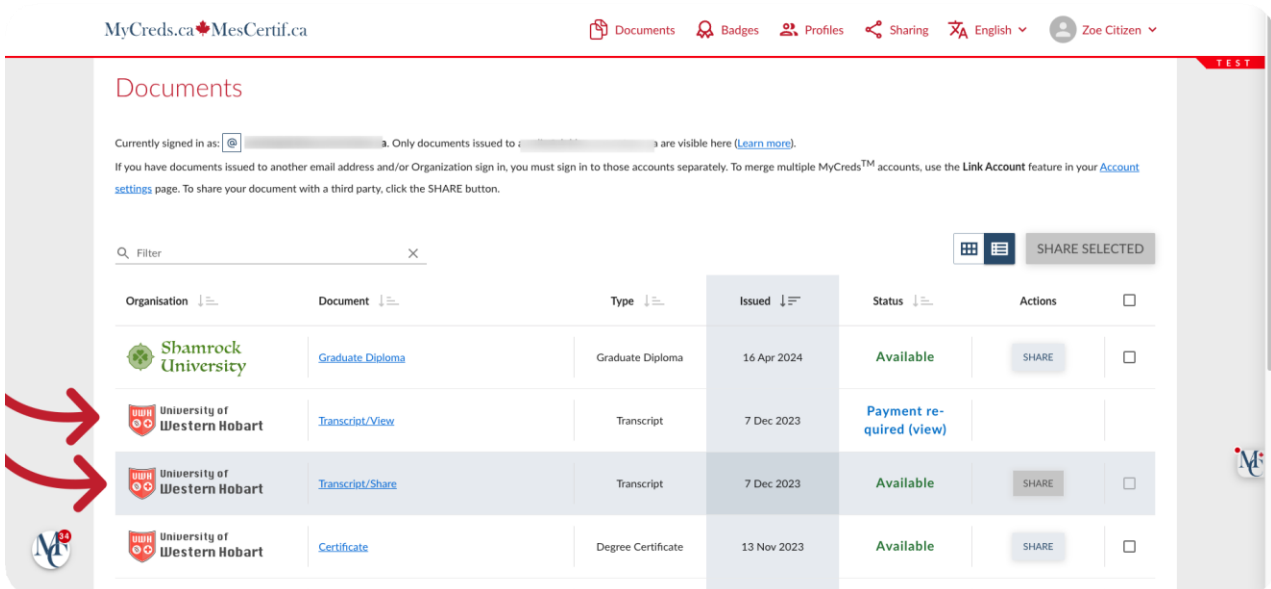
10 Share with a link (open share)

If you choose an open share, you will see a link for each document you have selected. Copy these individual links to your clipboard. When you are done, click Finish.



11 Share credits

Documents that need share credits are not available for use in a multiple share.





12 Documents issued from different organizations

If you want to send multiple documents issued from different organizations, you must first link your MyCreds™ accounts to share these documents.

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

Documents

Currently signed in as: [email address]. Only documents issued to [email address] 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.

Filter [x] SHARE SELECTED

Organisation	Document	Type	Issued	Status	Actions
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University of Western Hobart	Transcript/Share	Transcript	7 Dec 2023	Available	SHARE
University of Western Hobart	Certificate	Degree Certificate	13 Nov 2023	Available	SHARE

13 Further questions

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

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Learn More About MyCreds™

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