



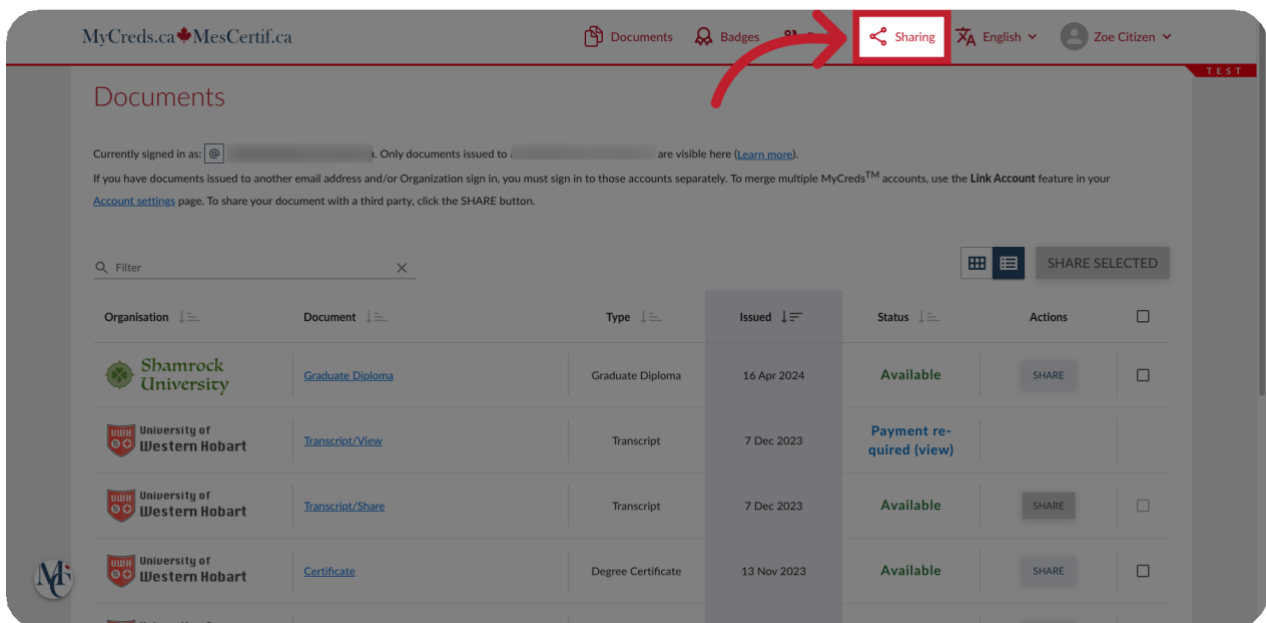
How to view and edit your shares

Managing your shares will allow you to check if your document has been viewed, edit your share details, and disable a share on your MyCreds sharing page.

Go to learner.uat.mycreds.ca

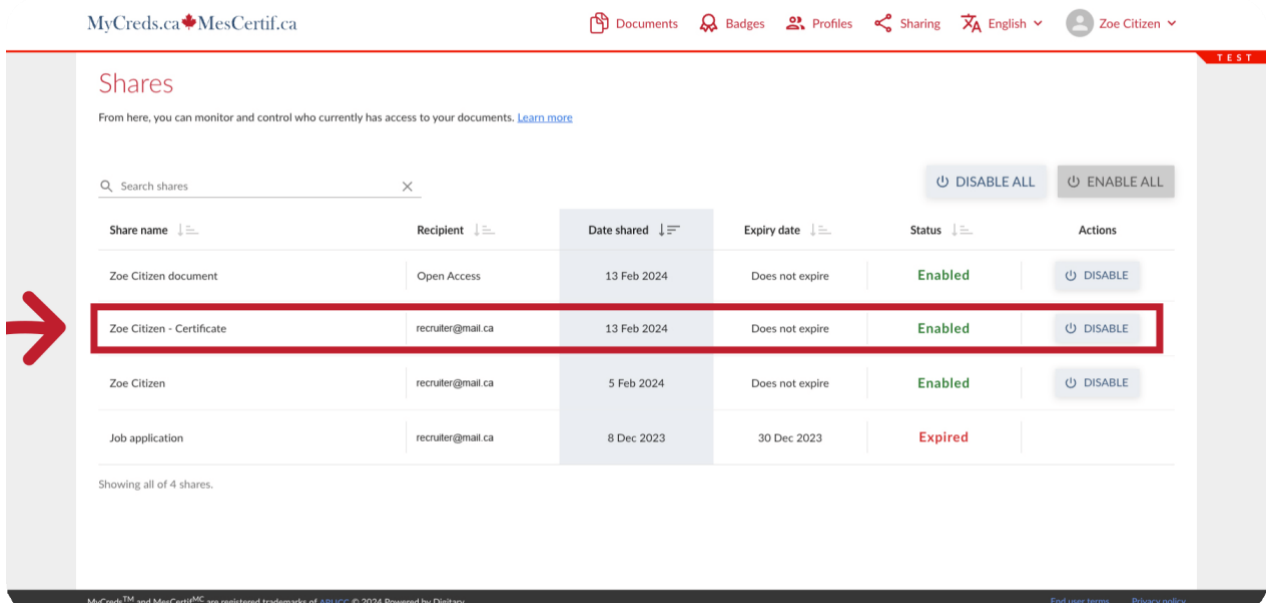
01 Click "Sharing"

To view your sharing history, go to the sharing menu at the top of the page.



02 On the Sharing page...

All of the shares that you have created are displayed. Click on the name of the share you want to check.





03 Selecting and Checking Share Details

The share record will open and you will be able to see the number of views, the last view date, expiry date and other details.

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

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

You shared your document with recruiter@mail.ca on 13 Feb 2024. [RESEND EMAIL](#)

[BACK](#) [DISABLE](#) [EDIT](#)

Share name	Zoe Citizen - Certificate	Recipient	recruiter@mail.ca
Purpose of share	Download PDF	Reference	N/A
Expiry date	N/A	Number of views	1
Created date	13 Feb 2024	Last viewed date	19 Apr 2024
Status	Enabled	Share URL	COPY LINK
Access PIN code	None		

04 Check if your document has been viewed

To see the list of actions scroll down to the "view activity" section. The activity list includes: the date and time of the action, the description, who performed the activity, and the recipient of the share.

DOCUMENTS

Organisation	Document	Issued	Status
University of Western Hobart	Certificate	13 Nov 2023	Available

Showing all of 1 document shares.

[View activity](#)

Filter activities

Date	Description	Executor	Recipient
19 Apr 2024, 15:51	Share details updated	Zoe Citizen	recruiter@mail.ca
19 Apr 2024, 15:50	Certificate from Share is viewed	recruiter@mail.ca	recruiter@mail.ca
19 Apr 2024, 15:39	Share enabled by owner	Zoe Citizen	recruiter@mail.ca
19 Apr 2024, 15:39	Share disabled by owner	Zoe Citizen	recruiter@mail.ca
13 Feb 2024, 12:08	Created URL share with recruiter@mail.ca	Zoe Citizen	recruiter@mail.ca

Showing all of 5 share history activities.

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05 Click "Edit"

To edit fields on a share, go back to the top of the page and select the edit icon.

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Zoe Citizen document

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

[← BACK](#) [DISABLE](#) [EDIT](#)

Share name	Zoe Citizen document	Recipient	N/A
Purpose of share	Download PDF	Reference	N/A
Expiry date	N/A	Number of views	1
Created date	13 Feb 2024	Last viewed date	19 Apr 2024
Status	Enabled	Share URL	COPY LINK
Access PIN code	542715		

Documents

Organisation	Document	Issued	Status
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06 Edit the fields

You can edit specific fields such as the expiry date. Don't forget to click Save to apply your changes.

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Zoe Citizen document

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

[← BACK](#) [DISABLE](#) [EDIT](#)

Share name	Zoe Citizen document	Recipient	N/A
Purpose of share	Download PDF	Reference	N/A
Expiry date	N/A	Number of views	1
Created date	13 Feb 2024	Last viewed date	19 Apr 2024
Status	Enabled	Share URL	COPY LINK
Access PIN code	542715		

Documents

Organisation	Document	Issued	Status
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Expiry date

[CANCEL](#) [SAVE](#)



07 Click "Disable"

To disable a share select the disable button.

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

< BACK **DISABLE** EDIT

Share name	Zoe Citizen document	Recipient	N/A
Purpose of share	Download PDF	Reference	N/A
Expiry date	N/A	Number of views	1
Created date	13 Feb 2024	Last viewed date	19 Apr 2024
Status	Enabled	Share URL	COPY LINK
Access PIN code	542715		

Documents

Organisation	Document	Issued	Status
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08 Enable the share

This button will turn dark blue and now say enable. If you need to re-enable your share click on the enable button.

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

< BACK **ENABLE** EDIT

Share name	Zoe Citizen document	Recipient	N/A
Purpose of share	Download PDF	Reference	N/A
Expiry date	N/A	Number of views	1
Created date	13 Feb 2024	Last viewed date	19 Apr 2024
Status	Disabled	Share URL	COPY LINK
Access PIN code	542715		

Documents

Organisation	Document	Issued	Status
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09 Resend Email

At the top of your share record, if you shared your document via email, you could resend your share by clicking the resend button, especially if the person hasn't viewed it.

The screenshot shows the 'Zoe Citizen - Certificate' share record page. At the top, there is a navigation bar with 'MyCreds.ca MesCertif.ca' and various icons for Documents, Badges, Profiles, Sharing, and Language. The main content area shows the share details for 'Zoe Citizen - Certificate', including the recipient 'recruiter@mail.ca', the purpose 'Download PDF', and the status 'Enabled'. A red arrow points to the 'RESEND EMAIL' button located at the top right of the share record.

Share name	Zoe Citizen - Certificate	Recipient	recruiter@mail.ca
Purpose of share	Download PDF	Reference	N/A
Expiry date	N/A	Number of views	1
Created date	13 Feb 2024	Last viewed date	19 Apr 2024
Status	Enabled	Share URL	COPY LINK
Access PIN code	None		

10 Important information

Note that you may not need to pay for, or re-share documents when updates are made by your issuing organization provided that the document is still active and the share access has not been disabled by you. Please keep in mind that when you share by email, third party receivers are not notified when updates are made to your documents. In this case we recommend that you resend the email to the recipient.

Important information



Note that you may not need to pay for, or re-share documents when updates are made by your issuing organization provided that the document is still active and the share access has not been disabled by you.

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

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