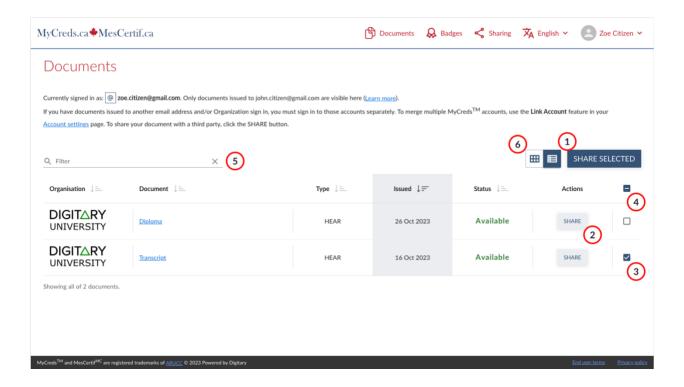
## Document list

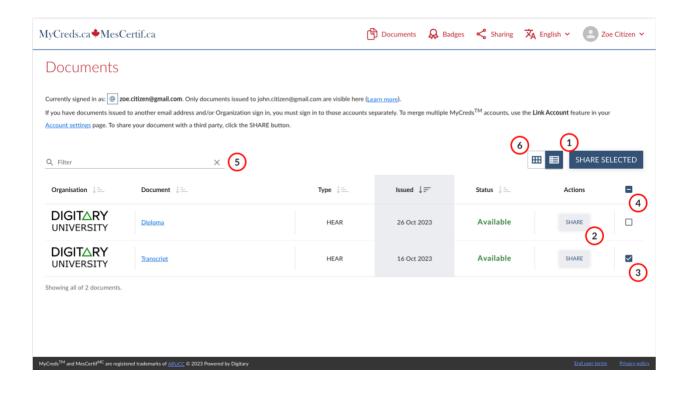


The list of documents issued to you by approved MyCreds™ institutions. This page contains information on each document and actions you may make depending on the document status.



- 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.

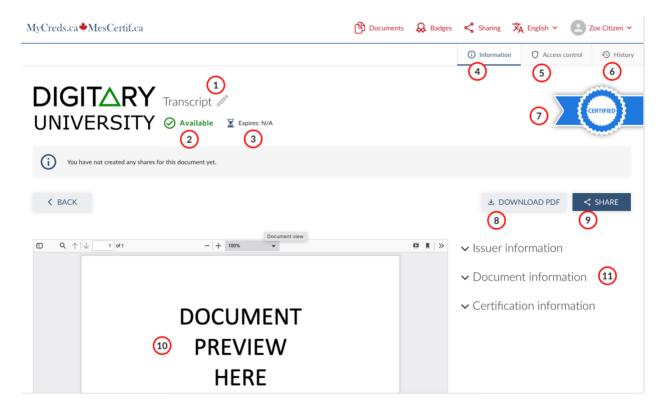
View individual documents in more detail by clicking on the individual document row.



#### Document view

⟨ DOCUMENTS LIST SHARING DOCUMENTS ⟩

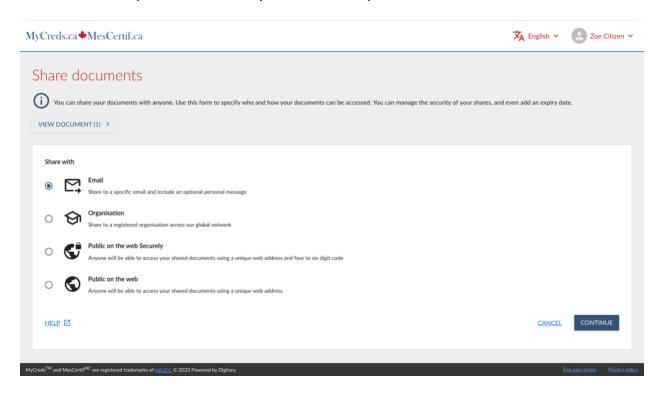
View your document and the information associated with it. You can control access to your document and view any events related to it.



- 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.

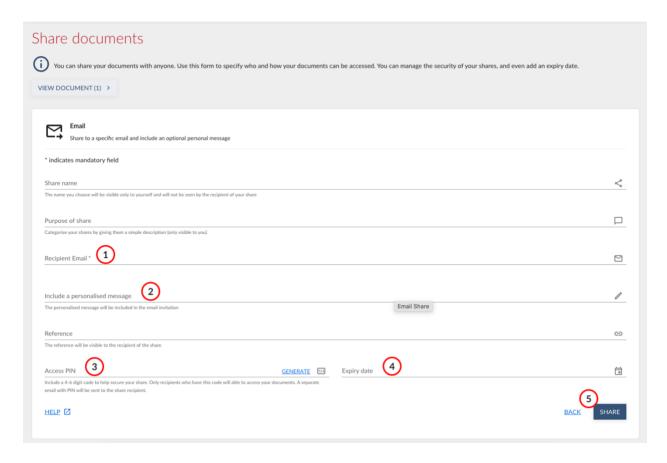
You can share documents with third parties by generating a unique link to the document. There are a number of options available to you to make the process more secure.



### Share with

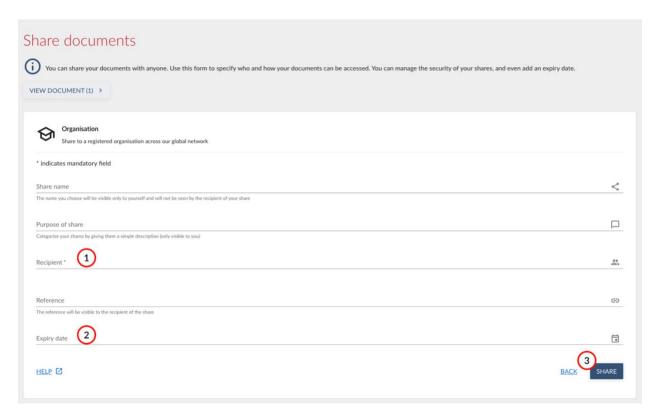
- **Email** share to a specific email address, optionally add a secure PIN and/or a share expiry date.
- **Organisation** securely share to an organisation on the global MyCreds<sup>TM</sup> network.
- **Public on the web Securely** create a unique URL to your document and add a PIN; anyone in possession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



- 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**

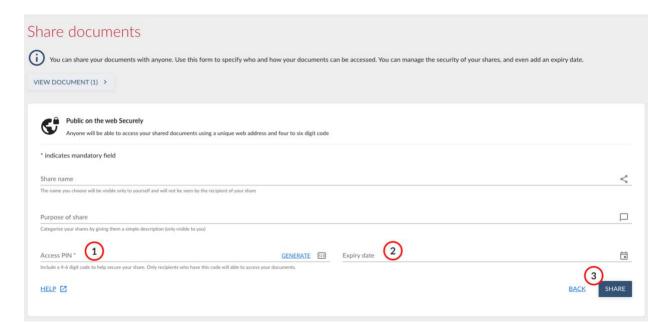


- 1. In the Recipient field, start typing the name of the institution that you would like to share your document with; you'll get a drop-down menu from which you can choose your institution.
- 2. You can also choose to include an expiry date for your share.
- 3. Click Share and from here you will see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

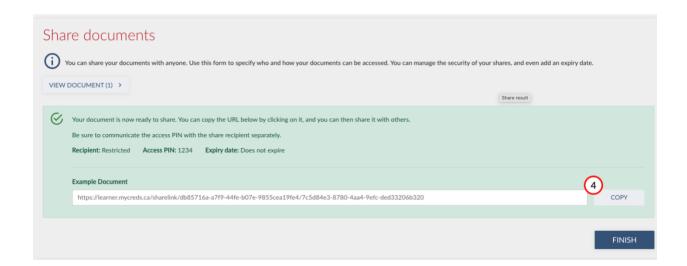
The organisation to which you have sent the share will then see the share in their designated inbox on the MyCreds<sup>TM</sup> portal.

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**



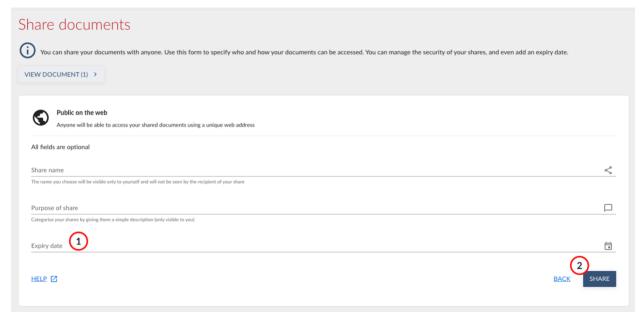
- 1. For this type of share, you must create a PIN of between 4-6 digits which you will need to communicate to your recipient separately.
- 2. Optionally, you can also add an expiry date.
- 3. Click Share.



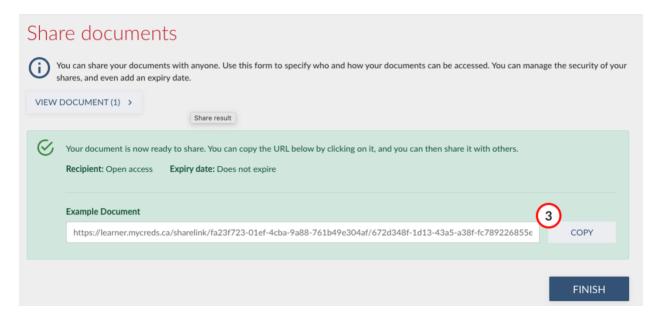
4. You can copy the unique URL and send in an email to whomever you choose.

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

### Public on the web



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



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.

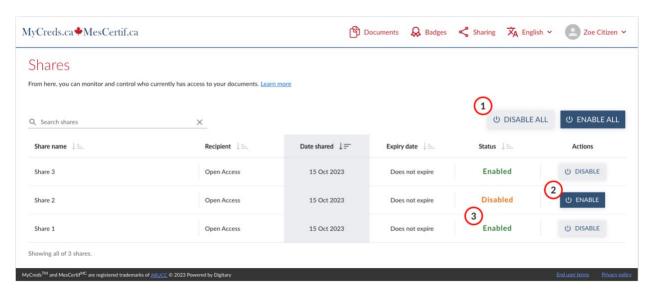
Anyone in possession of the URL will be able to view your document.

Share list

**< SHARING DOCUMENTS** 

SHARE VIEW >

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

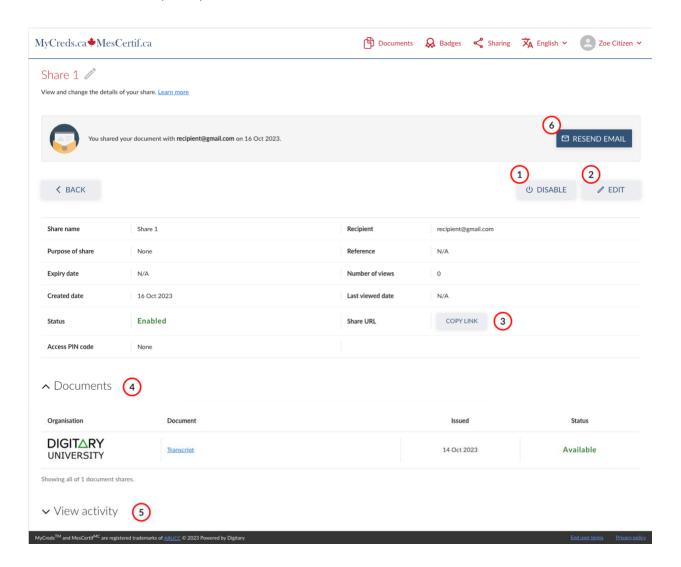


- 1. **Disable all** button will disable / re-enable access to all your shares.
- 2. Disable / re-enable a single share.
- 3. Share status.

## Share view



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



- 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.