

# How to share a document to a registered organization (Receiver).

This guide will walk you through the process of sharing documents with a registered receiver.

Go to learner.mycreds.ca

### 01 Go to the documents page.

Sharing a document on 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.

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### 02 Click "Share".

Click the "Share" button.





#### 03 If 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.

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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** Select Organization

Once you click the "Share" button, the document sharing page will be available. Select "Organization" and click the "Continue" button.



of Fill out share name and purpose share fields.

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

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## **07** Select the "Recipient \*" organization.

Select the Recipient organization from the drop down list.

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## 08 If applicable, fill in other fields.

Additional fields may now appear for you to complete based on the receiving organization's requirements. Fill in the other fields; required fields are marked with an asterisk (\*).

Share to a registered organis	sation across our global network	
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#### 09 If the organization does not appear.

If the organization does not appear in the drop-down menu, click on the "Back" button and select the Email option.

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#### 10 Optionally, add Expiry Date and then click "Share".

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. You may need to confirm the use of share credits. Once you are happy with the data you have entered, click share.

Organisation Share to a registered organisation across our global network	
* indicates mandatory field	
Share name	
Share001	<
The name you choose will be visible only to yourself and will not be seen by the recipie	nt of your share
Purpose of share	
Admission application	
Categorise your shares by giving them a simple description (only visible to you)	
Recipient *	
Western Hobart	01
Western Hobart is located in the Hobart City Centre. A 10 minute w	valk from hotel to Salamanca Place (Australia Oldest open-air Saturday market) on the historical waterfront, an area well known for its vibrant restaurants, cafes, bars.
<ul> <li>Also, Sunday Farm Gate Market within a stone's throw from our not subversive adult Disneyland, the largest privately funded museum in</li> </ul>	ei, a busting farmers market showcasing fasmanian produce and getting to know your farmer. It is a 15 minute drive to The Museum of Old and New Art (MONA), a 5 Australia.
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1234	
The reference will be visible to the recipient of the share	•••
Expire date	



## 11 Click "Finish".

A page will appear indicating that your document has been shared with the registered organization. Ensure you Click "Finish" to complete the process successfully and to return to the document page.

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<u>.</u>	MyCrach <sup>TM</sup> and MinCrath <sup>TMC</sup> are registered trademarks of <u>MICC</u> © 2022 Proveed by Eightery	Endurem Education

## 12 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.

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Documents						
Currently signed in as: firstlast@mail.com Only documents issued to firstlast@mail.com are visible here ( <u>Learn more</u> ). 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 <sup>TM</sup> accounts, use the Link Account feature in your Account settings page. To share your document with a third party, click the SHARE button.						
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University of Western Hobart	Diploma	Degree Certificate	30 Oct 2023	Available	SHARE	
University of Western Hobart	Transcript	Transcript	30 Oct 2023	Available	SHARE	



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