



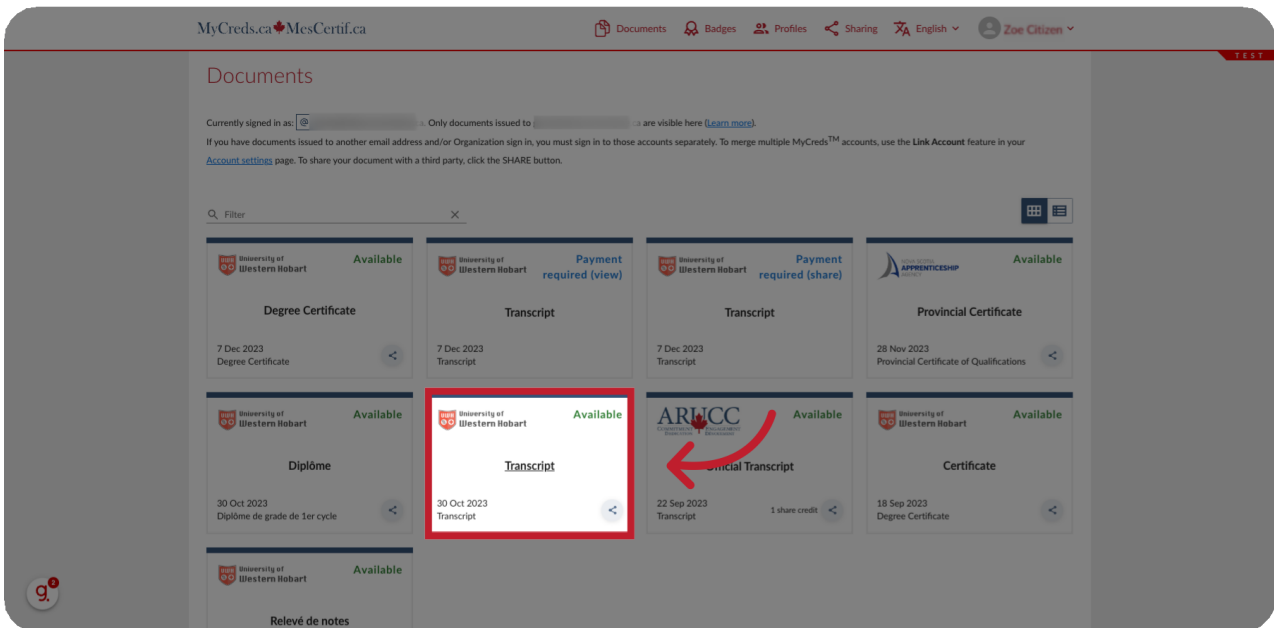
How to share a document to a registered organization (Receiver).

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

Go to learner.mycreds.ca

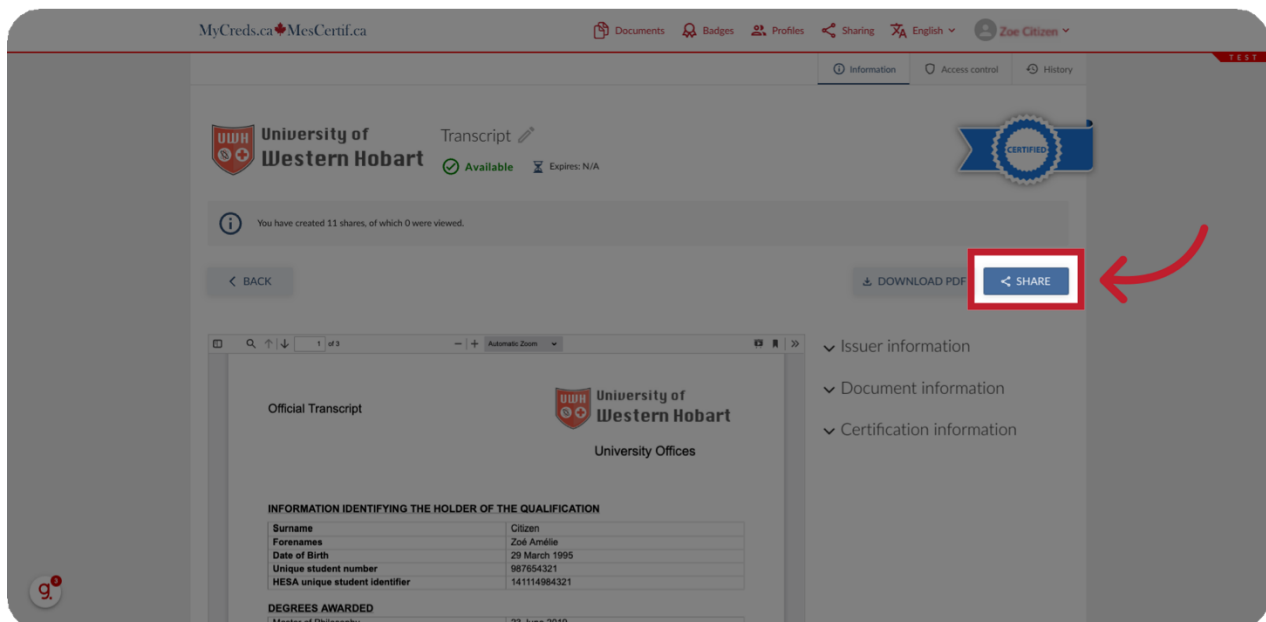
01 Go to the documents page.

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.



02 Click "Share".

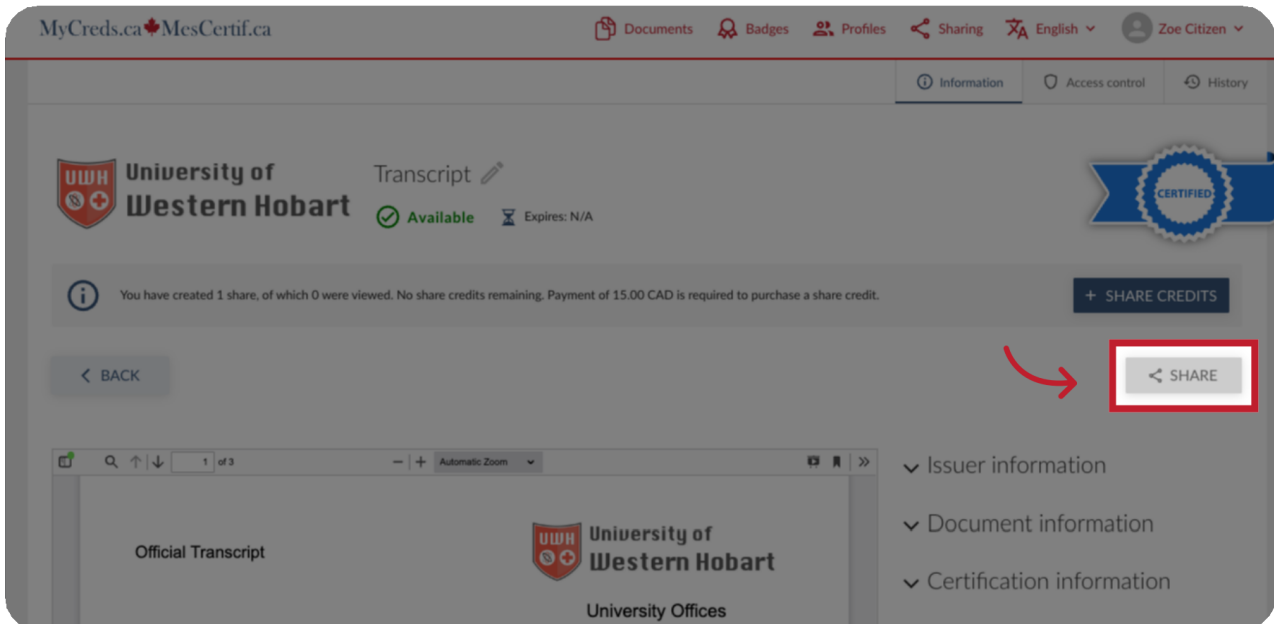
Click the "Share" button.





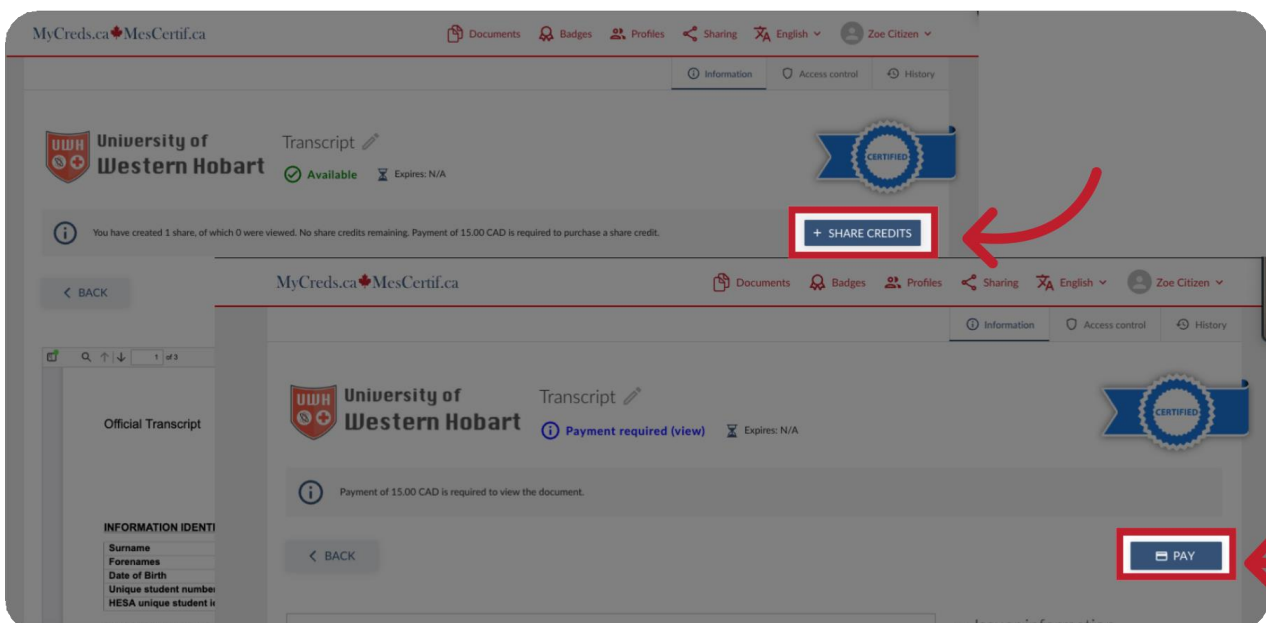
03 If the Share button is gray.

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



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

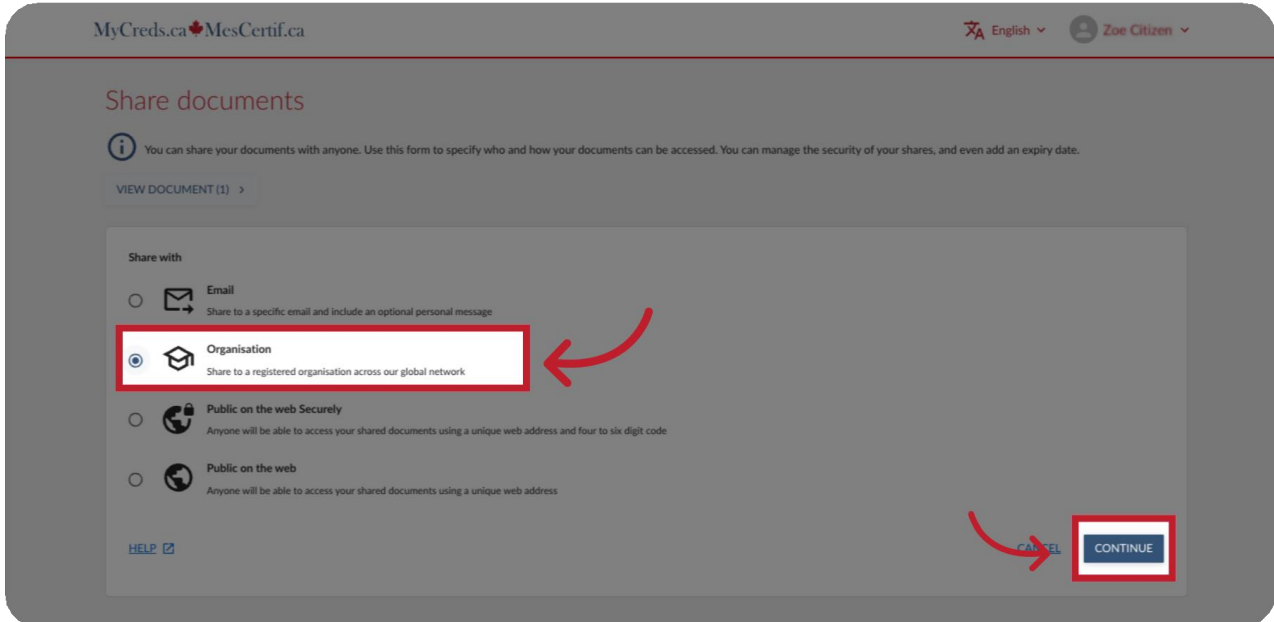
Click the "+Share Credits" or "Pay" button and follow the payment instructions prior to sharing your document.





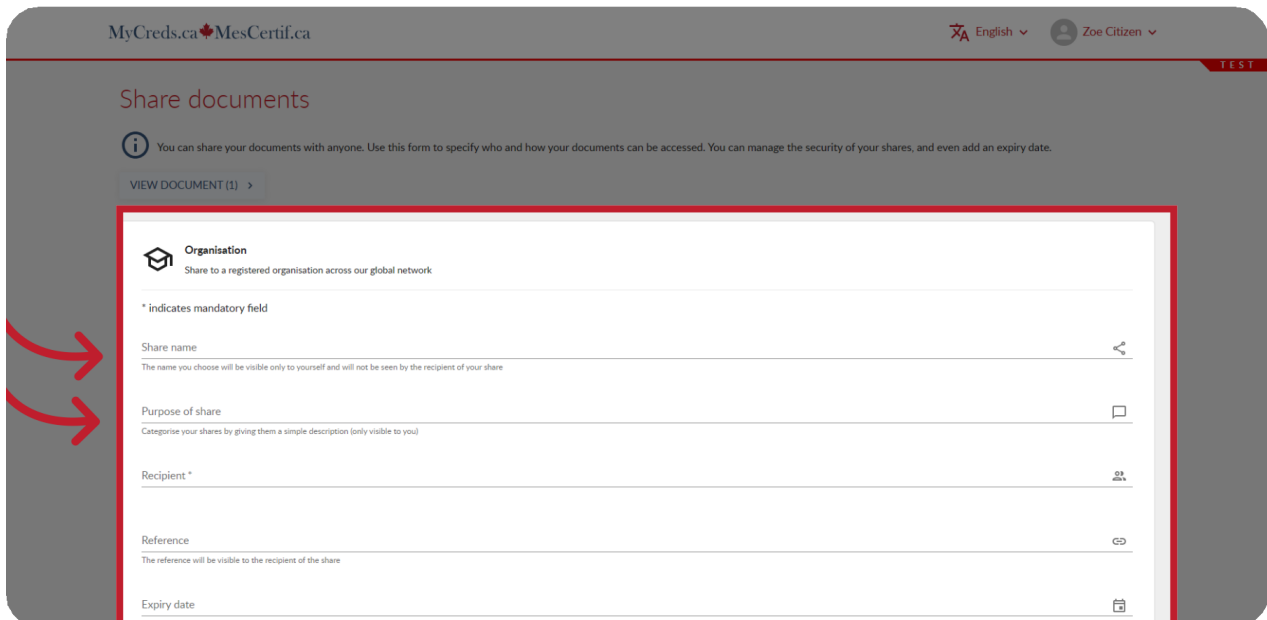
05 Select Organization

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



06 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.





07 Select the "Recipient *" organization.

Select the Recipient organization from the drop down list.

The screenshot shows the 'Share documents' form on the MyCreds.ca website. A red box highlights a dropdown menu of organizations. A red arrow points to the 'Humber College' option, which is currently selected. The dropdown list includes: Canada, Centennial College, College of the North Atlantic, Durham College, Fleming College, George Brown College, HEC Montréal, Humber College, and Lakeland College. Below the dropdown, there are fields for 'Reference' and 'Expiry date'. At the bottom, there are 'HELP', 'BACK', and 'SHARE' buttons.

08 If applicable, fill in other fields.

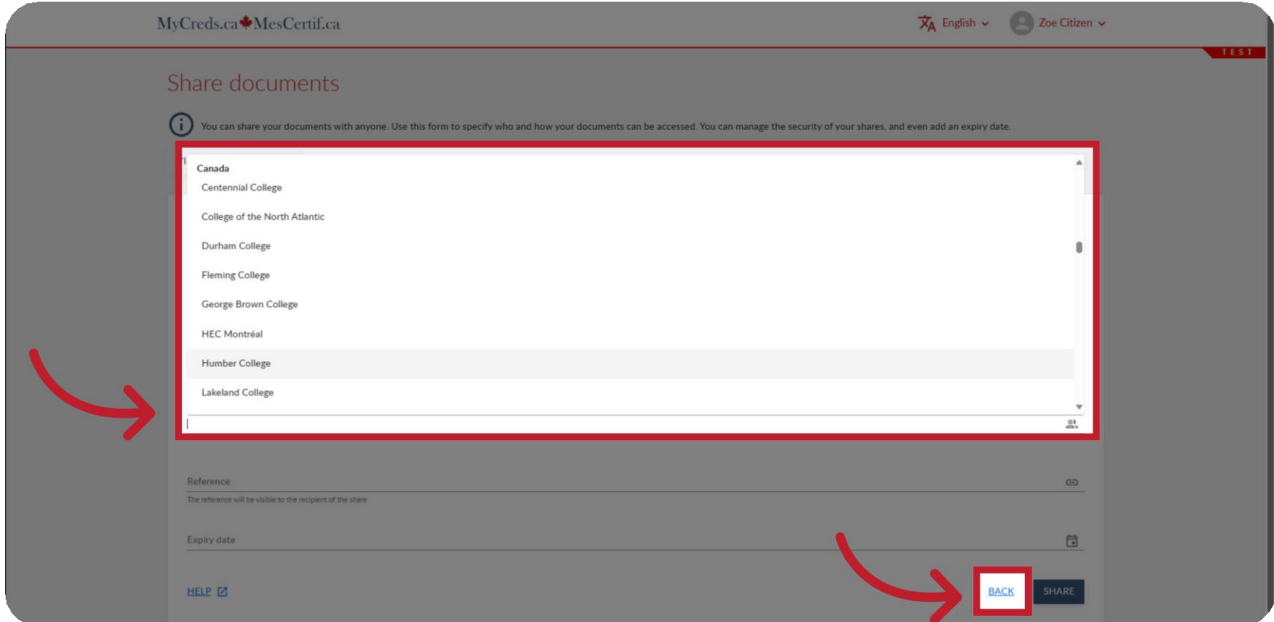
Additional fields may now appear for you to complete based on the receiving organization's requirements. Fill in the other fields; required fields are marked with an asterisk (*).

The screenshot shows the 'Share documents' form with additional fields for a specific organization. A red box highlights the 'Organisation' section. The 'Share name' field is filled with 'Share001'. The 'Purpose of share' field is filled with 'Admission application'. The 'Recipients' field is filled with 'Western Hobart'. Below this, there is a description of Western Hobart: 'Western Hobart is located in the Hobart City Centre. A 10 minute walk 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. Also, Sunday Farm Gate Market within a stone's throw from our hotel, a bustling farmers' market showcasing Tasmanian produce and getting to know your farmer. It is a 15 minute drive to The Museum of Old and New Art (MONA), a subversive adult Disneyland, the largest privately funded museum in Australia.' The 'Reference' field is filled with '1234'. The 'Expiry date' field is empty. At the bottom, there are 'HELP', 'BACK', and 'SHARE' buttons.



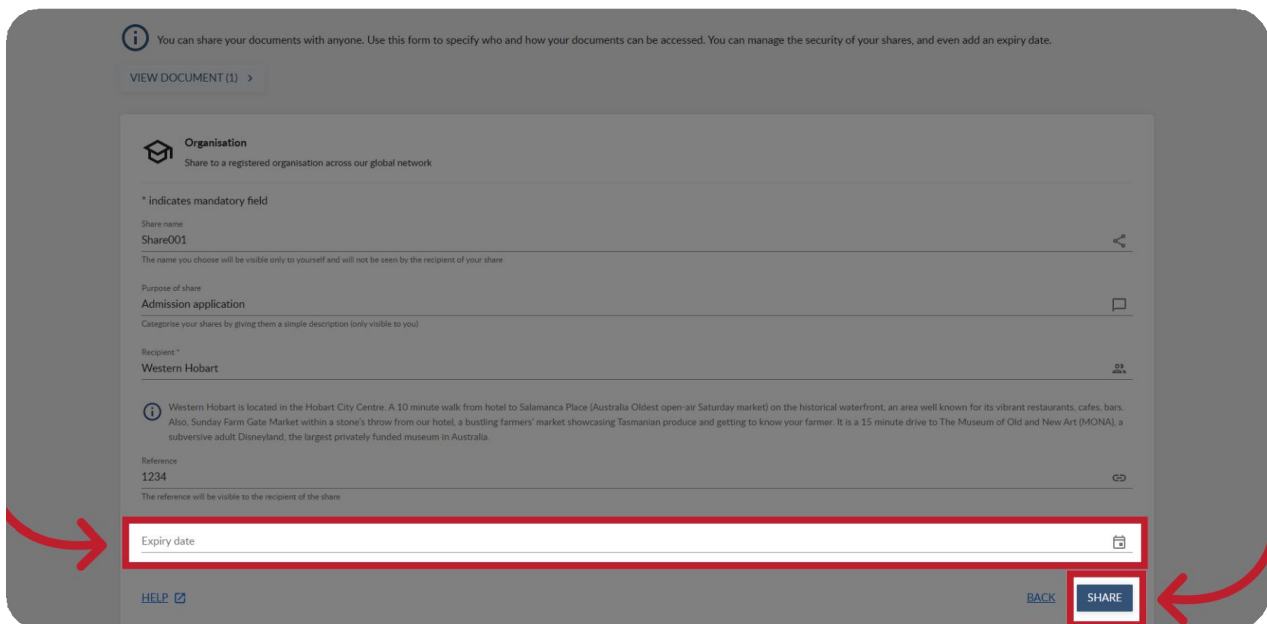
09 If the organization does not appear.

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



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

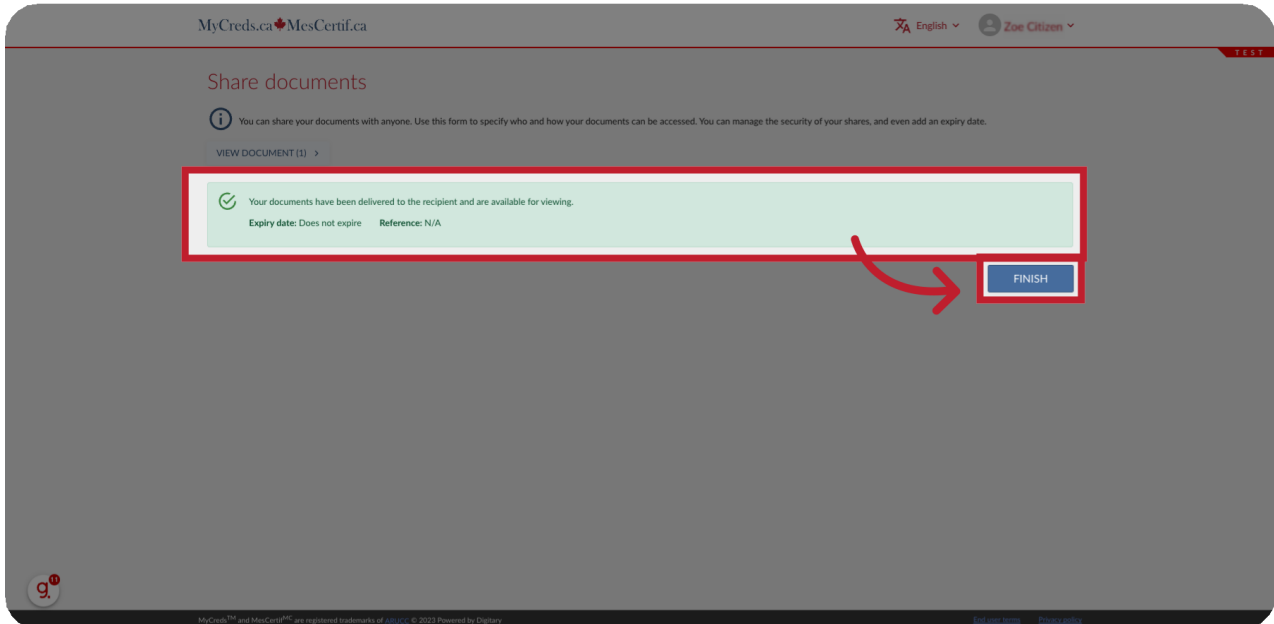
You can set an expiry date so that your share will stop working at this date. If the expiry date is left empty, the share will never expire. Please ensure there is enough time for the recipient to process your documents. You may need to confirm the use of share credits. Once you are happy with the data you have entered, click share.





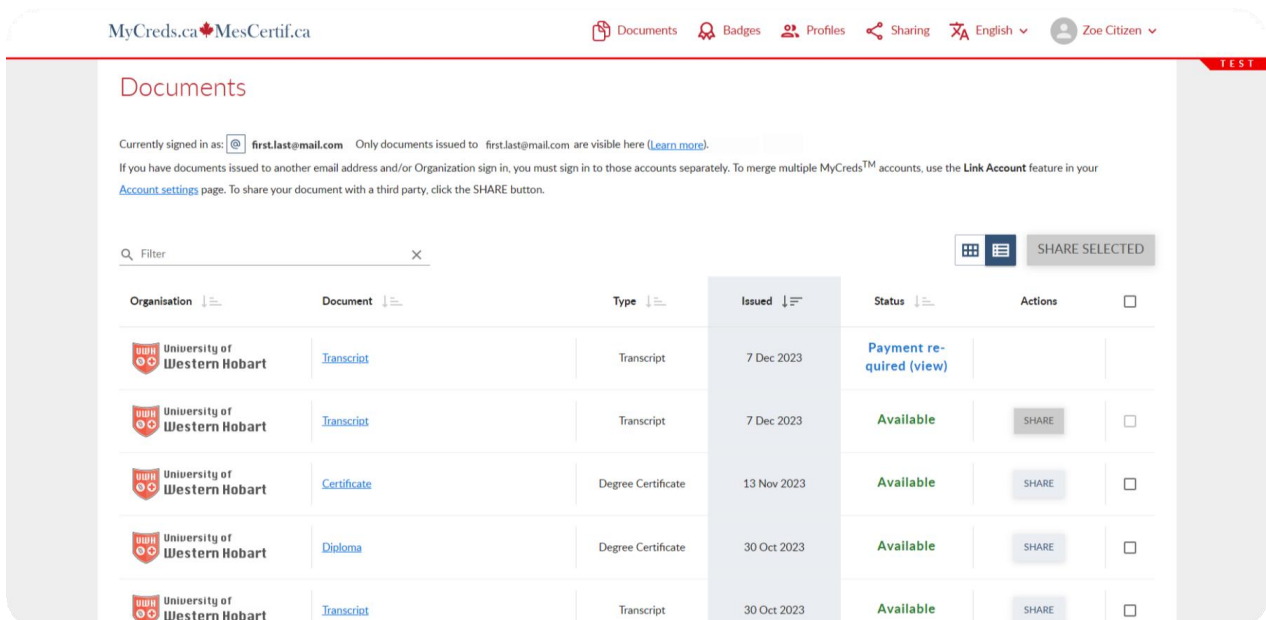
11 Click "Finish".

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.



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

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