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.

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.
**05 Click "Edit"**

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

**06 Edit the fields**

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

To disable a share select the disable button.

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.
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.

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