




Confirmation of Enrolment


Sharing Your Document


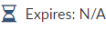
1) When in the Document View area you can select **SHARE** from the Actions column.


	2023 - 1	Enrolment				
	Official Transcript	Official Transcript	20 Oct 2022	Available	SHARE	<input type="checkbox"/>


OR use the **SHARE** button located at the top when you are viewing the Confirmation of Enrolment document page.

 University of Regina

Confirmation of Enrolment Fall 2022 - 1 

 Available 




 You have created 1 share, of which 0 were viewed.
This document has been updated by the issuer since it was originally issued to you. This share will see the new updated document.

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Automatic Zoom

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www.uregina.ca

- ✓ Issuer information
- ✓ Document information



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2) A pop-up window will appear. You can choose between **Generate a link to my document** OR **Send my documents to a registered organization**.


If you choose the **Generate a link to my documents** option, you will need to enter the email address of the location you are sending your Confirmation of Enrolment letter to in the Recipient Email field.

Document sharing


View document ▾

Generate a link to my documents


Send my documents to a registered organisation

Share name 

The name you choose will be visible only to yourself and will not be seen by the recipient of your share

Purpose of share 

Categorise your shares by giving them a simple description (only visible to you)

Recipient Email 

Email Address

If you choose the **Send my documents to a registered organization** option, you will need to enter the organization name in the Recipient field. In MyCreds the organization's name may not appear since **not all organizations are registered with MyCreds**.


If **No organization match your search criteria** appears, you will need to change your option to **Generate a link to my documents**.

Document sharing


View document ▾

Generate a link to my documents


Send my documents to a registered organisation

Share name 

The name you choose will be visible only to yourself and will not be seen by the recipient of your share

Purpose of share 

Categorise your shares by giving them a simple description (only visible to you)

Recipient * 

Please type organisation name

See the next page for information on the other fields in this form.



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3) Other than the **Recipient Email** field, all other fields are optional and do not need information in order to send your document. Explanations for each field are below.

The **Share name** field is for your own information and will not be seen by the recipient. You can leave this blank if you choose.

The **Purpose of share** field is for your own information and will not be seen by the recipient that you. You can leave this blank if you choose.

The **Reference** field is viewed by the recipient. This can be used if you have an ID with the receiving location or need to specify the department you are applying for.

Access PIN is optional. It is intended for additional security. If left blank, the person receiving the document will be able to view without any information from you. You can leave this blank if you choose. When used, the **Access PIN** must be disclosed to the receiver or they will not be able to access your document.

The **Expiry date** is optional. It can be used to set a time limit on the availability of your document. If left blank, the receiver can still access the document.

The screenshot shows a form with the following fields and options:

- Share name**: A text input field with a share icon. Below it, a note reads: "The name you choose will be visible only to yourself and will not be seen by the recipient of your share".
- Purpose of share**: A text input field with a document icon. Below it, a note reads: "Categorise your shares by giving them a simple description (only visible to you)".
- Recipient Email**: A text input field with a red "REQUIRED" label and an envelope icon.
- Reference**: A text input field with a link icon. Below it, a note reads: "The reference will be visible to the recipient of the share".
- Access PIN**: A text input field with a lock icon.
- Expiry date**: A text input field with a calendar icon.

At the bottom of the form, there are three buttons: a blue "HELP" button with an external link icon, a blue "CANCEL" button, and a dark blue "SHARE" button.

4) Click the **SHARE** button.

Please know that documents shared through **MyCreds™ | MesCertif^{MC}** come directly from the **University of Regina** and are tamper-evident and cryptographically signed, making them authentic and official. You can securely and conveniently access and share your academic documents with other colleges and universities, government, employers, and third parties.

If you have attempted to send your confirmation of enrolment via **MyCreds™ | MesCertif^{MC}** and they have rejected your document, please email us at mycreds@uregina.ca so that we can assist you in sending your document.



1) While on the main Documents view page, click the **SHARING** link on the top right of the page.

MyCreds.ca MesCertif.ca

Documents Sharing EN

Documents

Currently signed in via University of Regina sign in as . Only documents issued to this user are visible here ([Learn more](#)).

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™ accounts, use the [Link Account](#) feature in your [Account settings](#) page. To share your document with a third party, click the SHARE button.

2) The Shares page will list all the shares you have sent for any document you have in MyCreds.

Share name	Recipient	Date shared	Expiry date	Status	Actions
Instructions 1	2	19 Feb 2023 3	Does not expire 4	Enabled 5	6

1. This is the share name you would have created when you shared the document
2. This is the email of the location you shared the document with.
3. This is the date the email was sent to the location with your document.
4. This will have the expiry date if you created one.
5. This means the document is available to the location you shared it to.
6. This allows you to disable the document if you no longer want it available to the location you shared it to.