



Official Transcripts

Sharing Your Document

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

Organisation	Document	Type	Issued	Status	Actions
University of Regina	Official Transcript	Official Transcript	20 Oct 2022	Available	SHARE

OR use the **SHARE** button located at the top when you are viewing the Official Transcript document page.

MyCreds.ca
MesCertif.ca

EN Denise Seidler

Information

Access control

History

University of Regina

Official Transcript

Available

Expires: N/A

You have not created any shares for this document yet.

SHARE

1 of 5 Automatic Zoom

University of Regina

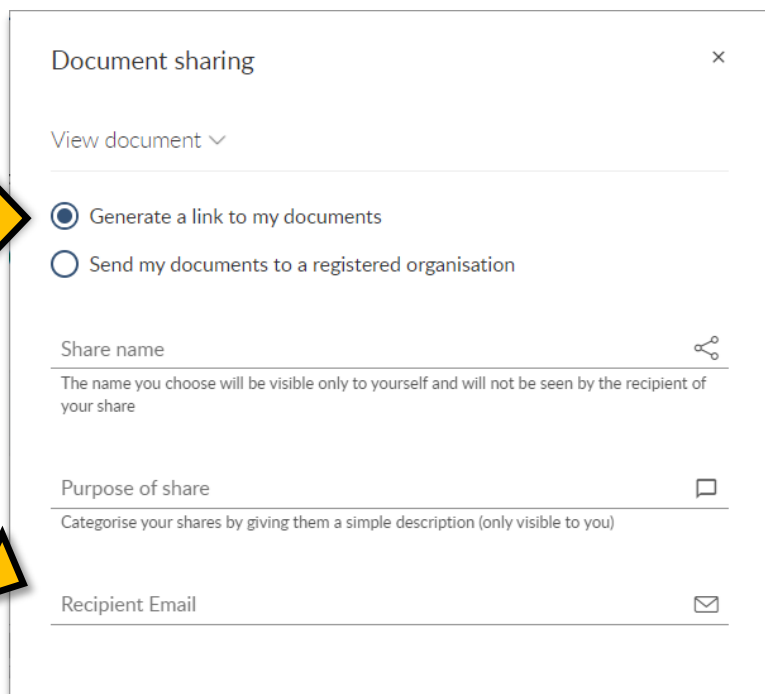
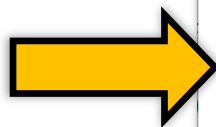
Official Transcripts

Sharing Your Document

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**.

OPTION 1 **Generate a link to my documents**. You will need to enter the email address of the location you are sending your transcripts to in the Recipient Email field.

Enter the email address for the Institution or Organization you are sending your transcripts to.




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

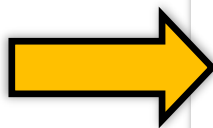
Purpose of share 

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

Recipient Email 

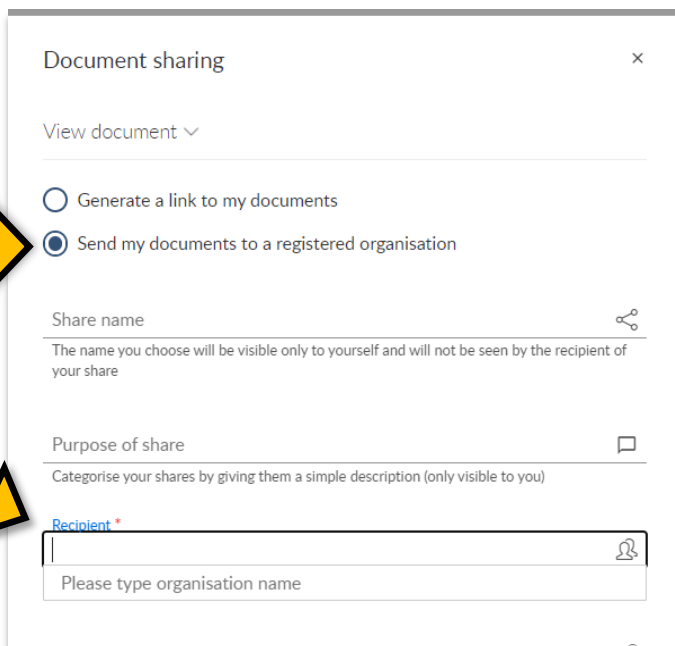
OPTION 2 **Send my documents to a registered organization**.

You will need to fill the organization name in the **Recipient**.
Not all organizations are registered with MyCreds.



Enter the name of the Institute or Organization you wish to send to.

If **No organization match your search criteria** appears, you will need to change your option to **Generate a link to my documents**. You will need the email of the location to send the document.




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.

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

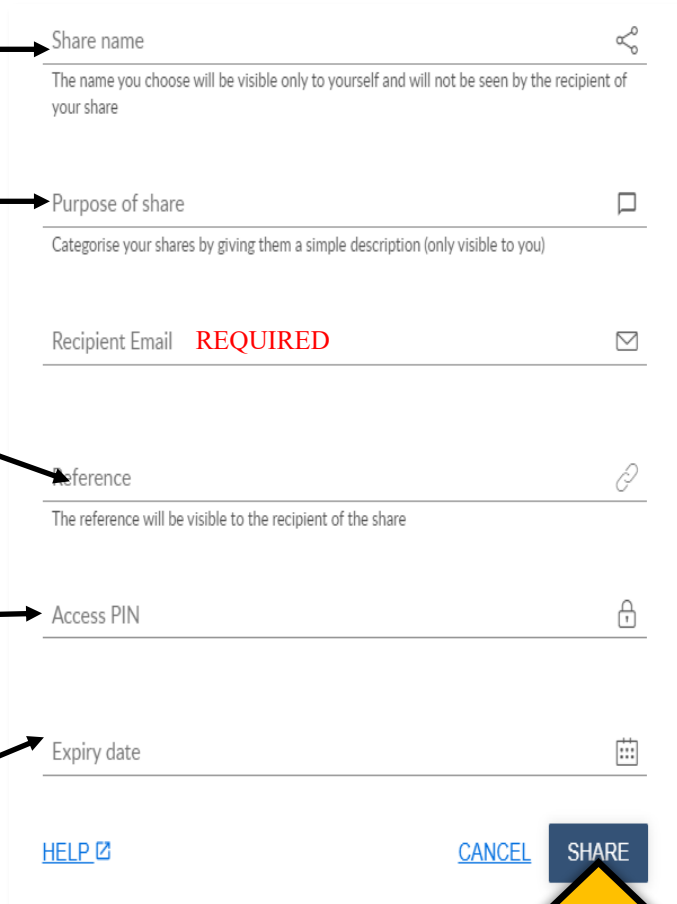
The **Share name** field is for your own information and will not be seen by the recipient. You can leave this blank if you choose.


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


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


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.





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 **REQUIRED** 

Reference 
The reference will be visible to the recipient of the share

Access PIN 

Expiry date 

[HELP](#) [CANCEL](#) [SHARE](#)

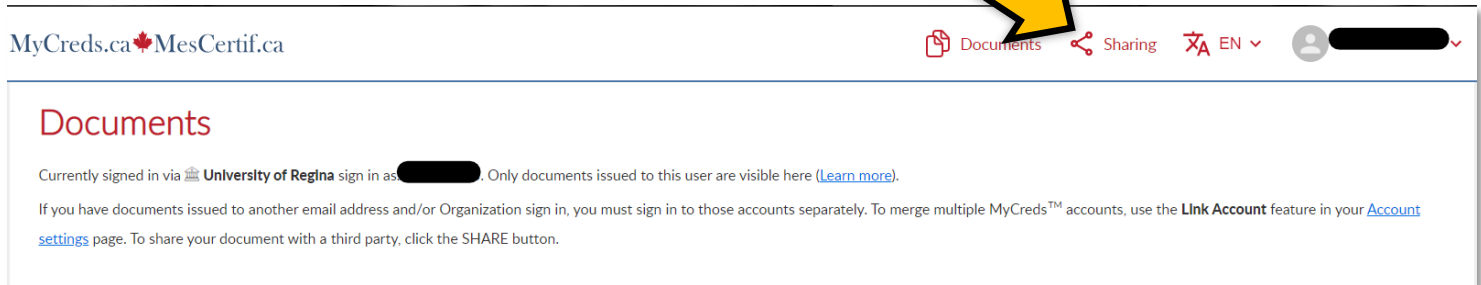
4) Click the **SHARE** button.

Please know that documents shared through **MyCreds™ | MesCertif™** 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 transcript via **MyCreds™ | MesCertif™** and the institution or organization has 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 to view your sharing history.



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

						<input type="button" value="DISABLE ALL"/>	<input type="button" value="ENABLE ALL"/>
Share name	Recipient	Date shared	Expiry date	Status	Actions		
Instructions 1	2	19 Jan 2023 3	Does not expire 4	Enabled 5	<input <b="" type="button" value="DISABLE"/> 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 to which you shared the document.
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 receiving location.
6. This allows you to disable the document if you no longer want it available to the receiving location.