

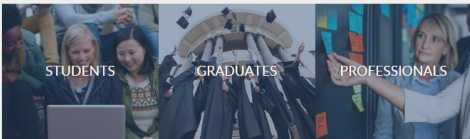
How to share your transcript in MyCreds™

For organizations, such as educational institutions or employers, to access your official Lakeland College transcript, you will need to share it with them directly in your MyCreds™ account.

Here's how:

1. After requesting your official Lakeland transcript on your [My Lakeland portal](#), you can log into your [MyCreds™ account](#) using the link included in your MyCreds™ confirmation email.
- Remember to log in with your primary email on your [My Lakeland profile](#).
 - o If you are unsure of which email you have on your My Lakeland profile, you can review this information on your My Lakeland portal > Open Self Service > Profile>Contact Details

MyCreds.ca ♦ MesCertif.ca Help English About MyCreds™




MyCreds™ is our Learner User Portal that helps hundreds of thousands of individuals to access and share their digitally certified records online with employers, education providers, governments, and other third parties.


MyCreds™ helps learners:

- Securely receive digitally certified, official documents online.
- Share academic documents with third parties.
- Make it easier for employers and others to verify academic achievements.

[Learn more about MyCreds™](#)


Sign in


Email 
Please enter an email address


Password 
Please enter your password to sign in


[Can't sign in?](#)

OR

 Sign in with your Education Provider

 Sign in with Google



 Sign in with Facebook

 Sign in with LinkedIn




2. Within the Documents section, open the Official Transcript you want to share


MyCreds.ca ♦ MesCertif.ca Documents Profiles Sharing English

Documents

Currently signed in as:  Only documents issued to  are visible here ([Learn more](#)).

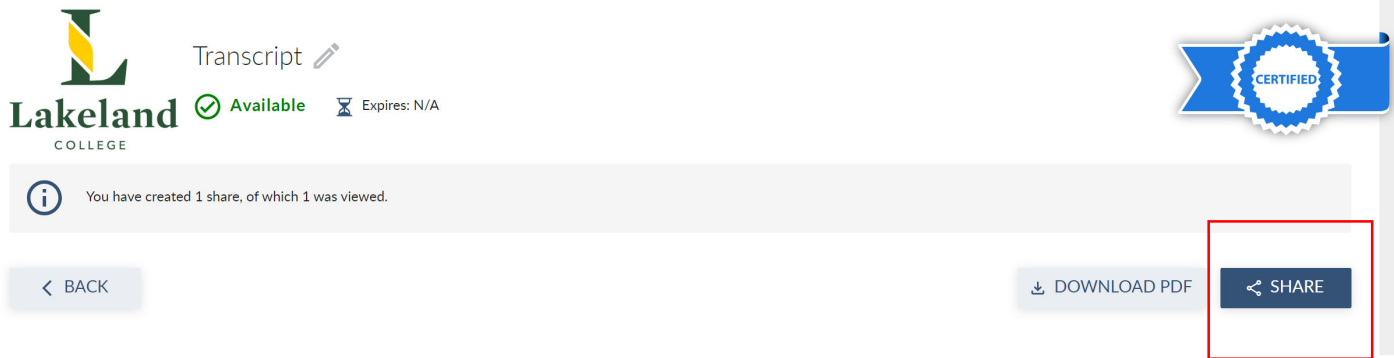
If you have documents issued to another email address and/or Organization sign in, you must sign in to those accounts separately. To merge multiple MyCreds™ accounts, use the [Link Account](#) feature in your [Account settings](#) page. To share your document with a third party, click the SHARE button.

Q Filter    [SHARE SELECTED](#)

Organisation	Document	Type	Issued	Status	Actions
	Transcript	Transcript	21 Nov 2023	Available	SHARE <input type="checkbox"/>



3. To share your document, select the share button. Or click on your transcript, and then select share




4. Select one of the four options listed below on how you would like to share your document

- a. Generate a link to my documents: This will send an email to the recipient with a link to access the document.
- b. Send my documents to a registered organization: If an organization is registered as part of the MyCreds™ network, such as the York University, you can select the recipient search field.
- c. Please note that if you leave this section blank, a link to your transcript will be sent to your email. This option will use one share credit. *If you download this transcript and try to send this downloaded transcript to a third-party, it will not be valid as a secured, verified and official transcript.*

Complete the required fields. Please note that an access PIN and expiry date is not a mandatory field.


- d. If you chose to include an access PIN, it is essential that you share this code with the recipient as they will be unable to access the document without it. You can review the access code by selecting the recipient within the Access Control tab in MyCreds™.
- e. If you chose to set an expiry date, the recipient will be unable to access your transcript once the expiry date arrives.


Share documents


 You can share your documents with anyone. Use this form to specify who and how your documents can be accessed. You can manage the security of your shares, and even add an expiry date.


[VIEW DOCUMENT \(1\) >](#)


Share with

☒  **Email**
Share to a specific email and include an optional personal message

☐  **Organisation**
Share to a registered organisation across our global network

☐  **Public on the web Securely**
Anyone will be able to access your shared documents using a unique web address and four to six digit code


☐  **Public on the web**
Anyone will be able to access your shared documents using a unique web address

[HELP](#) 


[CANCEL](#) [CONTINUE](#)

5. A confirmation window will appear to confirm that the document has been shared with the recipient's email listed.

Share documents

 You can share your documents with anyone. Use this form to specify who and how your documents can be accessed. You can manage the security of your shares, and even add an expiry date.

[VIEW DOCUMENT \(1\) >](#)

 Your document has been shared with genna.baddock@lakelandcollege.ca and you can view additional details in your [sharing](#) list.

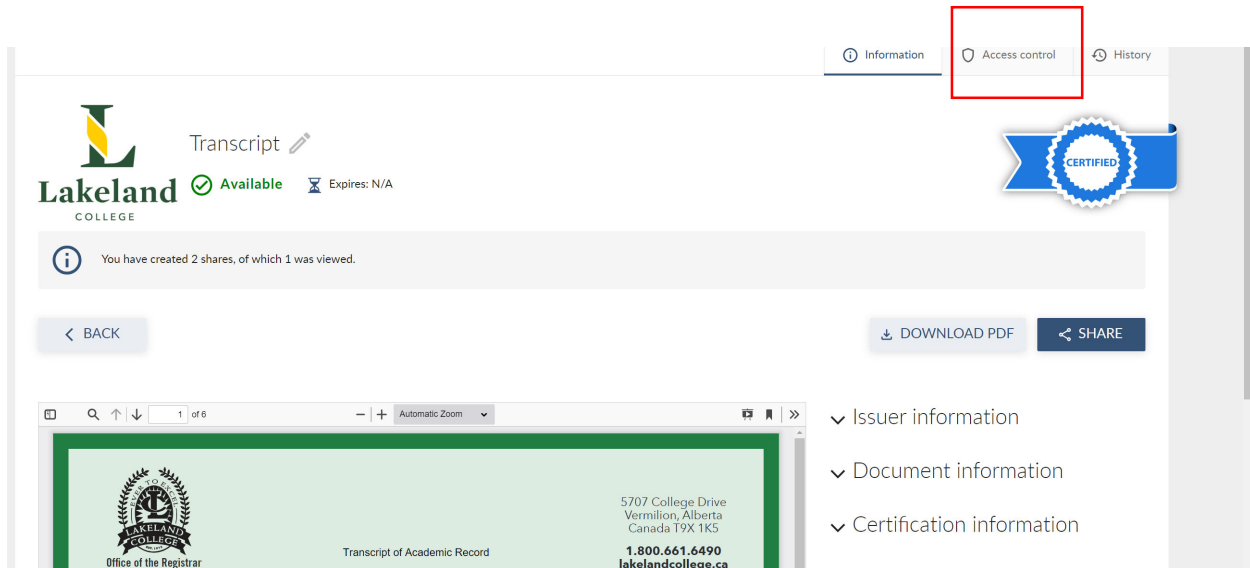
Recipient: Restricted Access PIN: None Expiry date: Does not expire Reference: N/A

[FINISH](#)

Your transcript has been successfully sent to the recipient.

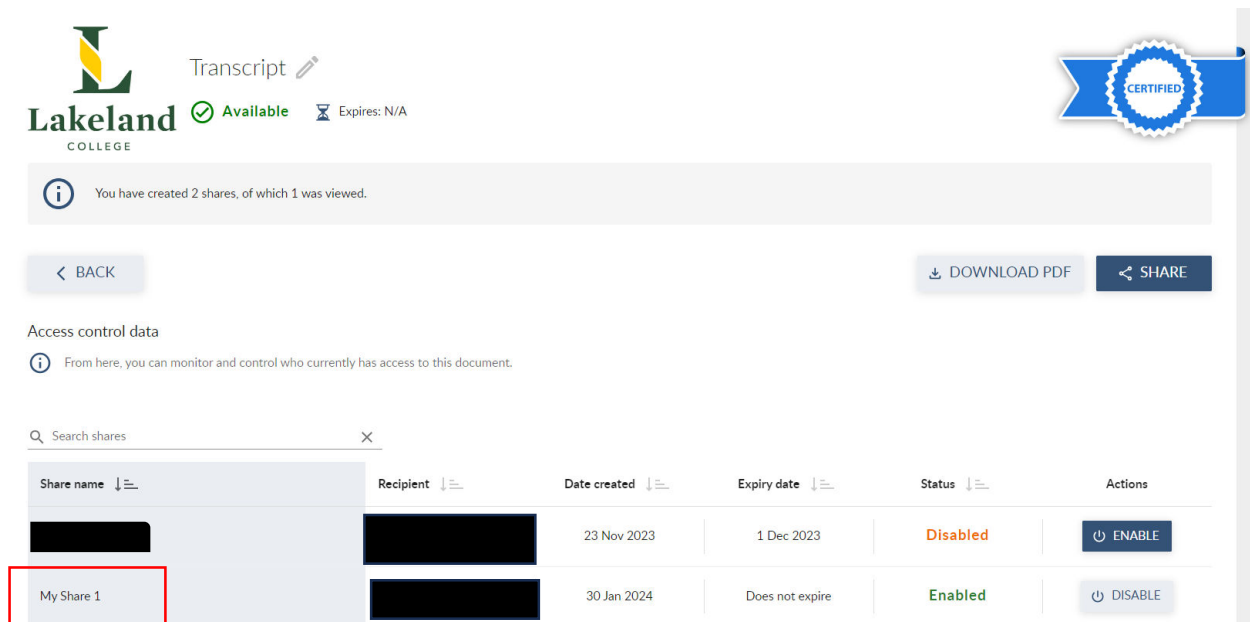
Here are some additional tips for after you share your transcript:

1. To review who you have shared your official document with, and if they have accessed the document, select the Access control tab.



The screenshot shows the 'Transcript' page interface. At the top, there are three tabs: 'Information', 'Access control' (highlighted with a red box), and 'History'. Below the tabs, the page displays the Lakeland College logo, the word 'Transcript' with an edit icon, and a status 'Available' with a green checkmark. A message states 'You have created 2 shares, of which 1 was viewed.' Below this are buttons for '< BACK', 'DOWNLOAD PDF', and 'SHARE'. A preview of the transcript document is shown, featuring the Lakeland College seal and contact information. On the right side, there is a 'CERTIFIED' badge and a list of expandable sections: 'Issuer information', 'Document information', and 'Certification information'.

2. Select the **share name** to view more details.




The screenshot shows the 'Access control' tab. It includes the same header as the previous screenshot. Below the header, there is a section titled 'Access control data' with an information icon and a note: 'From here, you can monitor and control who currently has access to this document.' Below this is a search bar labeled 'Search shares'. A table lists the shares with columns: 'Share name', 'Recipient', 'Date created', 'Expiry date', 'Status', and 'Actions'. The table has two rows. The first row shows a share with a status of 'Disabled' and an 'ENABLE' button. The second row, labeled 'My Share 1' (highlighted with a red box), shows a status of 'Enabled' and a 'DISABLE' button.

Share name	Recipient	Date created	Expiry date	Status	Actions
[Redacted]	[Redacted]	23 Nov 2023	1 Dec 2023	Disabled	ENABLE
My Share 1	[Redacted]	30 Jan 2024	Does not expire	Enabled	DISABLE

3. As displayed below, you can view and update the details of your share, including:

- Editing the share name
- Resending the email
- Disabling access to the document
- Reviewing the number of views, including the last viewed date
- Viewing if you have placed an Access PIN on the document; the PIN code will be displayed here.
- Viewing activity of your transcript including when the transcript was uploaded, who it was shared with, etc.



You shared your document with [REDACTED] on 23 Nov 2023.

RESEND EMAIL

< BACK

⏻ DISABLE

✎ EDIT

Share name	[REDACTED]	Recipient	[REDACTED]
Purpose of share	Application	Reference	Transcript
Expiry date	1 Dec 2023	Number of views	1
Created date	23 Nov 2023	Last viewed date	23 Nov 2023
Status	Enabled	Share URL	COPY LINK
Access PIN code	153366		