



How to share your transcript in MyCreds™

For organizations, such as educational institutions or employers, to access your official NAIT transcript, you will need to share it with them directly in your MyCreds™ account. Here's how:

1. After requesting your official NAIT transcript on your [MyNAIT 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 [MyNAIT profile](#).
 - If you are unsure of which email you have on your MyNAIT profile, you can review this information on your MyNAIT portal > Open Self Service > Profile.

MyCreds.ca MesCertif.ca

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STUDENTS GRADUATES PROFESSIONALS

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.

Sign in

Email

Please enter a valid email address

Password

Please enter your password to sign in

Sign in

[Can't sign in?](#)

OR

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

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Documents

Sharing

Take a tour

Documents

Currently signed in as: [redacted] Only documents issued to [redacted] 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 share your document with a third party, click the SHARE button.

Search

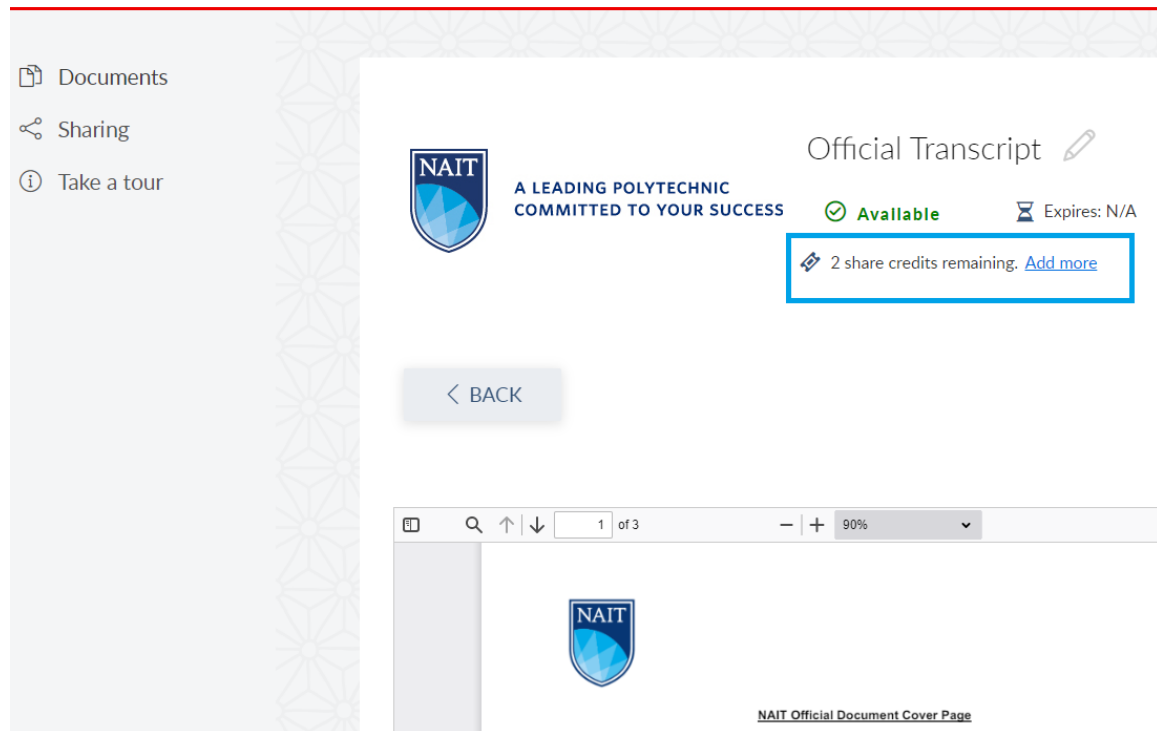
Organisation	Document	Type	Issued	Status
A LEADING POLYTECHNIC COMMITTED TO YOUR SUCCESS	Official Transcript	Official Transcript	09 Jun 2021	Available



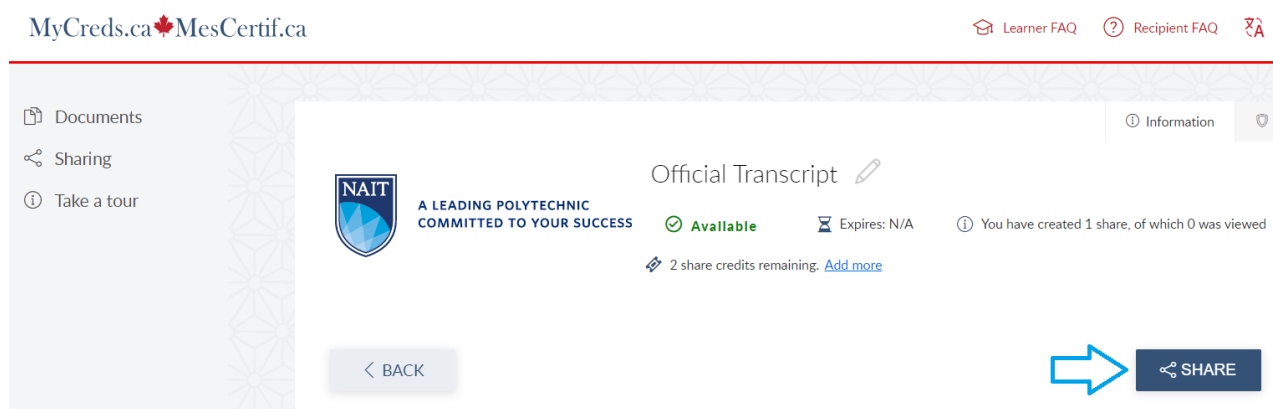
3. You can see how many share credits you have remaining. If you need to purchase share credits, select **Add more**.
- If you have already purchased your share credits, like in the sample below, proceed to step 4.
 - To learn more about how to purchase share credits, you can review [this step-by-step guide](#).

Please note that share credit purchases are final and non-refundable.

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4. To share your document, select the share button.





5. This will open a pop-up window for you to identify who you want to share your document with.
- Generate a link to my documents: This will send an email to the recipient with a link to access the document.
 - 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.
 - 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.

- 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™.
- If you chose to set an expiry date, the recipient will be unable to access your transcript once the expiry date arrives.



Document sharing



View document



You currently have 2 share credits. Sharing this document will use 1 share credit.



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



Reference



The reference will be visible to the recipient of the share

Access PIN



Expiry date



[HELP](#)

[CANCEL](#)

CONTINUE

6. A confirmation of share window will appear. If your details are correct, select **share**.

Confirmation of share



You currently have 2 share credits. Sharing this document will use 1 share credit.

Please make sure your share details are correct before proceeding.

[BACK](#)

SHARE



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

Document shared ✕

Your document has been shared with [Recipient Email] and you can view additional details in your sharing list.

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

OK

Your transcript has been successfully sent to the recipient.

For additional support navigating your MyCreds™ account, you can **Take a Tour** or review the **Learner FAQ**.

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Documents

i Currently signed in as: [redacted] Only documents issued to [redacted] 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 **Account** feature in your [Profile settings](#) page. To share your document with a third party, click the SHARE button.

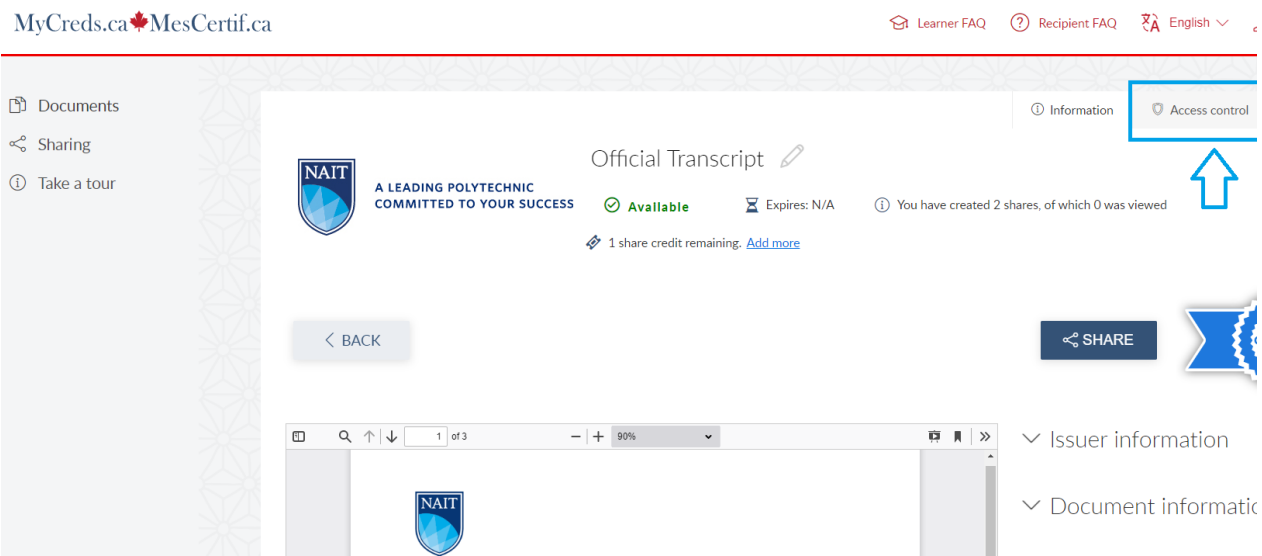
Search

Organisation	Document	Type	Issued	Status
A LEADING POLYTECHNIC COMMITTED TO YOUR SUCCESS	Official Transcript	Official Transcript	09 Jun 2021	Available

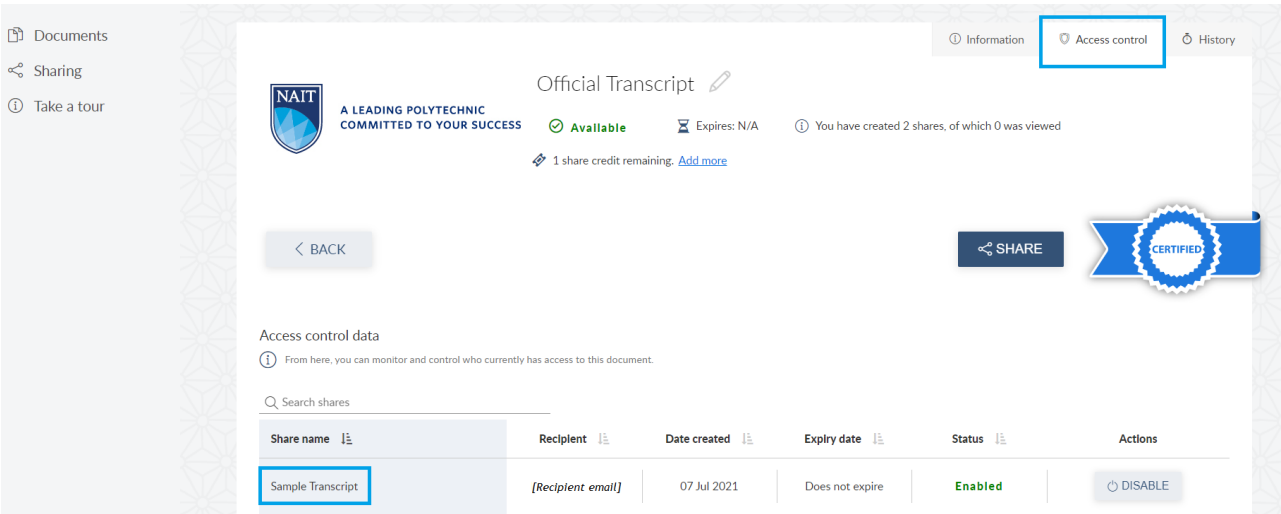


Here are some additional tips for after you share your transcript:

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



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





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.

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Sample Transcript

View and change the details of your share. [Learn more](#)

You shared your document with **[Recipient Email]** on 07 Jul 2021. [RESEND EMAIL](#)

[< BACK](#) [DISABLE](#) [EDIT](#)

Share name	Sample Transcript	Recipient	[Recipient Email]
Purpose of share	Sample of how to share transcript	Reference	N/A
Expiry date	N/A	Number of views	0
Created date	07 Jul 2021	Last viewed date	N/A
Status	Enabled	Share URL	COPY LINK
Access PIN code	None		

Documents

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A LEADING POLYTECHNIC COMMITTED TO YOUR SUCCESS	Official Transcript	09 Jun 2021	Available

Showing 1 - 1 of 1 document share.

[View activity](#)