

# Digital Certificates – How to View, Print and Share

## Overview

Congratulations on successfully registering with My eEquals! If you haven't completed the registration process yet and need assistance, please refer to *Digital Certificates - How to access your digital certificate* guide.

Let's explore the possibilities that My eEquals can offer. From viewing your certificate to sharing with potential or current employers, you can access your credentials anytime, anywhere you have an internet connection. You can even conveniently print a hardcopy version of your certificate directly through this platform. Read on to see how.

*Please note: these screen shots have been taken from the test system and do not represent a real student, email, or qualification.*

## View

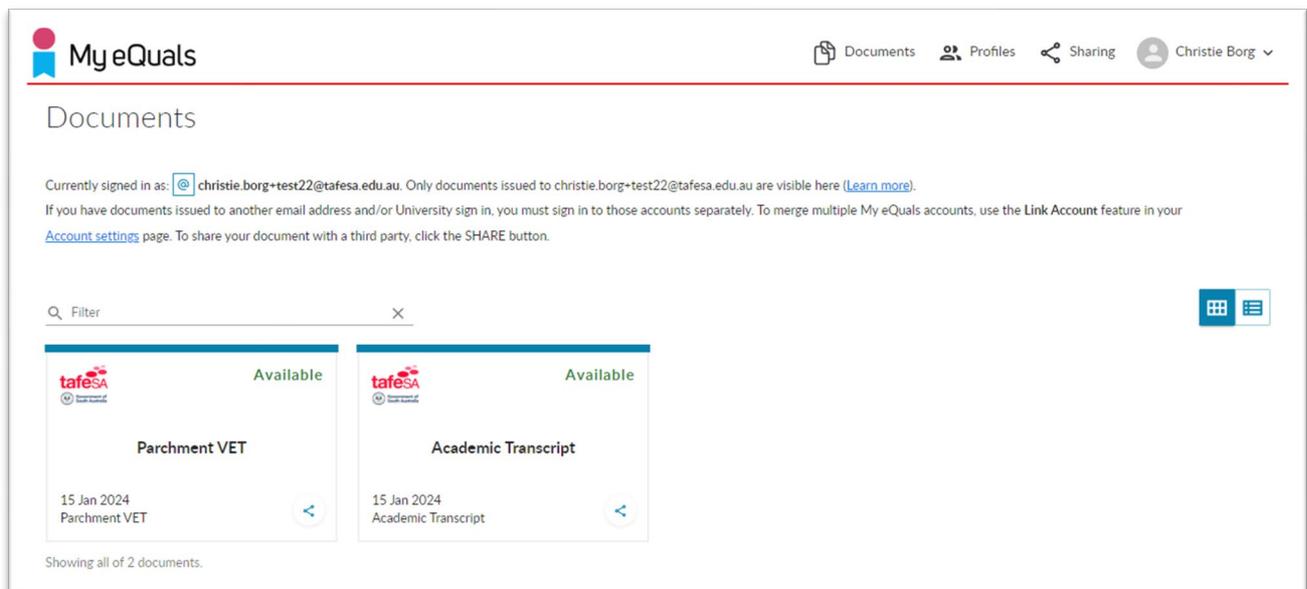
- Login to My eEquals - [www.myequals.edu.au](http://www.myequals.edu.au) with the email address and password you used to register. You can toggle between the **Grid** and **List** views.



**List** view will allow you to see and do more from the one screen.

## Grid view

You need to open the certificate to View, Print or Share.



## List view

You can Share directly from this view.

Organisation	Document	Type	Issued	Status	Actions
	<a href="#">Parchment VET</a>	Parchment VET	15 Jan 2024	Available	<a href="#">SHARE</a>
	<a href="#">Academic Transcript</a>	Academic Transcript	15 Jan 2024	Available	<a href="#">SHARE</a>

- If using the **Grid** view, click top open the certificate you would like to **View**, **Print** or **Share**.

My eQuals

5 Profiles

Information Access control History

tafeSA Parchment VET 1

Government of South Australia Available Expires: N/A

4 CERTIFIED

You have created 3 shares, of which 0 were viewed.

2 3

BACK DOWNLOAD PDF SHARE

Issuer information

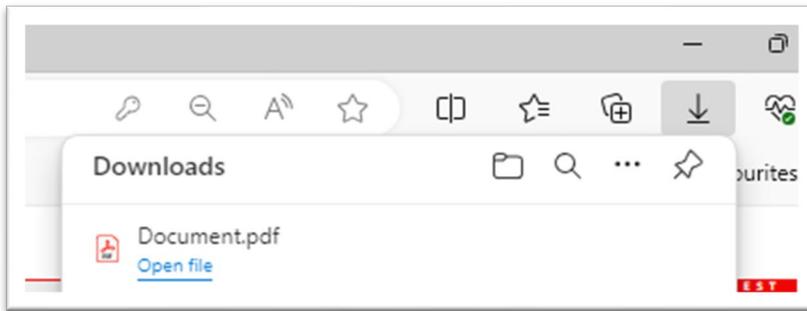
Document information

Certification information

- 1 If you have multiple certificates, you may wish to rename the title to something more meaningful.
  - Click the edit symbol and enter a new title – such as Certificate III in xx.
  - Click the tick to confirm the change.

## Print

- 2 Need a hardcopy version of your certificate? Print it easily directly from your My eQuals portal.
  - Press the **Download PDF** button.
  - Locate your certificate in your **Downloads** folder.

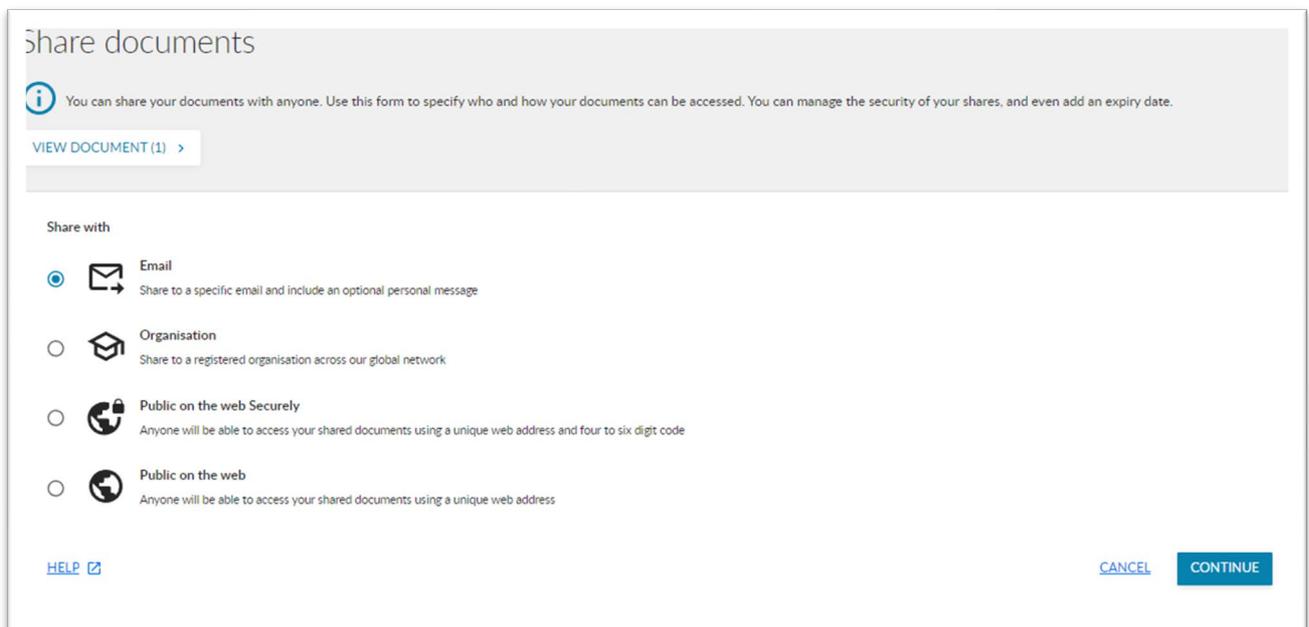


## Share

3

Certificates can be shared with employers, friends and other third parties of your choice. There are three options to share your certificate, My eQuals will generate a link so that your certificate is viewable online, with optional security measures that allow you to determine who can see them and for how long.

- **Share** from either the **List** view or a certificate you have open.



**Email** option – use this to email a recipient a link to your certificate. Giving you control of:

- Who you send to
- Include a personalised message
- Provide the recipient an access PIN
- Set an expiry date, beyond that date the recipient will no longer have access to your certificate

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

\* indicates mandatory field

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 \* 

Include a personalised message   
The personalised message will be included in the email invitation

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

Access PIN [GENERATE ONE FOR ME](#)  Expiry date   
Include a 4-6 digit code to help secure your share. Only recipients who have this code will be able to access your documents. A separate email with PIN will be sent to the share recipient.

[HELP](#)  [BACK](#) [SHARE](#)

- Click **Share**

This confirmation message will be received:

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 [emma.bails@tafesa.edu.au](mailto:emma.bails@tafesa.edu.au) and you can view additional details in your [sharing](#) list.  
A separate email will also be sent to your share recipient with the PIN so they can securely access your share.

Recipient: Restricted    Access PIN: 781250    Expiry date: 7 Feb 2024    Reference: N/A

[FINISH](#)

- Click **Finish**.

**Organisation** option – My eEquals is a widely used platform by many other training organisations. You can share to other organisations registered with My eEquals using this option. Always check beforehand and if unsure, select another way to share.

- Complete the details and notice that the recipient field contains a list of all organisations affiliated with My eEquals. If the organisation you're after doesn't appear here, select another sharing method.

**Public on the web Securely** – selecting this option will provide you with a link that can be used to share on the web. You will have control of:

- Setting a PIN whereby only those that have the PIN can access the link.
- Set an expiry date, beyond that date the link will no longer work.

- Complete details and click **Share**.

- Click **Copy** and paste to the desired location – don't forget if you choose to set a PIN to let your recipients know!
- Click **Finish**

**Public on the web** – this option will generate a link that you can share on the web. Anyone who clicks on the link will be able to access your certificate. An expiry date can be set but is not mandatory.

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

All fields are optional

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)

Expiry date 📅

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- Complete the details and click **Share**.

✔ Your document is now ready to share. You can copy the URL below by clicking on it, and you can then share it with others.

Recipient: Open access    Expiry date: Does not expire

Parchment VET

[COPY](#)

[FINISH](#)

- Click **Copy** and paste to the desired location.
- Click **Finish**.

### Access control

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This is where you can monitor and control who currently has access to your certificate. You can disable and enable by clicking the **Disable** or **Enable** button in the **Actions** column.

Access control data

From here, you can monitor and control who currently has access to this document.

Search shares ✕

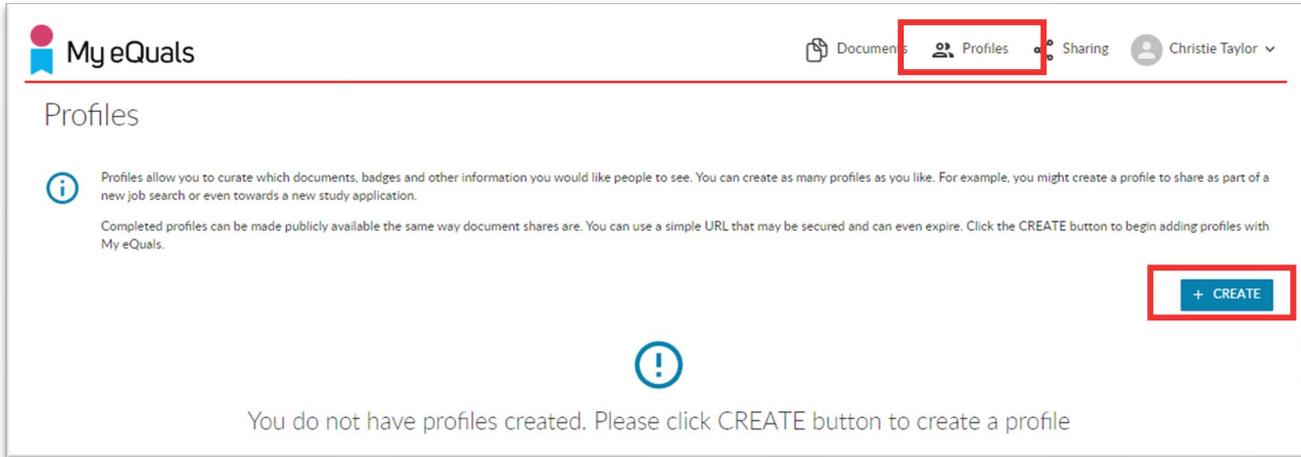
Share name	Recipient	Date created	Expiry date	Status	Actions
Emma	emma.bails@tafesa.edu.au	5 Feb 2024	7 Feb 2024	Enabled	<a href="#">DISABLE</a>
Share on the web	Open Access	6 Feb 2024	Does not expire	Enabled	<a href="#">DISABLE</a>
Share to the web securely	Open Access	6 Feb 2024	8 Feb 2024	Disabled	<a href="#">ENABLE</a>

Showing all of 3 document shares.

## 5 Create a profile to share

In My eQuals you can create a profile and attach chosen certificates to share with employers, friends or other third parties.

- Click **Profiles** from the menu at the top



- Click **Create**

- Enter a name for your profile, you can create multiple profiles for sharing with different employers or third parties.

You have the option to add a photo of yourself, include pronouns and add some text about yourself.

Profile for ABC Pty Ltd [Edit](#) [COPY PROFILE](#) [Active](#)

 **Christie** [Edit](#)  
She/her

Add something in here to highlight your skills

### Manage your profile

Use this page to create and manage information about yourself for this profile. This information will appear on your shared profiles. You can select as many documents and badges as you wish to include in your profile. Use the PREVIEW link to check out what your page will look like when published.

You can include something about yourself like your academic experience and any other skills and achievements or other information you would like to share.

[PREVIEW](#) [SHARE](#)

### Achievements

[+ ADD DOCUMENTS AND BADGES](#)

 You haven't added any of your documents or badges to this profile yet. Use the ADD DOCUMENTS AND BADGES button to select which achievements you would like to include.

- Click the **ADD DOCUMENTS AND BADGES** to include a certified certificate to your profile
- Use the **SHARE** button to obtain a link to your newly created profile.
- Click **COPY** and then share the link with others.