Sharing of Digital Documents

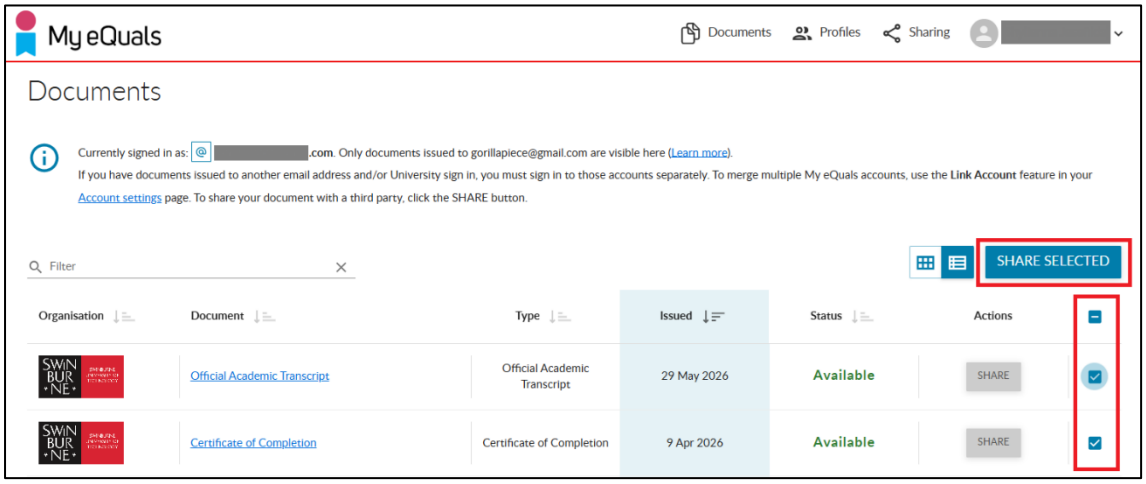
My eQuals allow Learner to share their documents securely with employers, organisations and third parties.

Sharing Methods

There are two (2) methods available for sharing documents.

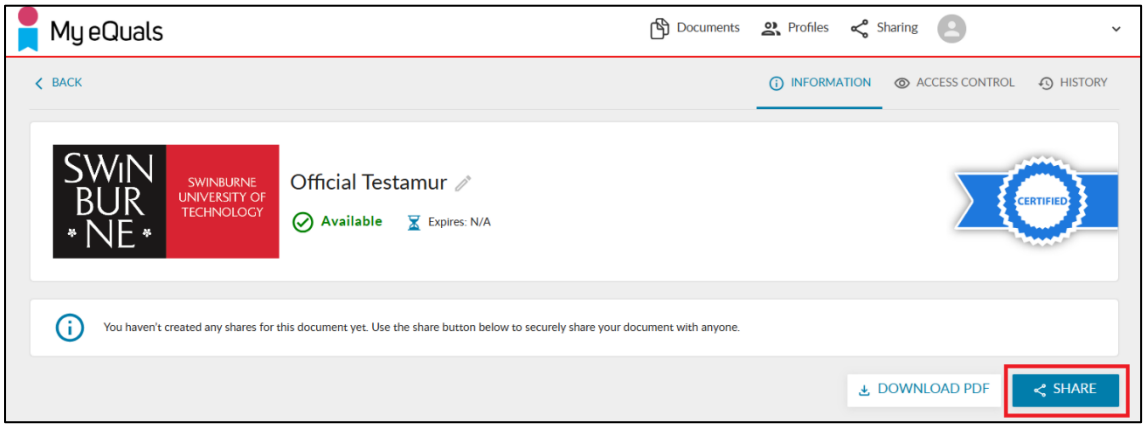
Share from Document List view

This method allows the sharing of multiple documents at once.



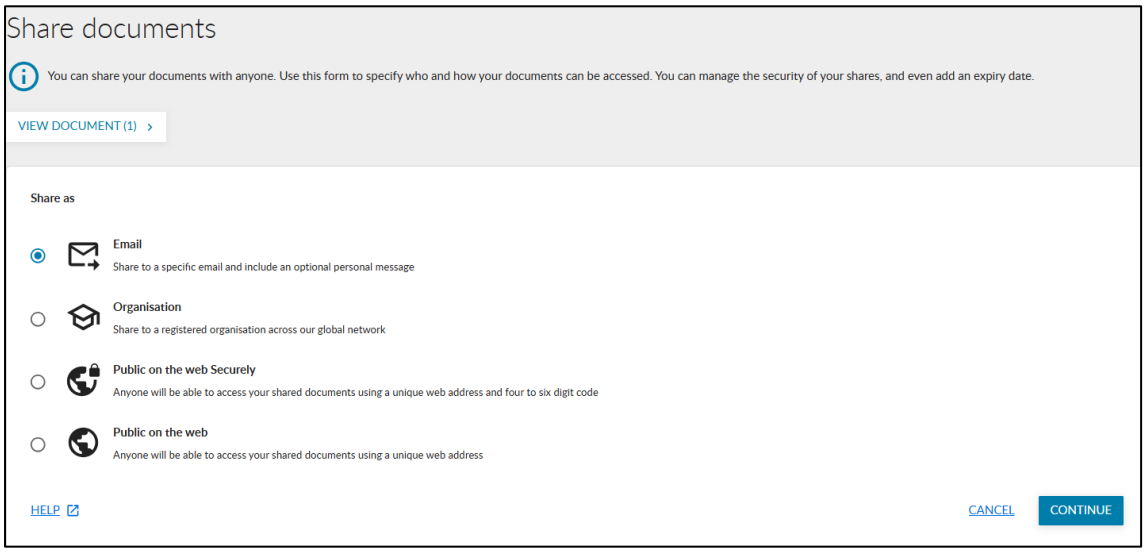
Share from Individual Document View

This method allows the sharing of each document individually.



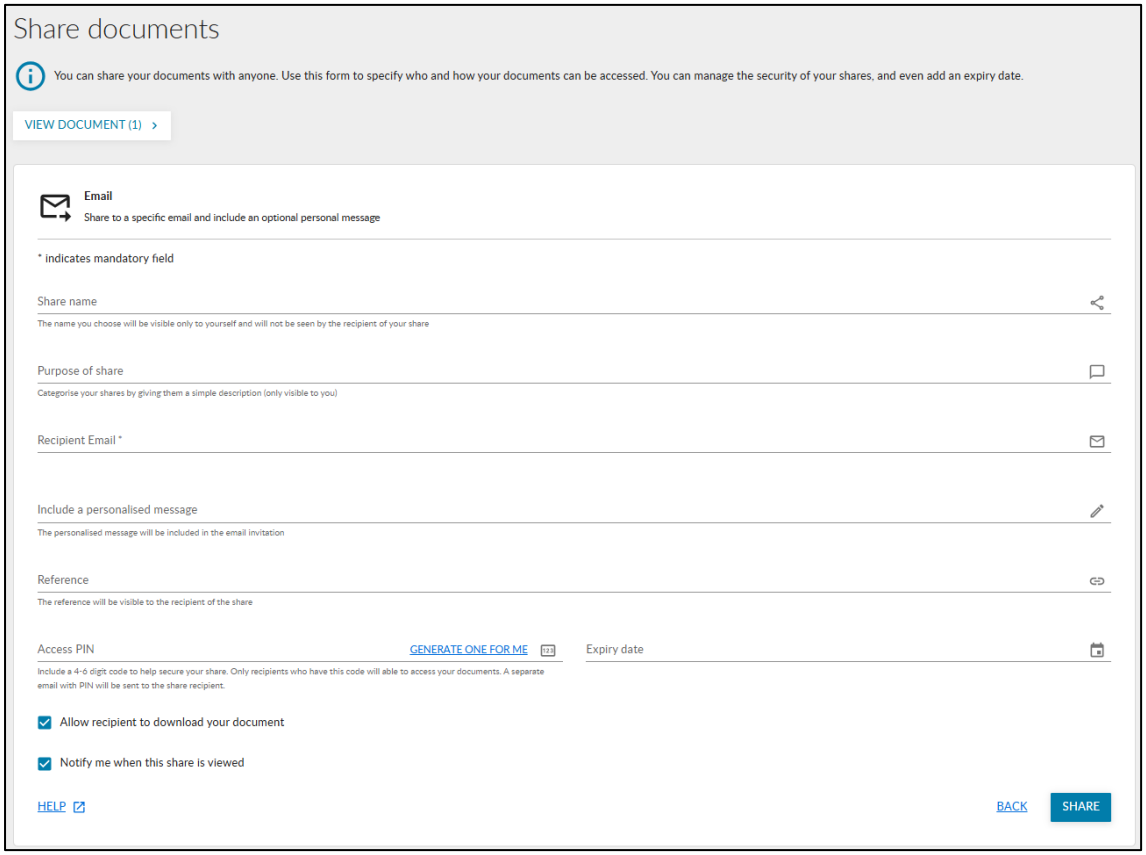
Sharing Options

Click the **Share** button to view the four (4) sharing options.



Share via Email

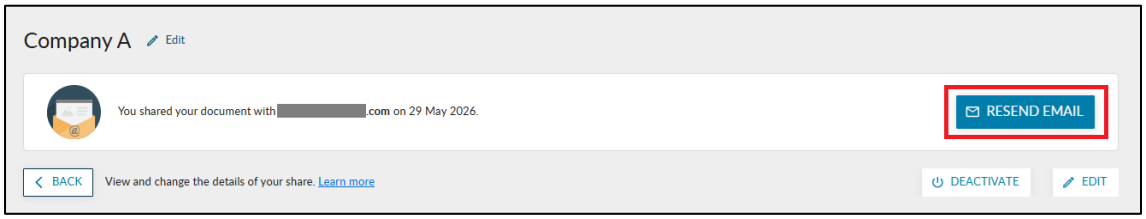
This option allows Learner to share documents with a specific email address. The Learner can enhance the security of their shared documents by setting a PIN or an expiry date. Additionally, Learner has the option to allow shared recipients to download the shared documents and enable notifications when the documents are viewed. Click the **Help** link for more information.



Re-send Email Share Notifications

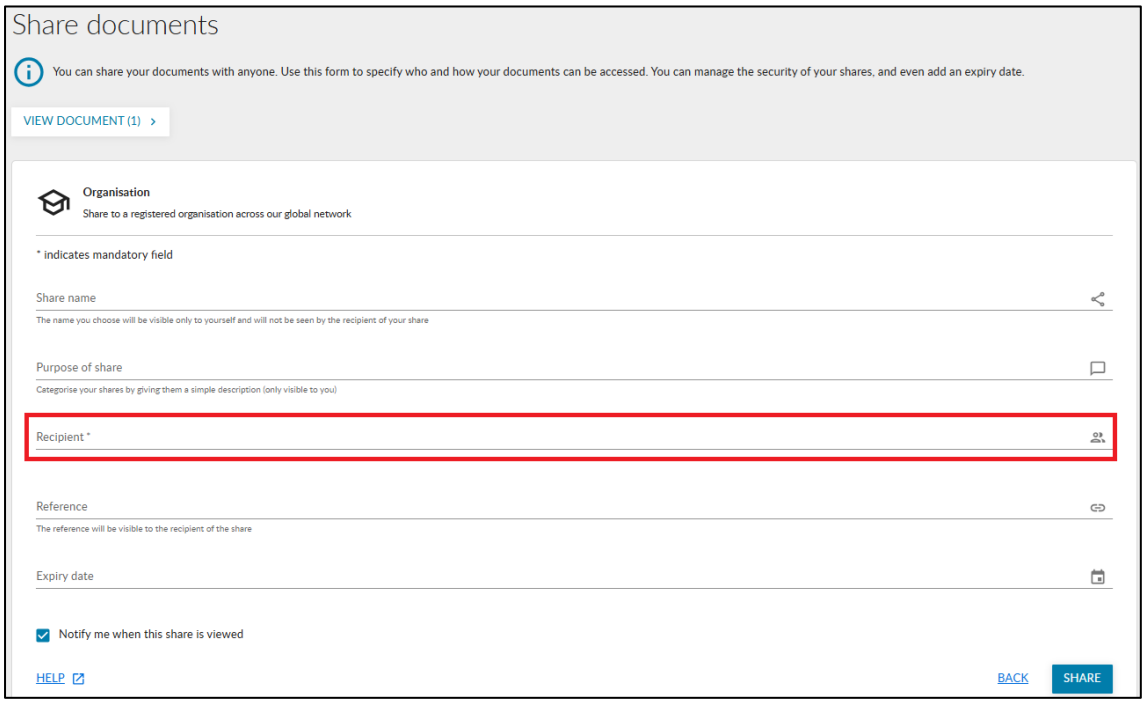
If Learner needs to resend the notification to a shared recipient, click the **Resend Email button**.

To access the **Resend Email** button, go to the **Access Control** section of the individual document and click the row corresponding to the shared recipient.



Share to Organisation

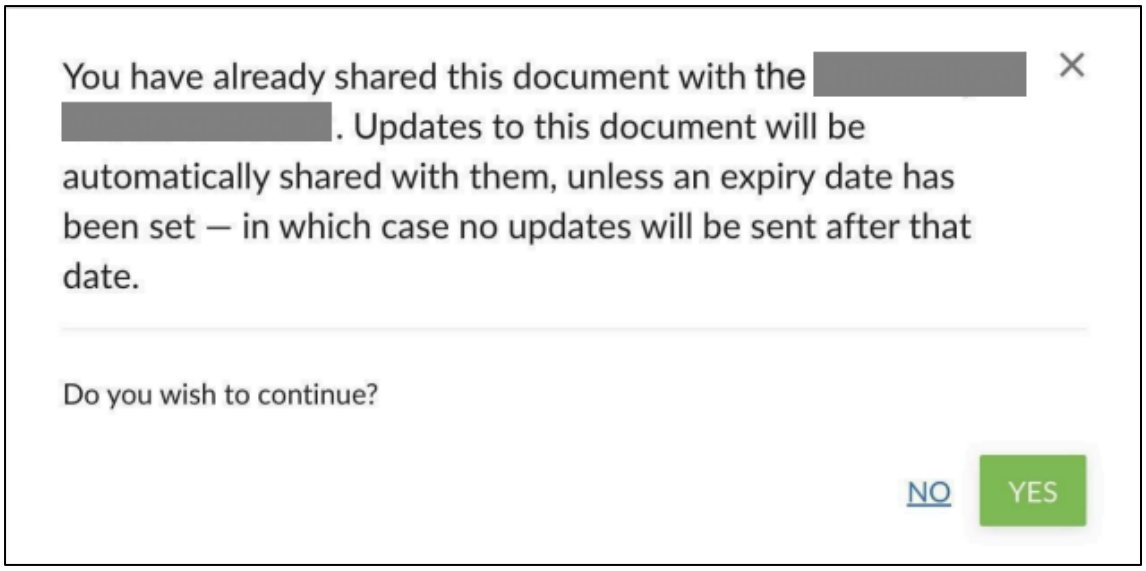
This option allows Learner to share their documents directly with any organisation within the My eQuals ecosystem. However, this option is only available if the receiving organisation is registered on the Parchment Digitary Network. Click the **Help** link for more information.



In the **Recipient** field, Learner are required to enter the name of the organisation they wish to share their documents with. A drop-down list of matching organisations will be displayed for selection.

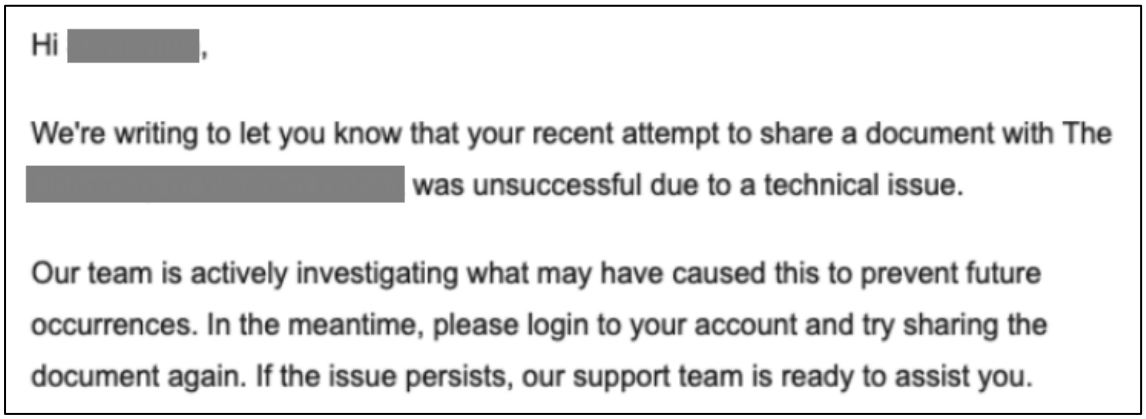
The Learner can enhance the security of their shared documents by setting an expiry date. Additionally, Learner also has the option to enable notifications when the documents are viewed.

When a Learner attempts to share the same document with a registered organisation, an alert will pop up to notify the Learner that any future updates to the document will automatically be shared with the organisation, unless an expiry date has been set for the share.

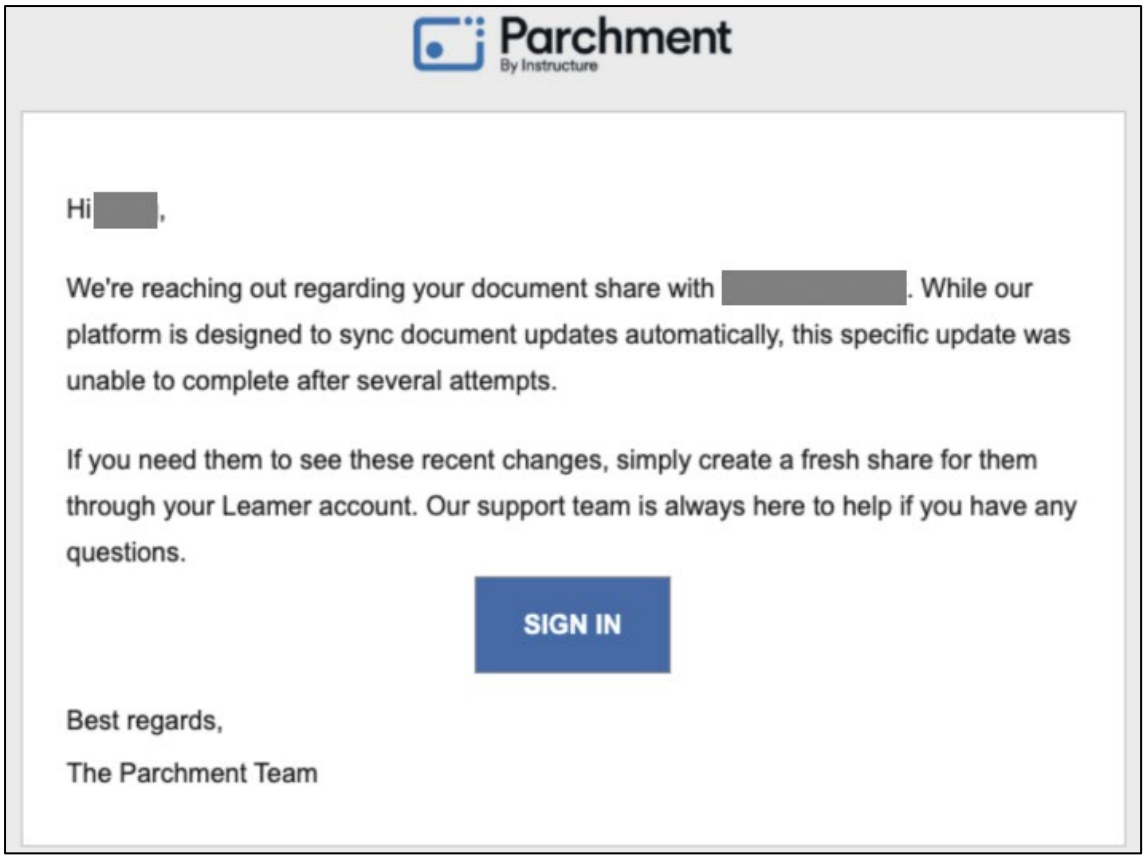


Share Fail Notifications

In the case where Learner's share to the organisation cannot be delivered successfully, Learner will receive the following email. The Learner will be advised to log in to their account and retry sharing the document.

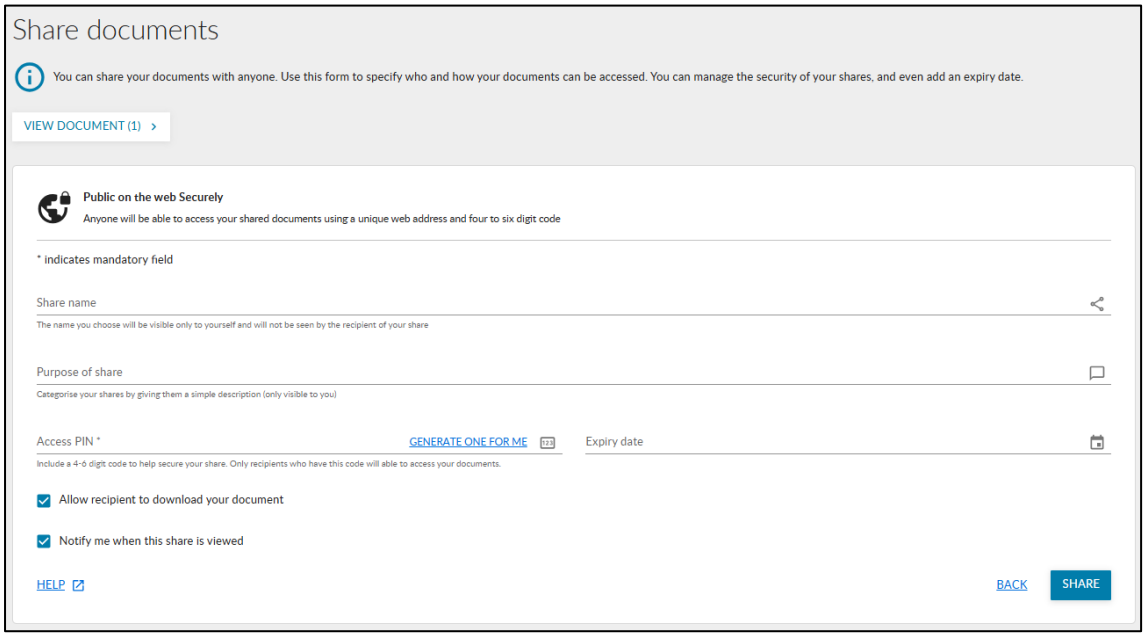


If an updated document fails to reach an organisation that holds an existing share of that document, Learner will be notified. This will make Learner aware of the transmission gap which will allow Learner to either manually reshare the document or contact the University directly.

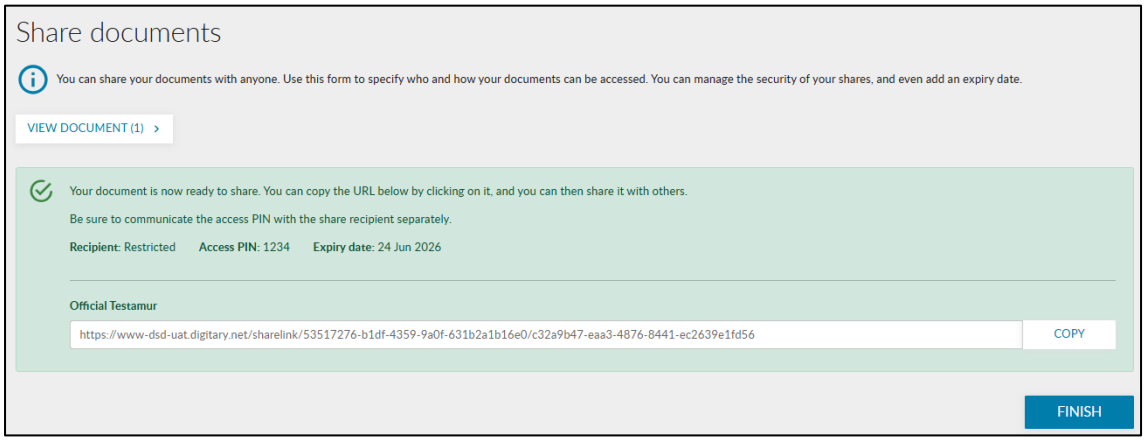


Public on the Web Securely Share

This option allows Learner to share documents via a unique web address protected by an Access PIN. Learner may set an expiry date, allow the shared recipients to download the shared documents or enable notifications when the documents are viewed. Click the **Help** link for more information.

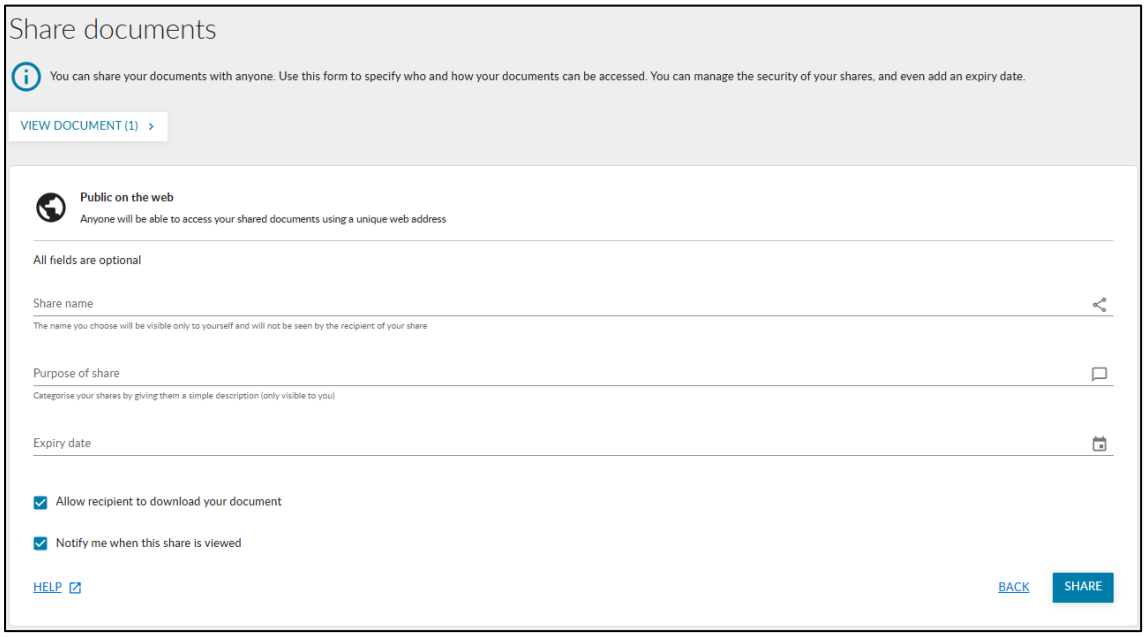


Once the share is created, a sharing URL will be generated. Learner may share the URL with the recipients and provide them with the Access PIN separately. Anyone with access to the unique web address and Access PIN will be able to view the shared documents without entering their email address.

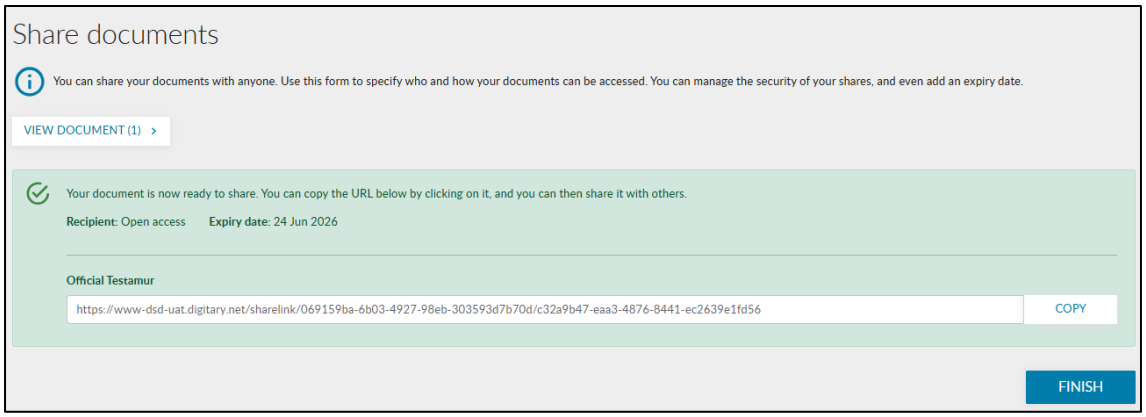


Public on the Web (or Open Access) Share

This option allows Learner to share documents via a unique web address. The Learner has the option to set an expiry date, allow the shared recipients to download the shared documents or enable notifications when the documents are viewed. Click the **Help** link for more information.



Once the share is created, a sharing URL will be generated. Anyone with access to the unique web address will be able to view the shared documents.

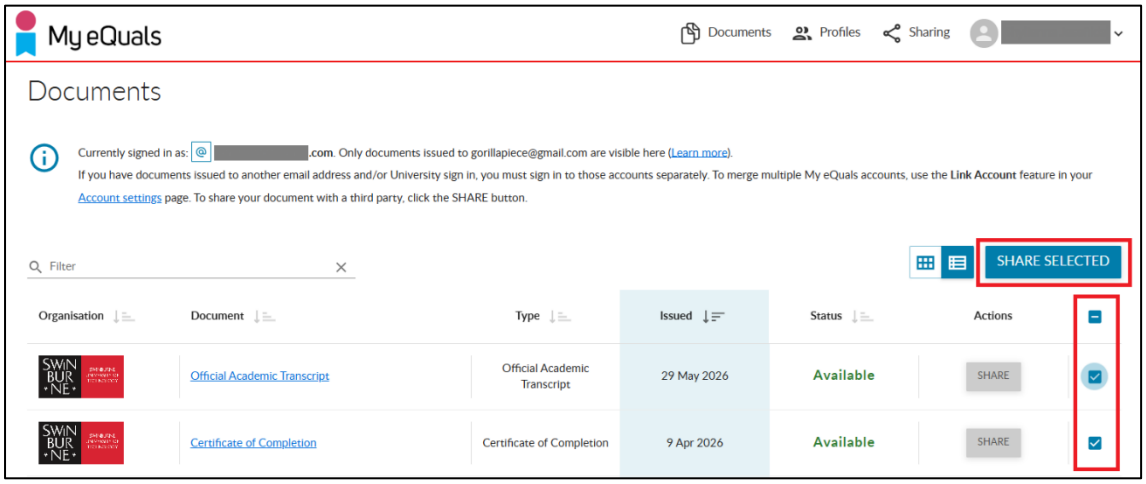


However, it is **not recommended** to share official academic documents on public platforms unless there is a legitimate need to do so. Where public sharing is necessary, learners are encouraged to share via “Public on the Web Securely Share”. This allows documents to be shared via a unique web address protected by an Access PIN, ensuring that only authorised recipients who have the PIN can access the documents.

For a visual walkthrough on **Sharing Documents**, click:
How to Receive and Verify Academic Records Credentials Documents and More with My eQuals
How to Share Academic Credentials with My eQuals

Sharing of Multiple Documents

Sharing two (2) or more documents can be done from the Document Repository page.



To share multiple documents, choose the **List View** in Document Repository page and select the documents to be shared by clicking on the checkboxes at the end of the rows.

Next, click on the **Share Selected** button to proceed.

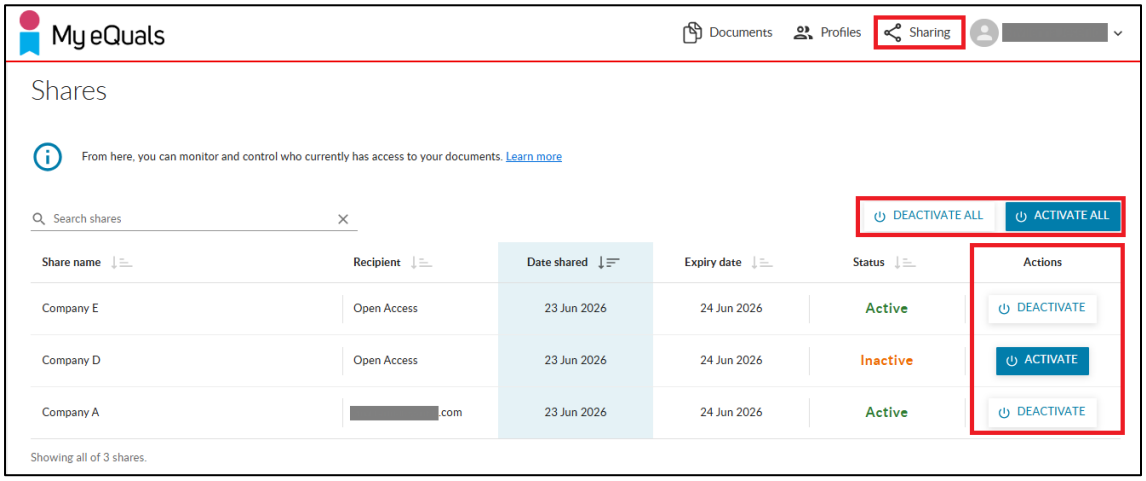
The sharing of multiple documents continues in the same way as for a single share.

Email Share	:	The share recipient will receive one (1) email notification per document shared, each containing a link to that document.
Organisation Share	:	The organisation will receive one (1) notification containing all shared documents.
Public on the Web Securely Share	:	Two (2) or more separate links will be generated for each document.
Public on the Web Share	:	

⚠ **Note:** Please ensure the documents are shared with a trusted third party only (having first obtained Learner's consent). Before proceeding with the sharing, always verify the share recipient email address and avoid distributing confidential information unnecessarily.

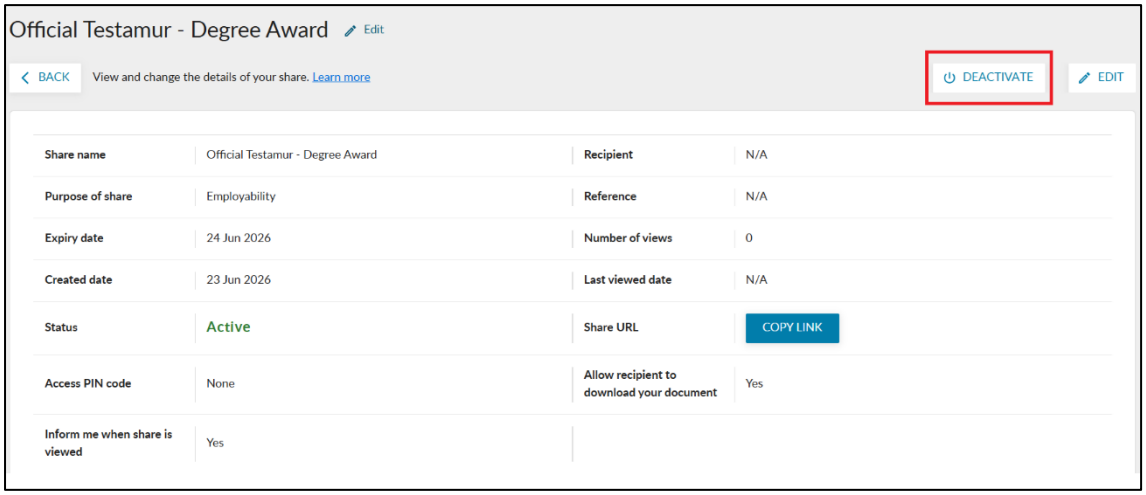
Document Sharing List

To monitor and control shares created for all documents, select **Sharing** from the navigation panel.



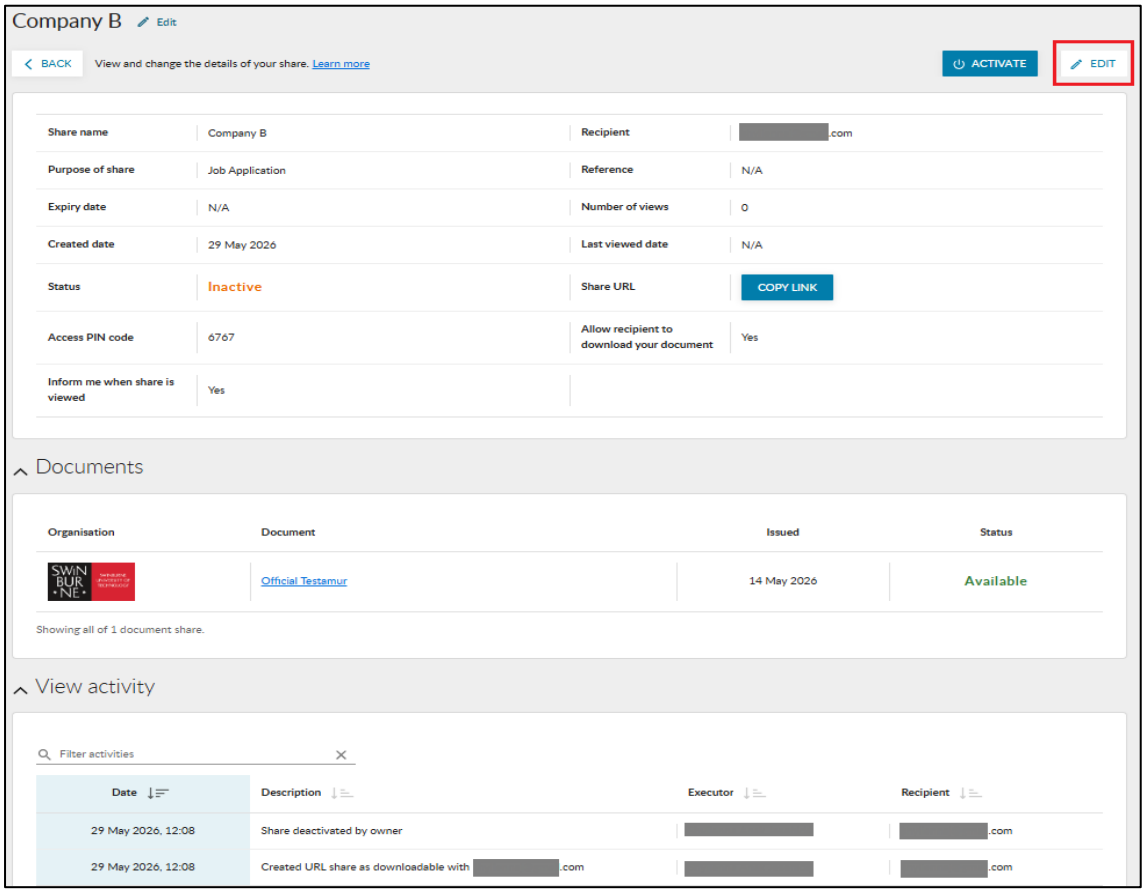
Click the **Activate** or **Deactivate** button to manage the shared document status.

Alternatively, Learner can click on the row with the share name to Activate or Deactivate the individual documents.



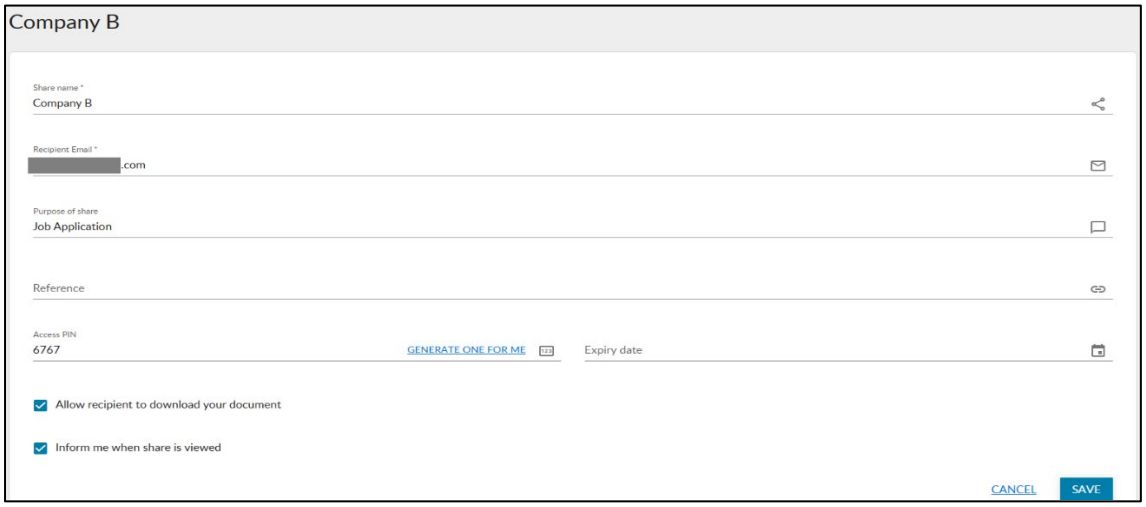
Note: Learner can only deactivate the share but not delete the share created.

To view the details of individual shares, click on the row with the share name.



To edit the share, click on the **Edit** button.

Learner can edit the **Share name**, **Recipient Email** (Share via Email option), **Purpose of share**, **Reference**, **Access PIN**, and **Expiry date**. The Learner can also edit the option to allow shared recipients to download the shared documents and enable notifications when shared documents are viewed.



⚠ **Note:** If Learner has shared a document to an email address, they will be able to edit the recipient email address, provided that the share has not been viewed. The new recipient will then receive a notification.