



## Viewing and Sharing your Documents through MyCreds

Once your official document is processed, you will receive an email from MyCreds. You can follow the link in the email to view and share your document.

If this is your first time receiving a document through MyCreds, you will need to follow some basic steps to set up your account.

All documents will be released to the personal email account we have on your learner record at the College, or the email address that you provided on the request form. Please log into [MyBVC](#) account to confirm or update your personal email address.

## Steps to create MyCreds account

1. Select the [Register](#) button in the email you received to your email account:



Dear XXXX XXXX,

A digital Official Transcript from Bow Valley College has been issued to you and is ready for viewing and secure sharing online through the My Creds Learner Portal.

This document is digitally signed to ensure authenticity and tamper evidence.

To access your Official Transcript and to share it with third parties online, please register for your My Creds account.



If you have any queries, please contact here.


Frequently asked questions on the use of My Creds can be found on the [Digitary FAQ pages](#).

General information about Bow Valley College's use of this technology can be found [here](#).

2. The link will take you to MyCreds registration page. To create your MyCreds account, enter your name and the personal email account and create a password to use with the MyCreds service. Be sure to use the same email address at which you received the MyCreds confirmation, otherwise you will not be able to access your document. You will later have an opportunity to configure a secondary email to use with MyCreds. Click on [Submit](#) button:

MyCreds.ca MesCertif.ca

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**My Creds Account Registration**

**Why register?**  
Your Education Provider requires that you register your email address with My Creds in order to receive your documents.

**How do I register?**  
Simply complete and submit the form opposite. Once submitted, an activation link will be emailed to the address specified in the form. You must click on the link in the activation email before you can sign in.

**No activation email?**  
Activation emails are sent immediately but can take up to an hour to arrive depending on your email provider. If the email does not arrive within 1 hour, first check your spam/junk folder. If it hasn't arrived, you can re-send the activation email by clicking [Can't sign in?](#) on the main page.

Please enter your details


First name

Last name

Email

Password

Confirm password

I'm not a robot 

[Having trouble using Google reCAPTCHA? Click here for an alternative.](#)

Yes, I agree to the [Terms of use](#) and [Privacy policy](#).

**SUBMIT**

If you have already registered and can not sign in, please click here: [Can't sign in?](#)

- A confirmation email will be generated and sent to your email account to activate your account. Click on **ACTIVATE MY ACCOUNT** button to complete your registration:

From: My Creds <relay@digitary.net>  
 Sent: Monday, November 9, 2020 3:53 PM  
 To: XXXX XXXX <XXXX@mybvc.ca>  
 Subject: Activate your My Creds account

# MyCreds.ca



# MesCertif.ca

**Hi XXXX,**

**Thank you for signing up to My Creds.**

In order to access your My Creds account, you will need to validate your email address and **activate your account** by clicking on the link below:

Once you have activated your account, you will be able to receive digitally certified records online from **digitary-enabled** organisations, which includes a variety of universities, colleges, and public bodies. You can use your My Creds account to share access to these records with employers and other third parties for verification purposes, simply and securely.

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- Once signed in, if you wish so, you can add another email address as an alternate login with MyCreds.

Select the drop-down menu next to your name at the top right-hand corner of the screen and select **Profile Settings**:



5. To add a secondary email, click on **LINK ANOTHER EMAIL** button:



Click on **VERIFY** button that will appear to verify another email address as secondary:



You will see a pop-up message notifying you that a verification email was sent to your secondary email account.

You will need to open verification email in your second email account to verify it by clicking on **VERIFY** button:

From: MyCreds <info@digitary.net>  
Sent: Tuesday, November 10, 2020 1:38 PM  
To: XXXX XXXX <xxxx@xxxx.com>  
Subject: Verify your email address



Hi XXXX,

Verifying your email address (yyang@bowvalleycollege.ca) will allow you to receive documents issued to that email address. In addition, you will be able to use it to sign in using your password.

**VERIFY**

If you have not set a password after verifying your email, you will receive an email with a link to enable you to do this.

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You can make a second email account primary in your MyCreds account by clicking on **MAKE PRIMARY** button:

[+ LINK ANOTHER EMAIL](#)   [CHANGE EMAIL PASSWORD](#)

Status	Actions
Primary	Primary email cannot be removed.
Verified	<a href="#">★ MAKE PRIMARY</a> Cannot remove *

# Account already set up with MyBVC email

Once you have set up your account, you can visit [MyCreds Portal](#) directly and sign in with either of your email accounts and the password that you configured.

Learners who have initially created MyCreds account using MyBVC email account, or any other institution email account, need to add their personal email account to their Profile Settings in MyCreds and make it primary to receive documents from Bow Valley College. Please refer to the instructions above with steps about how to do that. This will allow you to continue to view both the documents you received from Bow Valley College or other institutions before, as well as the new ones that are issued to your personal email account.

MyCreds.ca MesCertif.ca

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STUDENTS GRADUATES PROFESSIONALS

**My Creds** 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.

**My Creds** 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](#)

**Sign in**

Email

Password

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

# Viewing and Sharing Your Documents

Once signed in, you will be presented with the documents that are available for sharing after making a payment. Select the appropriate document to pay and continue.

MyCreds.ca MesCertif.ca

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## 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 merge multiple MyCreds™, use the **Link Account** feature in your [Profile settings](#) page. To share your document with a third party, click the SHARE button.

Search

PAY SELECTED SHARE

Organisation	Document	Type	Issued	Status	Actions
	<a href="#">Official Transcript</a>	Official Transcript	18 Feb 2022	Payment required (share)	PAY

Next, you will be presented with a preview of your document, where you can select the **SHARE** button to securely share your official transcript with a third party.

**It is imperative to check the document for errors and notify [records@bowvalleycollege.ca](mailto:records@bowvalleycollege.ca) immediately prior to downloading and/or sharing your document as the cost of additional shares will not be covered if incorrect documents are shared.**

To purchase additional shares, select **+ SHARE CREDITS** link on the document view page:

Official Transcript

Available Expires: N/A

You have created 1 share, of which 0 was viewed. No share credits remaining. This document has been updated by the issuer since it was originally issued to you

**+ SHARE CREDITS**

Enter your payment information in the payment window.

To share a document, select the **SHARE** button to get started.




## Confirmation of Enrolment Letter

 Available

 Expires: N/A



 You have not created any shares for this document yet. 1 share credit remaining.

+ SHARE CREDITS

 BACK

 SHARE

You can share your document in one of the two ways:

1. Using a link that is emailed to the recipient
2. Directly through the MyCreds portal to other registered organizations

You can give the share a name and purpose for your own reference using the **Share name** and **Purpose of share** fields on this page. These will not be seen by the recipient.

Enter the recipient's email address and include a reference number if required. The reference number could be anything to help the recipient identify you when your document is received. This could be a reference number, client number, application number, etc.

**Important: Sharing a document will use one share credit at a cost associated with that document type. Please double check to ensure that you have entered the recipient's information correctly before continuing.**

The **Access PIN** and **Expiry date** fields are optional but can add an extra level of security to the document. You will need to notify the recipient of the PIN for the document to be accessible to them. The expiry date will ensure that the recipient can only access the document for a limited time.

## Document sharing



View document ^

- Official Transcript

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](#)

[SHARE](#)



2. To send your document to registered institution directly within the platform, select **Send my documents to a registered organization**.

Start typing the name of the organization, and if you see it in the menu, select it and follow the instructions.

Please note that only organizations who are registered to receive official documents through the platform will appear in this search box. If the organization that you need to share your document with is not there, please follow the instructions above for how to generate a link to your document via email.

Once you have created shares for your document, you will be able to review these using the **Access Control** tab. You can also review the history of this document, including all transactions such as when the document was created and/or shared. This can be done using the **History** tab.



# Downloading Your PDF Documents


To download a secured PDF file of your official document, please follow these steps:

1. Click on the **SHARE** button to open Document Sharing window.
2. Select **Generate link to my documents**.
3. Click on **Continue** button.

Document sharing ×

View document ▾

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 You currently have 1 share credit. 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

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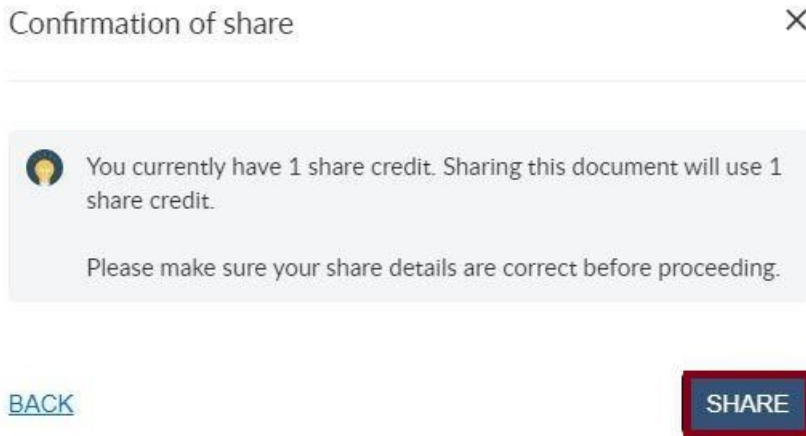
Access PIN 🔒

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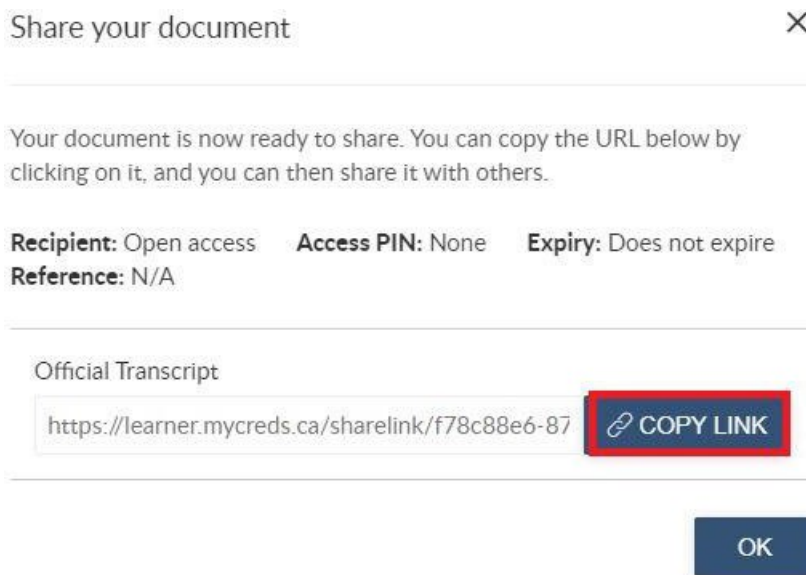
Expiry date 📅

[HELP](#) 🔗 CANCEL **CONTINUE**

4. Click on **SHARE** button in the **Confirmation of share** window:



5. Click on **COPY LINK** button in the **Share your document** window:



6. Go to a web browser and copy the link into it.
7. A page with your official document will open. Click on **DOWNLOAD PDF** button to download the PDF file of your document:



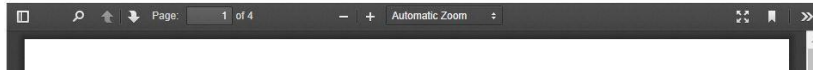
Official Transcript issued by Bow Valley College to [REDACTED]

Available

Expires: N/A

Reference: N/A

↓ DOWNLOAD PDF



Issuer information

8. Check Downloads folder on your computer to access the PDF file and move it elsewhere if you wish to do so.

**Please note that downloading your document uses a share credit and that there is a fee charged for that within the platform.**

**The platform charges the following fee amount per document share/download:**

**Official Transcript: \$12**

**Standard Official College Letter: \$15**

**Specialized Letter: \$20**

**Learners who need additional shares to send their documents to an organization need to purchase additional shares within the platform.**

**Please note that requests for new documents are to be made only when their content is to be updated (e.g., a new grade has been entered and now should show on the official transcript, a confirmation of enrolment letter is required for a new semester, etc.).**