

UTS

My eQuals

USER GUIDE

## UTS My eQuals USER GUIDE for new users

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### Looking to use My eQuals?

You've come to the right place!

This user guide will walk you through how to:

- Set up your My eQuals account
- Access your documents
- Share your documents with third-parties (such as future employers)

If you're after more information, you can check out the [UTS My eQuals](#) page, and also the [My eQuals](#) site itself.

*Remember*, My eQuals is here to make accessing your documents easier. Setting up your account now, in just a few easy steps, means you'll have access to digital copies of your official UTS documents anywhere, anytime.

### Accessing My eQuals

If you are a first time user you will need to follow the registration link in the email you receive once your document has been processed and ready to view.

If you are an alumni and purchase an additional document for the first time, we will use the email address provided in your order. If you are a graduating student, documents that are issued by our Student Records team following the completion of your program, will use your preferred email address as listed in [My Student Admin \(MSA\)](#). If you are unsure of which email address you have nominated please login to MSA to check this, or contact the [UTS Student Centre](#).

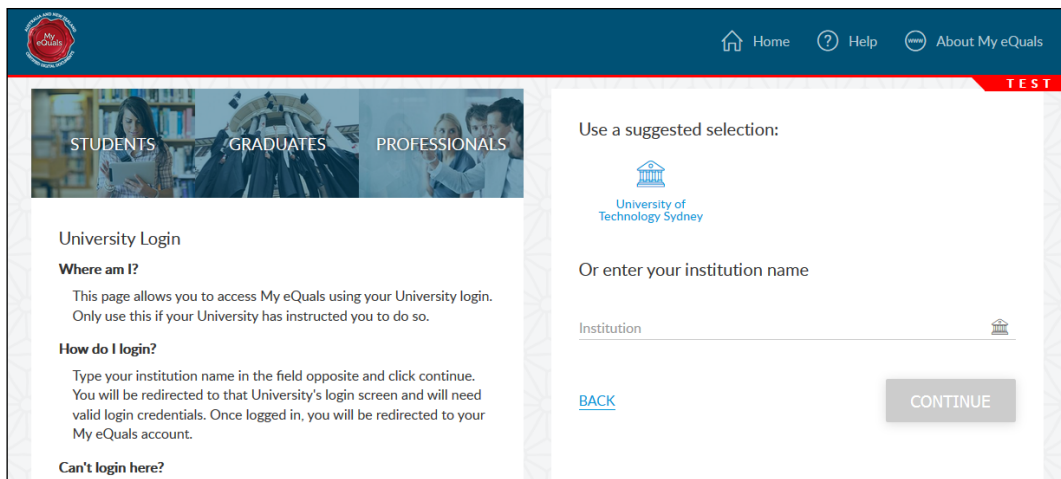
Once you've registered via this link you'll be able to login and access digital copies of your documentation. Currently the documentation available on My eQuals are:

- [Academic record \(transcript\)](#)
- [Australian Higher Education Graduation Statement \(AHEGS\)](#)
- [Testamur/Replacement Testamur](#)

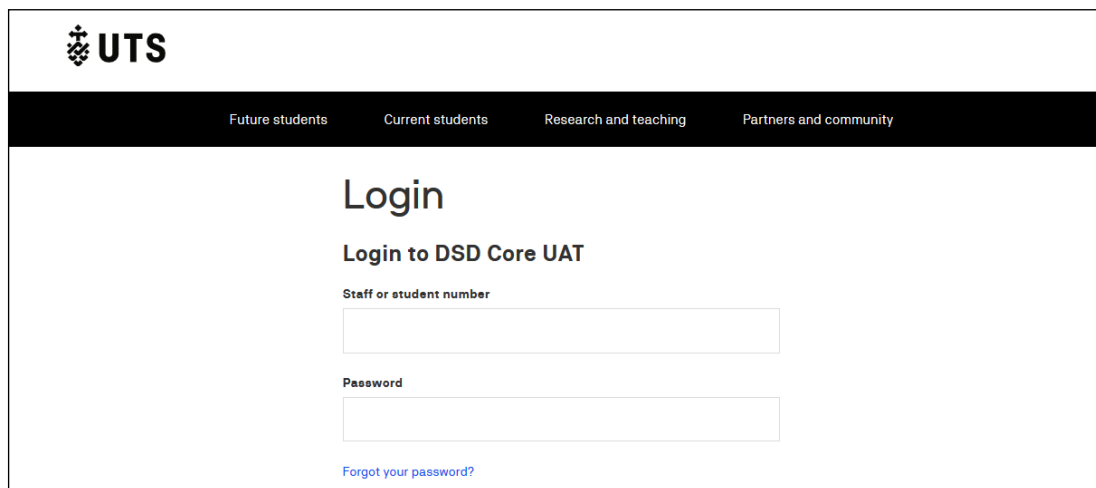
# UTS My eQuals USER GUIDE for new users

## Creating your My eQuals account - New graduates...

1. Go to the [My eQuals](#) site, and log in using the institution provider by entering in UTS.



2. This will take you through to our UTS network, where you'll be asked to log in as per usual with your student number and password.



## UTS My eEquals USER GUIDE for new users

- Then, you'll be asked to give permission to share your student details with My eEquals (this information is required to use the service).

**You are about to access the service:**  
DSD Core UAT of shib-test.digitary.net

Description as provided by this service:  
*This is the service provider for the DSD User Acceptance Testing environment.*

Information to be shared with DSD Core UAT	
commonName	Daniel B
dsdStudentId	11234567

The information above would be shared with the service if you proceed. Do you agree to release this information to the service every time you access it?

Select an information release consent duration:

**Ask me again at next login**  
I agree to send my information this time.

**Ask me again if information to be provided to this service changes**  
I agree that the same information will be sent automatically to this service in the future.

**Do not ask me again**  
I agree that **all** of my information will be released to **any** service.

This setting can be revoked at any time with the checkbox on the login page.

Having verified that you are an eligible UTS student, you'll be returned to the My eEquals site to create an account using your personal email address. This is so that once your UTS student webmail account expires you'll be free to access My eEquals as you wish. Here's some visuals of what it will look like:

**You're logged in!**

Please confirm your details below. Once set, you will be able to log in using your email address: and your new password, in case you lose access to your University of Technology Sydney login.

Non-expiring personal email address

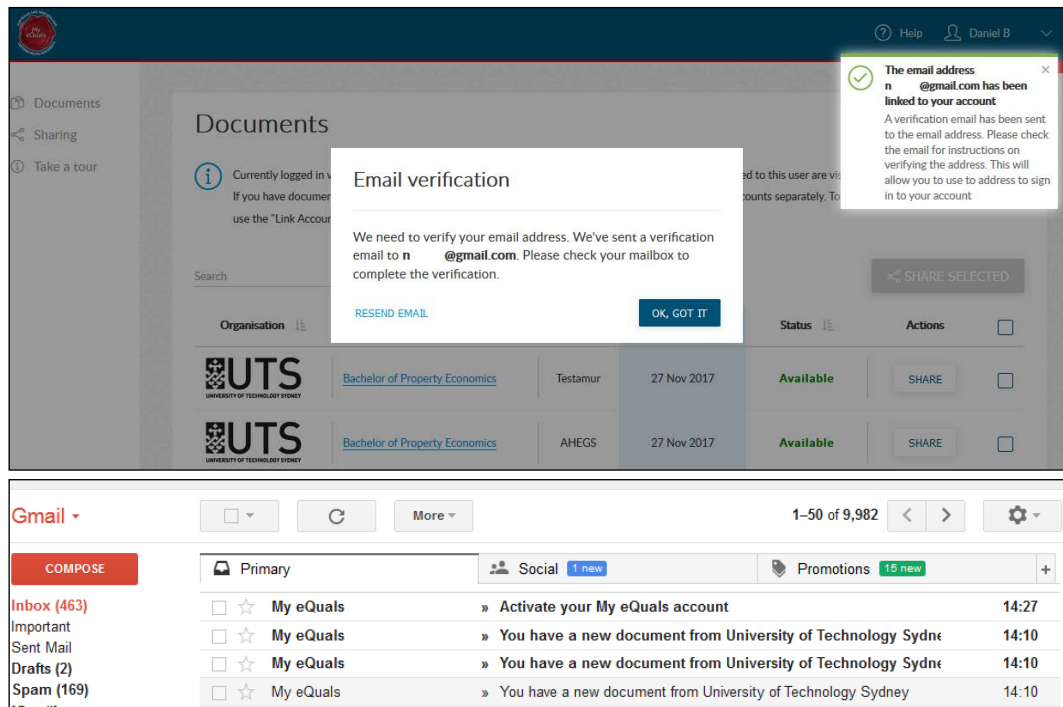
New password

Confirm password

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

## UTS My eEquals USER GUIDE for new users

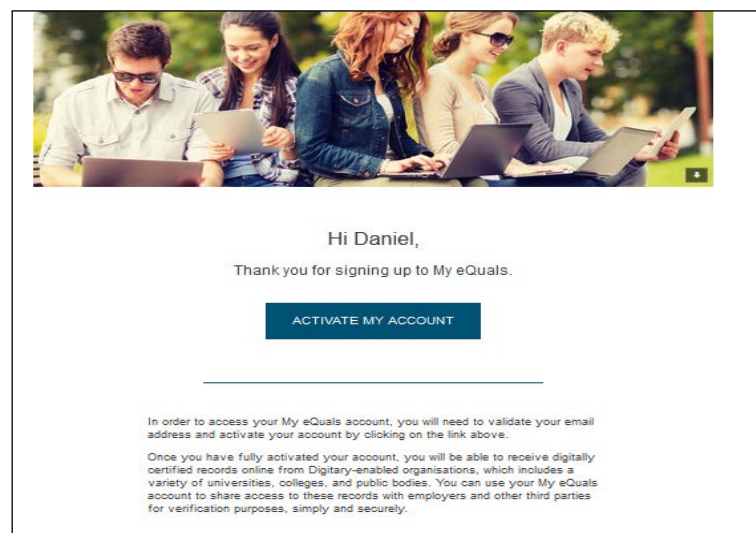
- It's really important that your personal email address in [My Student Admin](#) is up to date, or you could lose access once you become an alumnus.



The screenshot shows the UTS My eEquals interface with an 'Email verification' pop-up. The pop-up text reads: 'We need to verify your email address. We've sent a verification email to n @gmail.com. Please check your mailbox to complete the verification.' It includes a 'RESEND EMAIL' link and an 'OK, GOT IT' button. In the background, a table lists documents for 'Bachelor of Property Economics' with columns for 'Organisation', 'Document Name', 'Author', 'Date', 'Status', and 'Actions'.

Below the screenshot is a Gmail inbox view showing several emails from 'My eEquals' with subject lines like 'Activate your My eEquals account' and 'You have a new document from University of Technology Sydney'.

- After you verify your personal email, you can activate your account.



The screenshot shows an email activation page for Daniel. It features a header image of students working on laptops. The main text reads: 'Hi Daniel, Thank you for signing up to My eEquals.' Below this is a prominent blue button labeled 'ACTIVATE MY ACCOUNT'. At the bottom, there is explanatory text: 'In order to access your My eEquals account, you will need to validate your email address and activate your account by clicking on the link above. Once you have fully 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 eEquals account to share access to these records with employers and other third parties for verification purposes, simply and securely.'

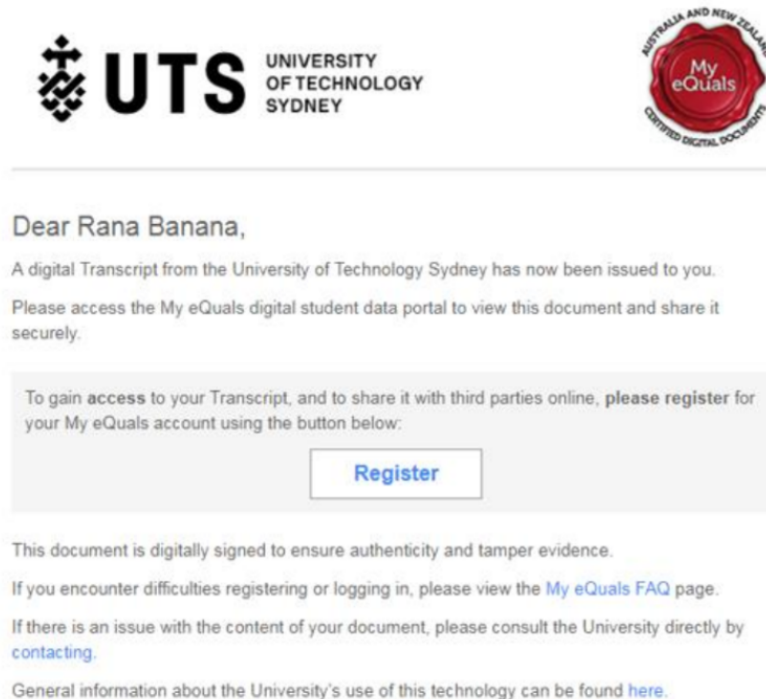
- Get ready to access your documents!

## UTS My eEquals USER GUIDE for new users

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### Creating your My eEquals account - Current Students and alumni...

1. Open the email from [myequals@uts.edu.au](mailto:myequals@uts.edu.au) and click **Register**.

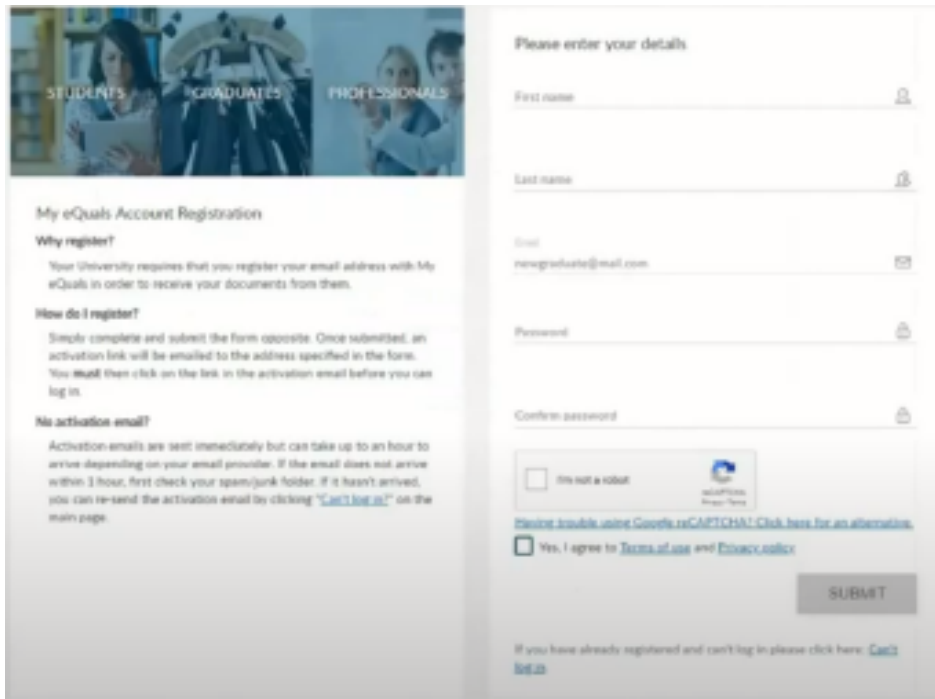


2. A browser will open the My eEquals website so you can register your account.

To register:

- Enter your details as required. Your password must contain at least eight characters including one digit one uppercase letter one lower case letter and one punctuation character.
- Verify that you're 'not a robot'
- Accept the terms and privacy policy
- Click **SUBMIT**

## UTS My eQuals USER GUIDE for new users



**STUDENTS** **GRADUATES** **PROFESSIONALS**

### My eQuals Account Registration

**Why register?**  
Your University requires that you register your email address with My eQuals in order to receive your documents from them.

**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** then click on the link in the activation email before you can log 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 log in?](#)" on the main page.

Please enter your details


First name

Last name

Email

Password

Confirm password

I'm not a robot 

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

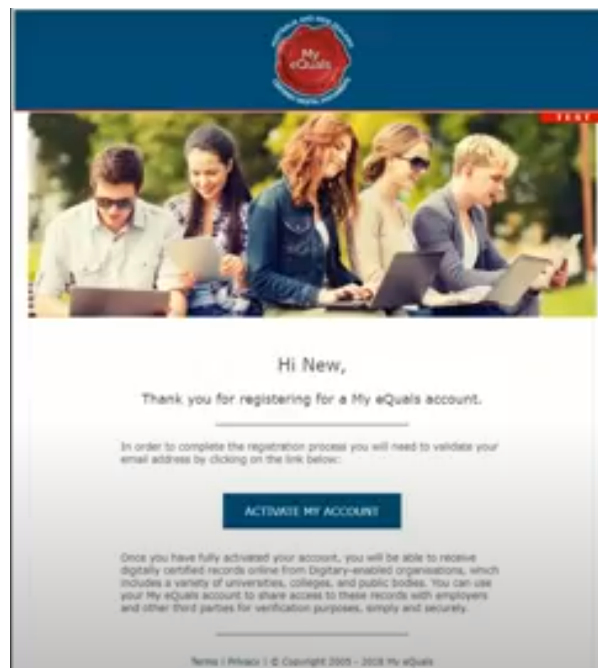
Yes, I agree to [Terms of use](#) and [Privacy policy](#)

**SUBMIT**

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

3. A success message displays. The system will send you a verification email with instructions to activate your account.

4. Open the email and click **ACTIVATE MY ACCOUNT**.



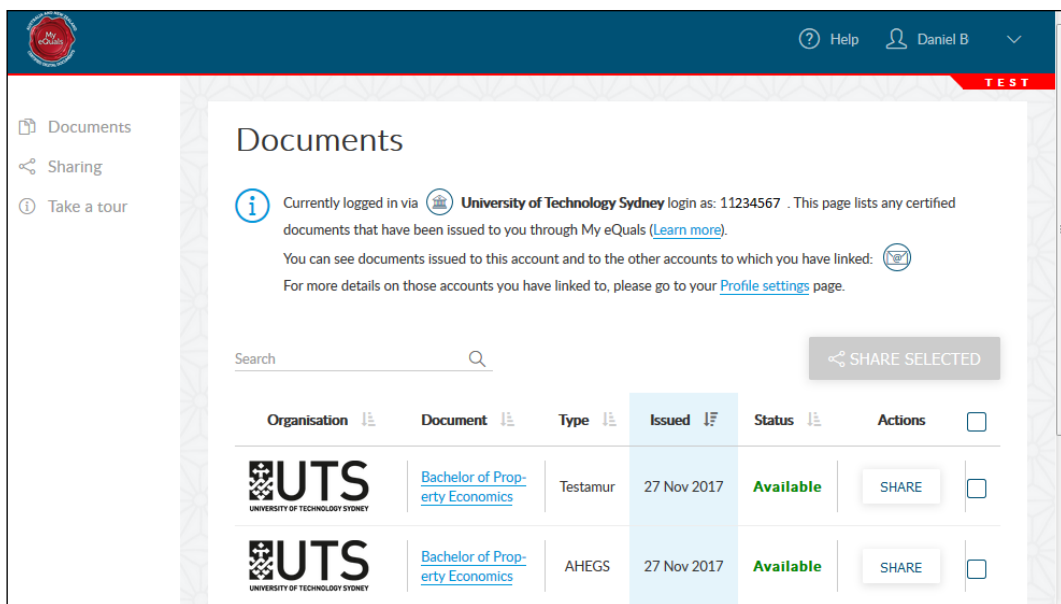
5. Get ready to access your documents!

# UTS My eQuals USER GUIDE for new users

## Accessing your digital documents...

After activating your account and from subsequent logins, the My eQuals site opens to your documents.

As a graduate, you should see three documents from UTS (organisation): Academic record (transcript), AHEGS and your Testamur (type). All are viewable online.



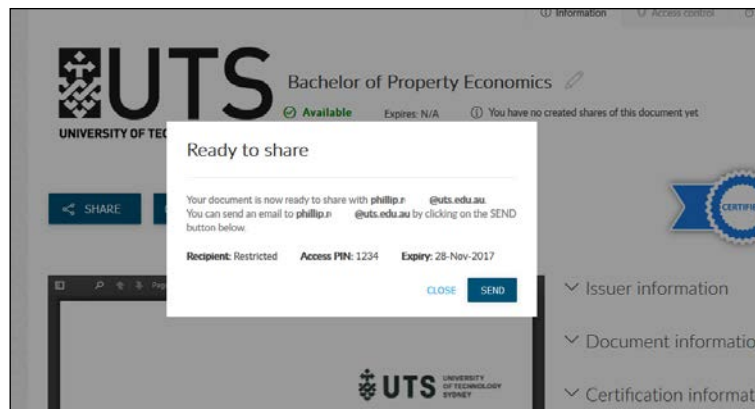
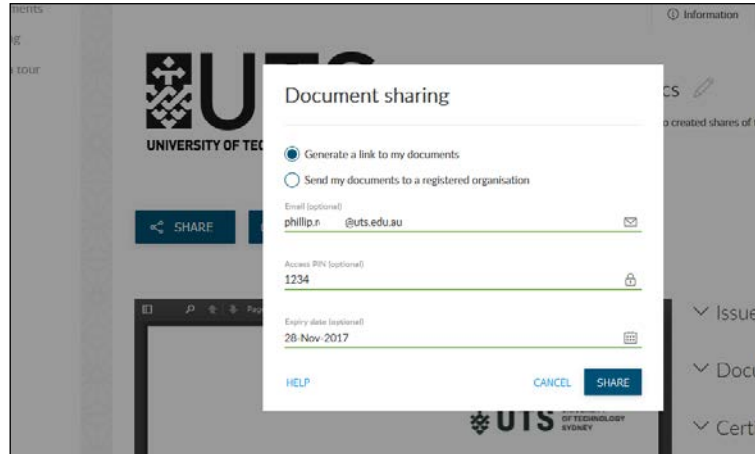
## Sharing your digital documents...

Simply click 'share' on the document(s) you want to make viewable to third parties. You may wish to share your documents with future employers, or other educational institutions.

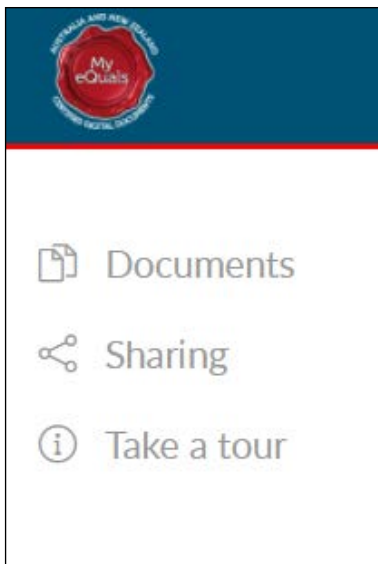
My eQuals will generate a link so that your documents are viewable online, with optional security measures that allow you to determine who can see them and for how long. If you elect not to use an Access PIN number, the receiver can use their email address to access the document(s).



# UTS My eQuals USER GUIDE for new users



If you share your document(s) with 'does not expire' permission, you can still choose to un-share at any point. Use the sidebar navigation to go to the 'Sharing' tab and select 'DISABLE' for the document you want to make unavailable.



Shares

From here, you can monitor and control who currently has access to your documents. [Learn more](#)

Search shares

Name	Recipient	Expiry date	Status	Actions
My Share 1	d @gmail.com	25 Jan 2018	Enabled	<input type="button" value="DISABLE"/>
My Share 2	thirdparty@email.com	31 Jan 2018	Enabled	<input type="button" value="DISABLE"/>

Showing all of 2 your shares

## UTS My eQuals USER GUIDE

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### A few things to keep in mind...

- All your documents are available to download and print, however, only the digital documents containing a blue ribbon on top of the document is authenticated.
- You are welcome to download or print a copy for your own records, but in order to supply a third party with a certified document, you must use the share function on the My eQuals site.
- The authenticity of these documents is also assured because UTS remains the issuer. So it's possible for documents to be revoked and subsequently updated.
- If UTS updates any of your documentation – any shared links to the previous document will be void. This might result in you having to send new links to current share recipients. Refer to the [UTS My eQuals](#) page for more information.

### Troubleshooting...

By issuing documents digitally via My eQuals, accessing your official university documents has never been more simple. However, in the case of any problems, log in to My eQuals and access the My eQuals Help section - it will likely have you covered.

If there's a problem with accessing your documents or you believe that they are incorrect, submit an online enquiry via [Ask UTS](#).

Here are some helpful resources for you:

- [My eQuals FAQ](#)
- [UTS My eQuals](#)
- My eQuals Help section (simply log in to My eQuals and navigate to Help - see below)

