

My eQuals

A GUIDE FOR ACCESSING YOUR ONLINE ACADEMIC RECORD



WELCOME

Congratulations on completing your Exchange or Study Abroad semester at Macquarie University! Your official Academic Transcripts will be available via My eQuals once your final results become available. Please follow the next steps to access your transcript and share it with your home University.

YOUR MY EQUALS TRANSCRIPT WILL BE PROVIDED TO YOU BY MACQUARIE UNIVERSITY UPON COMPLETION OF YOUR EXCHANGE OR STUDY ABROAD PROGRAM.

LOGIN INSTRUCTIONS

Macquarie University issues certified official Academic Transcripts through the My eQuals platform.

1. Registering your My eQuals login

Once your Academic Transcript has been generated by the university, you will receive an email requesting you to register for your My eQuals login. You will receive this email to your <u>Macquarie student email address</u>.

SELECT THE 'REGISTER' BUTTON TO PROCEED TO THE MY EQUALS WEBSITE.

equals The second second	University
Hi Student	
Your digital Transcript from Macquarie Ur ready for viewing and secure sharing onli data portal.	niversity has been issued to you and is ne through My eQuals digital student
This document is digitally signed to ensur	re authenticity and tamper evidence.
To gain access to your Transcript, and to please register for your My eQuals acce Reg	o share it with third parties online, ownt using the button below: ister
If you have problems registering or loggin page.	ng in, please view the My eQuals FAQ
If there is an issue with the content of you directly by contacting AskMQ.	ur document, please consult Macquarie
You can find more information about Mac eQuals webpage.	quarie's use of this technology on our My



MACQUARIE University



NEXT

Registration and first time login with My eQuals 2.

The first time you login to the My eQuals website, you will need to create a password.

COMPLETE YOUR DETAILS ON THE FORM AND SET UP YOUR MY EQUALS PASSWORD AND PRESS 'SUBMIT'.

STUDENTS GRADUATES PROFESSIONALS	Please enter your details	R
My eQuals Account Registration		_
Why register? Your University requires that you register your email address with My eQuals in order to receive your documents.	Last name	ß
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	Email student@students.mq.edu.au	
YOUR MYEQUALS PASSWORD MUST CONTAIN A MINIMUM OF 8 ve depending CHARACTERS, ONE CAPITAL, ONE by clicking	Password	Ð
NUMBER AND ONE SYMBOL.	Confirm password	₿

Once complete, you will receive a verification email to your Macquarie student email address with instructions to activate your account.

SELECT THE 'ACTIVATE MY ACCOUNT' BUTTON TO PROCEED TO THE MY EQUALS WEBSITE.

Hi Student
Thank you for registering for a My eQuals account.
In order to complete the registration process you will need to validate your email address by clicking on the link below:
ACTIVATE MY ACCOUNT
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 eQuals account to share access to these records with employers and other third parties for verification
purposes, simply and securely.



NEXT

3. Initial login and viewing your My eQuals Transcript

To proceed to view your My eQuals Transcript, you will need to login with the same details you used in Step 1, which is your <u>Macquarie student email address</u> and My eQuals password.

	🏠 Home 🕜 Help 😁 About My eQuals
STUDENTS GRADUATES PROFESSIONALS	Sign in Email Student@students.mq.edu.au
Welcome to My eQuals First-time user? Follow the instructions issued by your education provider	Password
Returning user?	Sign in
If you have signed in previously and linked your account to your preterred social sign in or personal email address, you can sign in using these.	Can't sign in?
Otherwise, follow your provider's instruction (AU / NZ)	(OR)
	Sign in with your Education Provider
	G Sign in with Google
	f Sign in with Facebook

Once you have successfully logged in, you will be able to view your certified original Academic Transcript.

VIEW YOUR TRANSCRIPT IN THE MY EQUALS PORTAL HOME PAGE BY SELECTING THE DOCUMENT LINK.





Sharing your My eQuals Transcript

WITH THIRD PARTIES





INTRODUCTION

You can share your credentials with third parties such as potential employers, education providers and professional accreditation or registration authorities.

There are many ways to share your certified original Academic Transcript through the My eQuals platform.

It is important to check with the third party to determine their preferred method to receive your My eQuals Transcript.

SHARING INSTRUCTIONS

You will access the options for sharing your My eQuals Transcript when you select the 'Share' button from the My eQuals portal home page.

CLICK 'SHARE' TO VIEW FURTHER OPTIONS.

	-	-	001 0000		011405	
University	Iranscript	Transcript	09 Jun 2020	Available	SHARE	

Or alternatively, you will also find the 'Share' button when viewing your Academic Transcript.

CLICK 'SHARE' TO VIEW FURTHER OPTIONS.

CRICOS

Take a tour	University	Iranscript Image: Construction of the second se
	< BACK	
	□ P 全 I Page: 1 of 3 - I + Automation Academic Transcript	Issuer information MACQUARIE University MACQUARIE MACQ
	P Page: 1 of 3 - + Automatik Academic Transcript Next Step Pathway	Image: Second state Image: Second state
	P Page: 1 of 3 - + Automatis Academic Transcript www. Macquare Student Next Step Pathway COMPLETED COMPONENTS	Image: State and State an



CONTINUED

CRICOS

Option 1: Sharing a URL link to your My eQuals Transcript

You may share your My eQuals transcript as a URL link with the third party by email, for inclusion in an online application form or for embedding into your CV.

AFTER CLICKING THE 'SHARE' BUTTON ON YOUR MY EQUALS HOME PAGE, SELECT 'GENERATE A LINK TO MY DOCUMENTS', AND CLICK 'SHARE' TO PROCEED.

Document sharing	×	Share your document	
Generate a link to my documents		Your document is now ready to share. You can copy the URL below clicking on it, and you can then share it with others.	by
Send my documents to a registered organisation	[م.	Recipient: Open access Access PIN: None Expiry: Does not Reference: N/A	expire
The name you choose will be visible only to yourself and will not be see your share	\sim_{0} on by the recipient of	Transcript https://www.myequals.net/sharelink/1b969ba7-1	LINK
Purpose of share			
Categorise your shares by giving them a simple description (only visible Email	to you)	YOU MAY SET A VIEWING EXPIRY II RELEVANT FIELD, OR A PIN. IF Y	N TH OU
Reference	Ð	CHOSE TO USE A PIN, BE SURE ADVISE THIS TO THE THIRD PAR	TO TY.
	27.0		

Option 2: My eQuals link sent directly to nominated email address

You may share your My eQuals transcript with the third party who will receive an email which invites them to view your original certified Academic Transcript through My eQuals.

AFTER CLICKING THE 'SHARE' BUTTON, TYPE THE EMAIL ADDRESS OF THE THIRD PARTY INTO THE RELEVANT FIELD, AND CLICK 'SHARE' TO PROCEED.

	Contraction of the local division of the loc	O Send my documents to a registered organisation	1		
Documents	Docur	Share name	~		
Sharing		The name you choose will be visible only to yourself and will not be seen by the recipient your share	of		
Take a tour	(i) Currer				
	(Learn	Purpose of share		hara accounts constatul. T	
	n you	Categorise your shares by giving them a simple description (only visible to you)	gn in to t	nose accounts separately. It	merge
		Email			
	1		_	SHARE SELE	CTED
		Reference	0		-
	Organ	The reference will be visible to the recipient of the share	Status	Actions	
	The second secon	Access PIN	allable 🖞	SHARE	
	Showing 1 · 1 o		_		



CONTINUED

Option 3: Share My eQuals Transcript to a registered organisation

Some organisations are registered to receive documents through the My eQuals platform.

AFTER CLICKING THE 'SHARE' BUTTON, SELECT 'SEND MY DOCUMENTS TO A **REGISTERED ORGANISATION'.**

වා Documents ≺ Sharing	Docur	View document ~ O Generate a link to my documents Send my documents to a registered organisation				
 Take a tour 	Currer (Learn If you multip	Share name The name you choose will be visible only to yourself and will not be seen by the recipie your share	≪° ent of	gn in to thos	se accounts separately. T	o merge
		Purpose of share Categorise your shares by giving them a simple description (only visible to you)			≪ SHARE SELE	CTED
	Organ	Recipient *	ß	Status	Actions	
	Uni	Reference The reference will be visible to the recipient of the share	0	allable	SHARE	
	Showing 1 - 1 o	Expiry date				

You may search through the list of registered organisations by keyword search.

TYPE THE ORGANISATIONS NAME AND CLICK 'SHARE' TO PROCEED.

ඩ් Documents	D	ocur	O Generate a link to my documents				
≪ Sharing		0001	Send my documents to a registered organisation				
 Take a tour 	(i	Currer (Learn If you multip	Share name The name you choose will be visible only to yourself and will not be seen by the recipient of your share	≪ * 8	gn in to those	accounts separately.	To merge
			Purpose of share				
			categorise your shares by giving them a simple description (only visible to you) Recipient *			≪ SHARE SELE	CTED
		Organ	University of <u>S</u> Australia	ন্ট এ	itatus	Actions	
	÷.		University of Melbourne (UniMelb)				
		Uni	University of Notre Dame Australia Finland	1	allable	SHARE	
	Shov	wing 1 - 1 o	University of Helsinki				
			New Zealand				
			Reference	2			
			The reference will be visible to the recipient of the share				
			Expiry date	3			
			* Mandatory				
				-		SHAR	E



CONTINUED

Option 4: Download to PDF

You may download a PDF of your My eQuals Academic Transcript for sharing with a third party.

SELECT THE DOCUMENT LINK TO VIEW YOUR TRANSCRIPT, THEN CLICK THE 'DOWNLOAD' BUTTON.



Please note, the PDF download is not a certified copy of your Academic Transcript. A My eQuals Transcript is certified only when viewed through the My eQuals website.

<u>Please note:</u> If you require an updated version of your My eQuals Transcript, you may order a copy online through the Macquarie University Transcripts website. Future copies of your My eQuals Transcript may incur a fee.

TROUBLESHOOTING

For more troubleshooting support, please find instructional videos and My eQuals FAQ through the My eQuals website:

www.myequals.edu.au/faq/

For further troubleshooting enquiries, please contact:

Student Connect



Phone: +61 2 9850 6410



AskMQ enquiry



