



My eEquals

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 eEquals 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 eEquals platform.

1. Registering your My eEquals login

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

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

The screenshot shows an email interface with the My eEquals seal and Macquarie University logo at the top. The main text reads: "Hi Student. Your digital Transcript from Macquarie University has been issued to you and is ready for viewing and secure sharing online through My eEquals digital student data portal. This document is digitally signed to ensure authenticity and tamper evidence." Below this, a blue box contains the text: "To gain access to your Transcript, and to share it with third parties online, please register for your My eEquals account using the button below:" followed by a blue "Register" button circled in red. Further text provides links to the My eEquals FAQ page, AskMQ, and the My eEquals webpage.



NEXT

2. Registration and first time login with My eQuals

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

First name

Last name

Email

Password

Confirm password

YOUR MYEQUALS PASSWORD MUST CONTAIN A MINIMUM OF 8 CHARACTERS, ONE CAPITAL, ONE NUMBER AND ONE SYMBOL.

My eQuals Account Registration

Why register?

Your University requires that you register your email address with My eQuals 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

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... by clicking

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

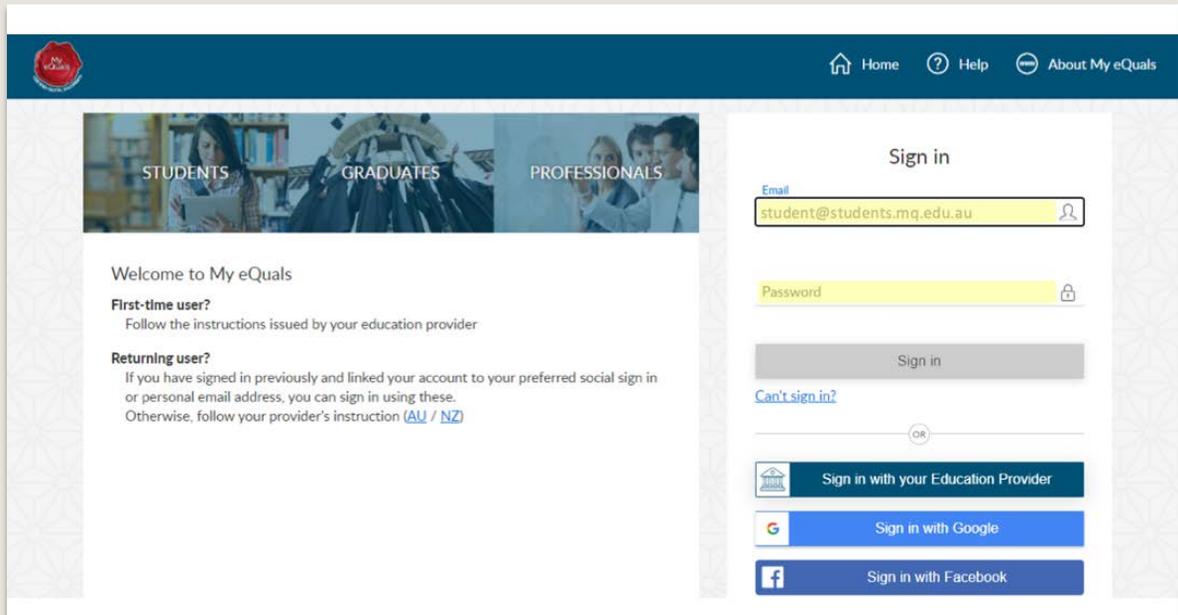
Once you have activated your account, you will be able to receive digitally certified records online from Digitary-enabled organisations, which includes a variety of universities, colleges, and public bodies. You can use your My eQuals account to share access to these records with employers and other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



NEXT

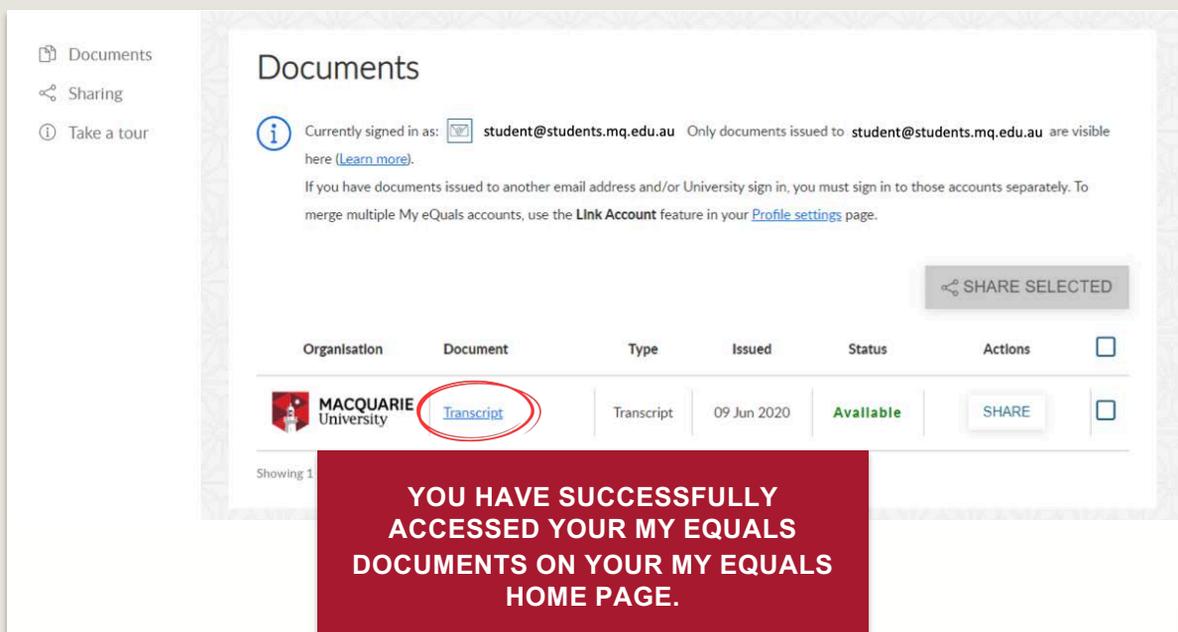
3. Initial login and viewing your My eEquals Transcript

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



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 eEquals platform.

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

SHARING INSTRUCTIONS

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

CLICK 'SHARE' TO VIEW FURTHER OPTIONS.

Organisation	Document	Type	Issued	Status	Actions
MACQUARIE University	Transcript	Transcript	09 Jun 2020	Available	SHARE

Showing 1 - 1 of 1 document.

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

CLICK 'SHARE' TO VIEW FURTHER OPTIONS.

Take a tour

Transcript

Available Expires: N/A

1 You have created 1 share, of which 0 was viewed

[BACK](#) [DOWNLOAD](#) **SHARE**

Academic Transcript

Name: Macquarie Student Student Number: 66466664 Date of Issue: 9 JUNE 2020

Next Step Pathway

COMPLETED COMPONENTS					
Year	Unit	Cr	Unit Name	Grade	Mark
2016	BIO116	3	Genes to Organisms	D	82
2016	EDUC168	3	Education: The Psychological Context	D	77

COURSES NOT CONTINUED

- Issuer information
- Document information
- Certification information

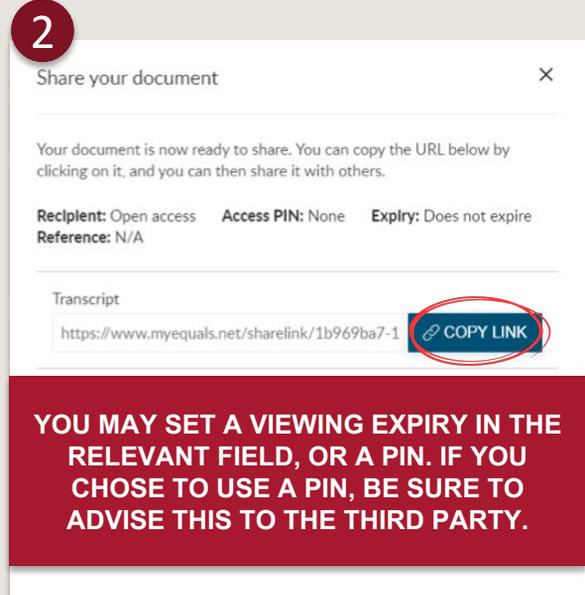
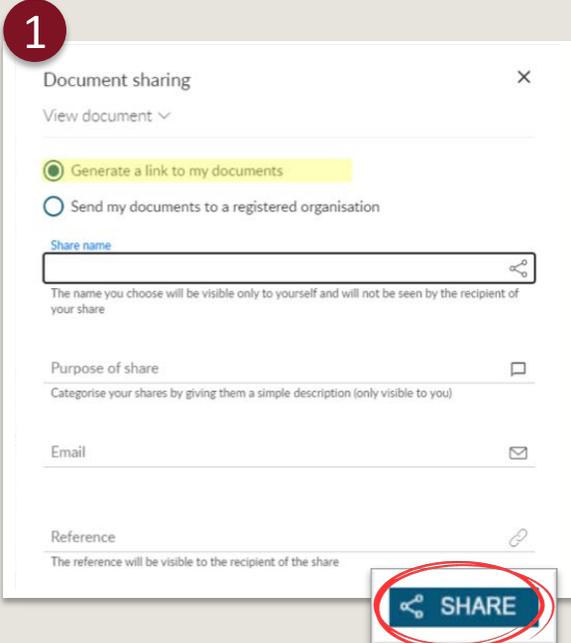


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Option 1: Sharing a URL link to your My eEquals Transcript

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

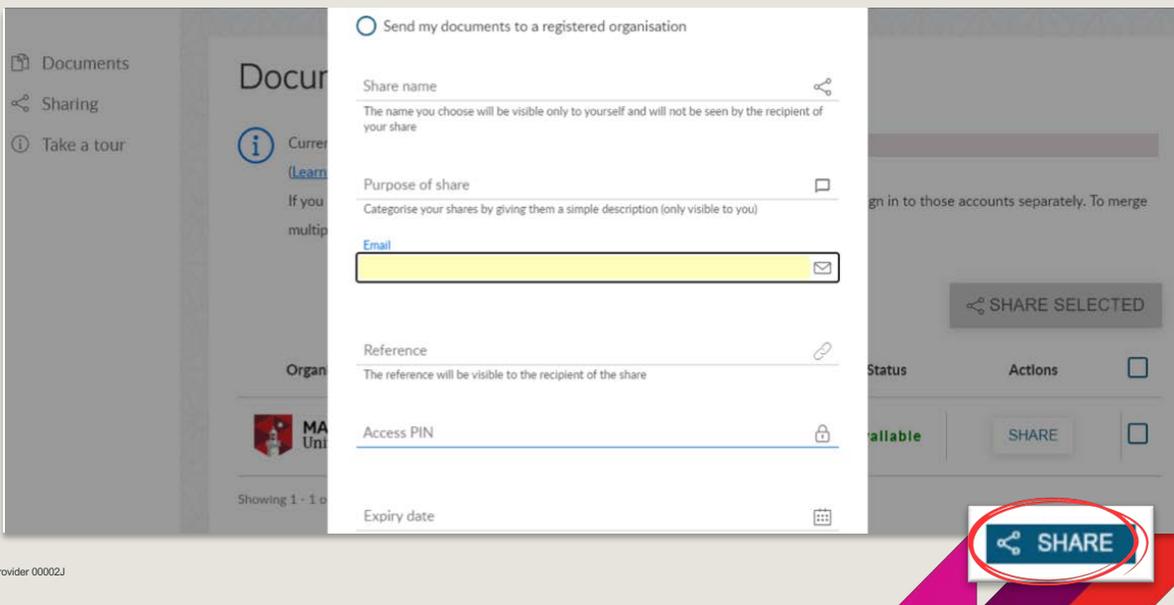
AFTER CLICKING THE 'SHARE' BUTTON ON YOUR MY EQUALS HOME PAGE, SELECT 'GENERATE A LINK TO MY DOCUMENTS', AND CLICK 'SHARE' TO PROCEED.



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

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

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



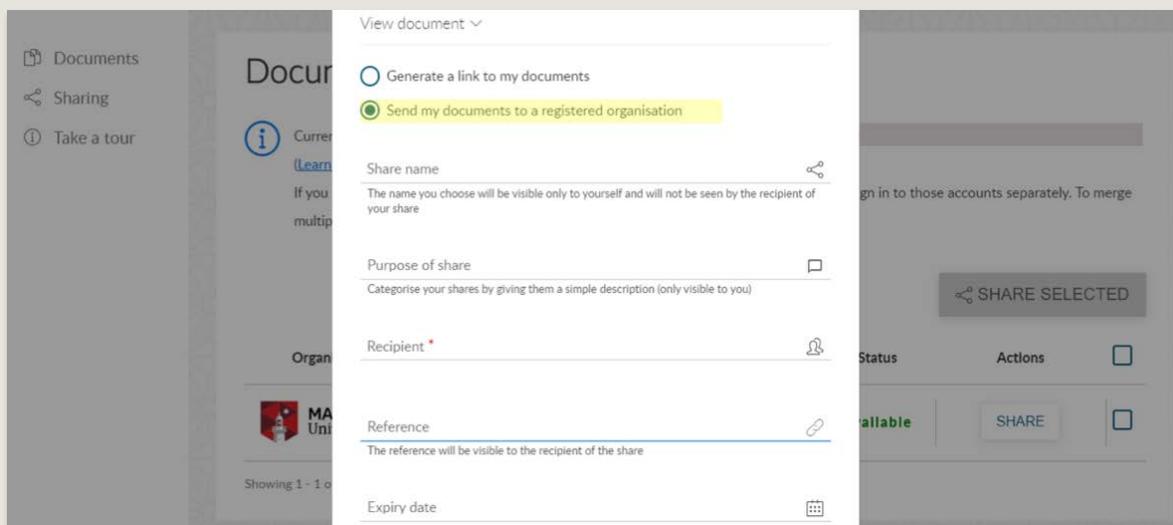


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Option 3: Share My eQuals Transcript to a registered organisation

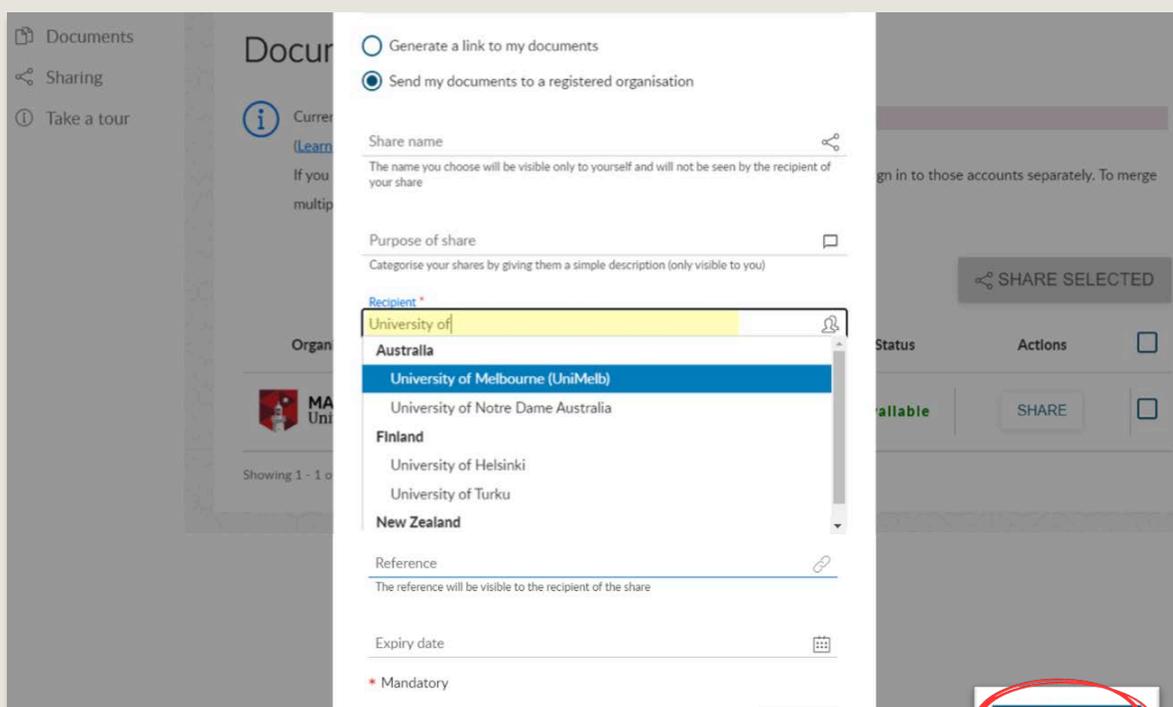
Some organisations are registered to receive documents through the My eQuals platform.

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



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

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



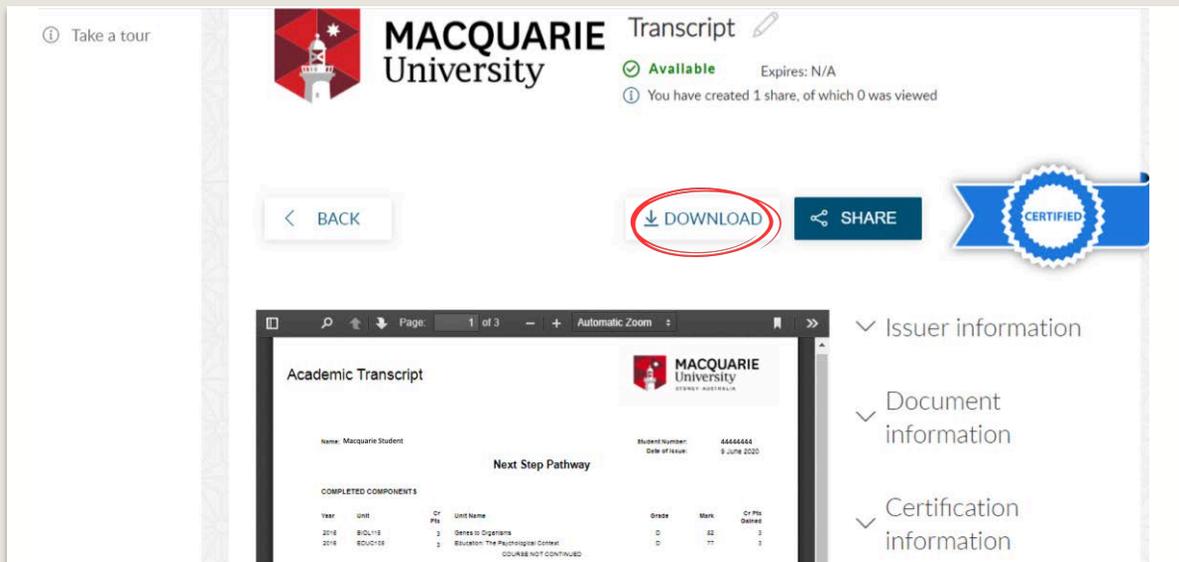


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Option 4: Download to PDF

You may download a PDF of your My eEquals 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 eEquals Transcript is certified only when viewed through the My eEquals website.

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

TROUBLESHOOTING

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

www.myequals.edu.au/faq/

For further troubleshooting enquiries, please contact:

Student Connect



Phone: +61 2 9850 6410



[AskMQ](#) enquiry

