# My eQuals Quick Guide

My eQuals is a secure way to view, store and share your digital academic transcript, Australian Higher Education Graduation Statement (AHEGS) and testamur. My eQuals guarantees the integrity and authenticity of your digital documents by providing digitally certified documents.  www.**myequals.edu.au**

## How do I access my electronic documents?

**Graduates -** After you have graduated (been conferred) and once your digital documents are ready, My eQuals will send you an email to your preferred email address in the Student System, prompting you to log in to My eQuals. These documents are free and will automatically be created once you are conferred.

**Alumni -** After you have paid for either a Transcript or Digital Documents Package and once your digital documents are ready, My eQuals will send an email to the email you registered with your payment, prompting you to log in to My eQuals.

**Current Students -** After your have paid for a Transcript and once your digital Transcript is ready, My eQuals will send you an email to your Flinders email address, prompting you to log in to My eQuals.

**For first time My eQuals users, to activate your account:**

1. Click the link in the email you have received from My eQuals
2. Click the *University* icon
3. Select *Flinders University* and click *Continue*
4. Enter your FAN and Password and click *Log in (excludes Alumni)* **
5. Register your personal email address *
6. You will receive an activation email to your registered email address, Click *Activate My Account*
7. Enter your details and click *Submit*

*\* This will enable you to log in using your personal email address in the future instead of your FAN.*
*\*\* FAN and password not required for Alumni*
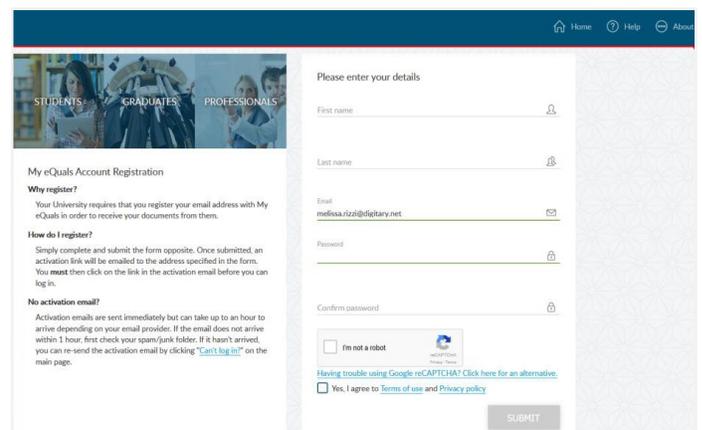
# How do I access My eQuals as a returning user?
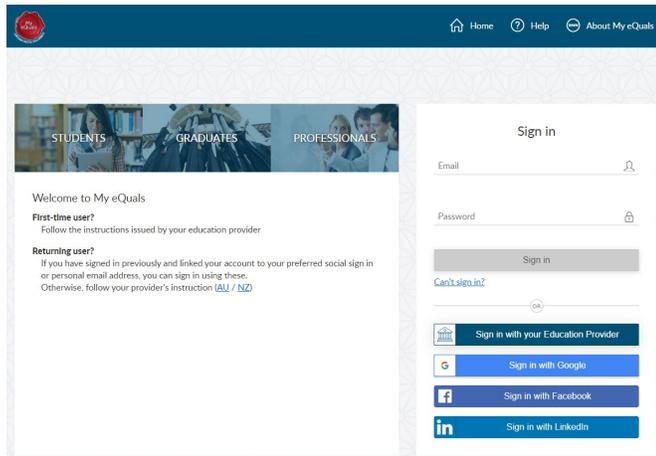


**To access My eQuals as a returning user:**

1. Visit www.myequals.edu.au.
2. Click on the heading *MY EQUALS LOGIN* found at the top of the page.
3. Sign in using the social media account or personal email address you linked to your My eQuals account when you first registered.
4. Click *Sign in*.

# How do I link my account?

My eQuals can be linked with your Google, LinkedIn or Facebook account. Once linked, you will be able to use the same log in details to access My eQuals.

**To link your account:**

1. Go to *Profile Settings*.
2. Click the *Link* button next to the provider you want to link your account to.
3. Enter the details required. You will receive a verification email from the provider. Allow access.
4. Next time you log in, click your linked provider's icon on the My eQuals log in page.

# How do I recognize the documents are authentic?

Blue ribbon indicates that the document has been digitally signed and is authenticated.
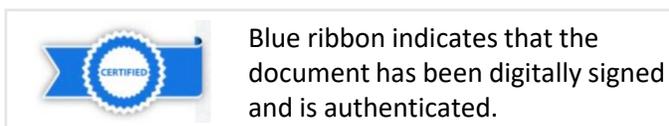
# How do I View my digital documents?

**To view your digital documents:**

1. Go to **www.myequals.edu.au**.
2. Follow the log in instructions for a *Returning user.*
3. Once logged in, click *Documents* on the left side menu.
4. Click on the name of the document you want to view.

# How do I Share my digital documents?

**To share your documents:**

1. Go to **www.myequals.edu.au**.
2. Follow the log in instructions for a *Returning user.*
3. Once logged in, click *Documents* on the left side menu.
4. Click the name of the document you want to share, or share multiple documents using the tick boxes.
5. Click *Share* and select how you want to share the document (Email share or Open share by a URL).
6. Enter the details required and click *Share*.
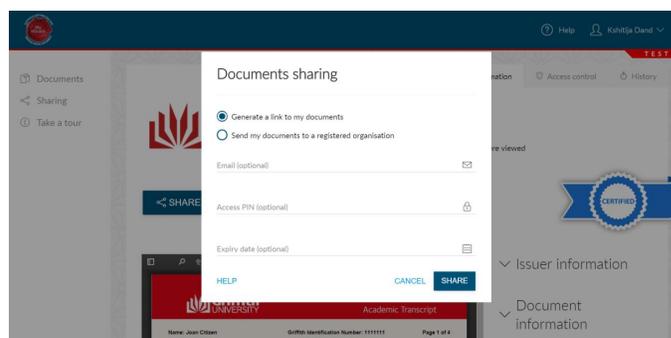
**To share multiple documents:**

1. Select the documents to share by ticking the check boxes (#2 on diagram).
2. Click the grey *Shared Selected* box at the top of the page on the right.

**To share all documents:**

1. Click in the check box at the top of the list (#3 on diagram) which will then put a tick in all boxes.
2. Click the grey *Shared Selected* box at the top of the page on the right.
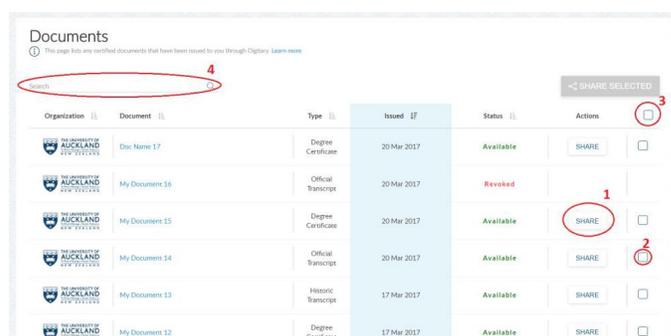
# Document status

**Available** – Valid and available to share

**Revoked** – Revoked by the university. This may be because an updated document has replaced the original version.

**Invalid** – Invalid *Contact university helpdesk.*