

# QUICK GUIDE MY EQUALS



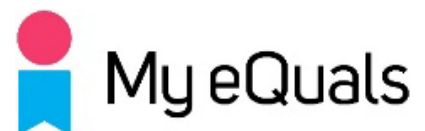
**SuniTAFE issues course certificates and results digitally via the My eQuals platform.**

This guide provides you with instructions about how to access your My eQuals account along with how to share and download your certificates and results.

**SuniTAFE will issue your certificates to the email you provided at enrolment.**

It is important you make contact with us immediately if your details change, especially your email address, before you finish your course to ensure you receive your digital results. The Customer Service team is available from Monday to Friday from 8.30 am to 5.00 pm on **1300 478 648** if you require information about how you can update these details.

*If you would like to receive a printed paper copy of your certificate or results, please make contact with our Customer Service team to find out more. There is a cost for students associated with these requests.*



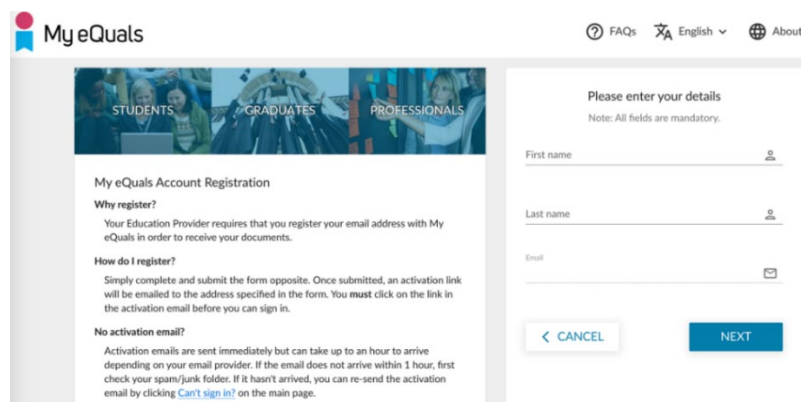
## First time account users – activate your account

*It is important you do not follow these steps unless it is the first time you have a document issued to you.*

You will receive an email titled **'You have a new document from SuniTAFE'** when a document is issued to you.

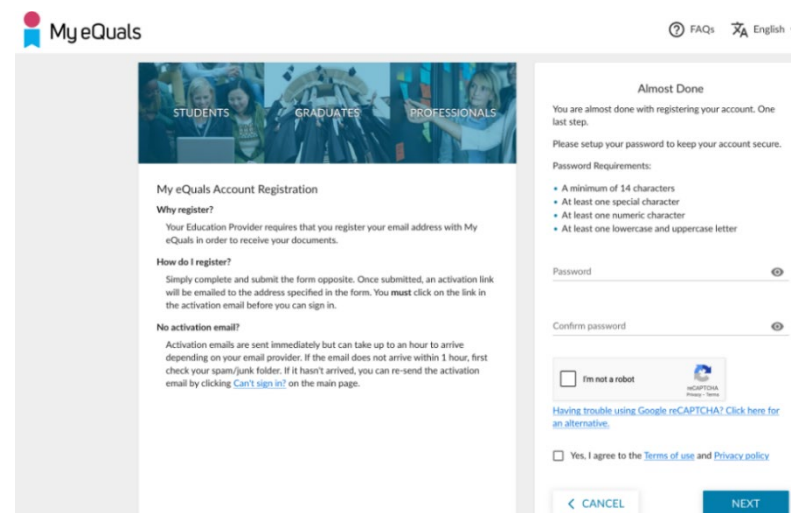
**Click** the link in the email and it will take you to the registration page.

Register your details by entering your **name** and **email** and click **Next**.

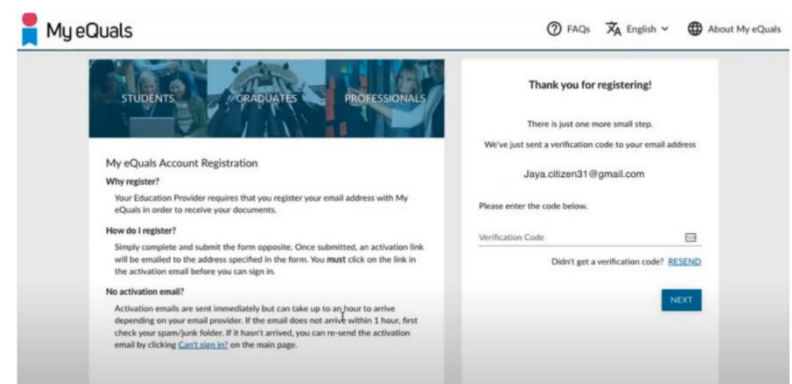


On the next screen, enter a password, check the boxes indicated and **click Next**.

You will receive an activation email to your registered email address. This email will contain a verification code which you must enter to log into the portal.



Once you have entered the code into the portal, you can sign into the My eEquals platform using your email and the password you have set up.



## Accessing My eEquals as a returning user

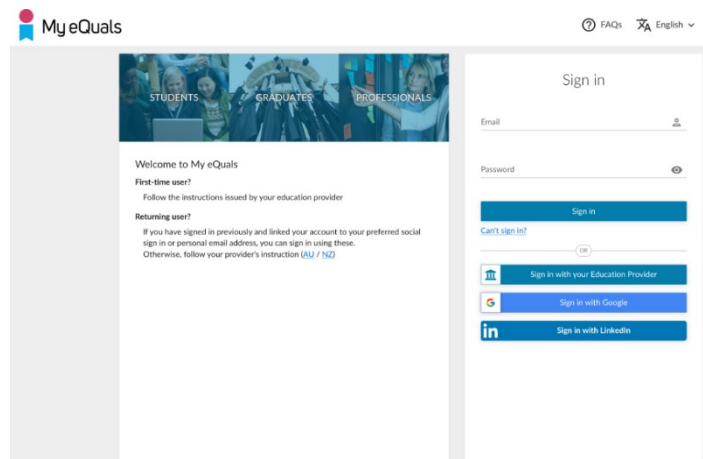
If you have an existing account with My eEquals, when you receive an email notifying you that a new document has been issued click the link in the email which will direct you to the **login** page. You can log in using your saved log in details to access your documents.

Alternatively, visit [www.myequals.edu.au](http://www.myequals.edu.au)

Click on the heading **LOGIN** button found at the top of the page.

Sign in using the social media account or personal email address you linked to your My eEquals account when you first registered.

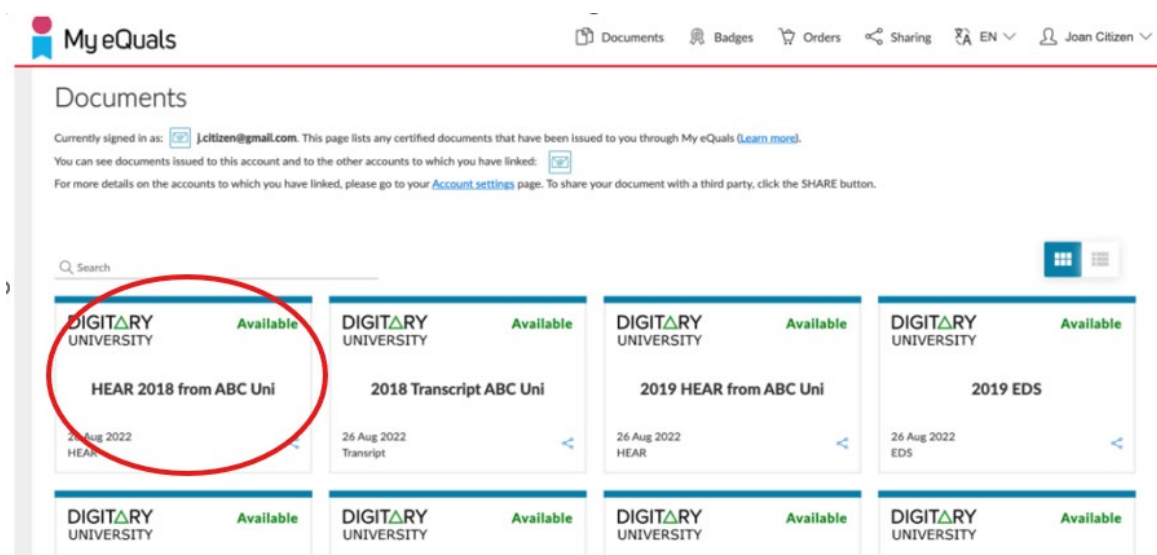
Click **Sign in**.



## Download your documents

Log into your My eEquals account and click on **Documents** on the left side menu.

Click into the document you want to download, to take you to the individual document view.



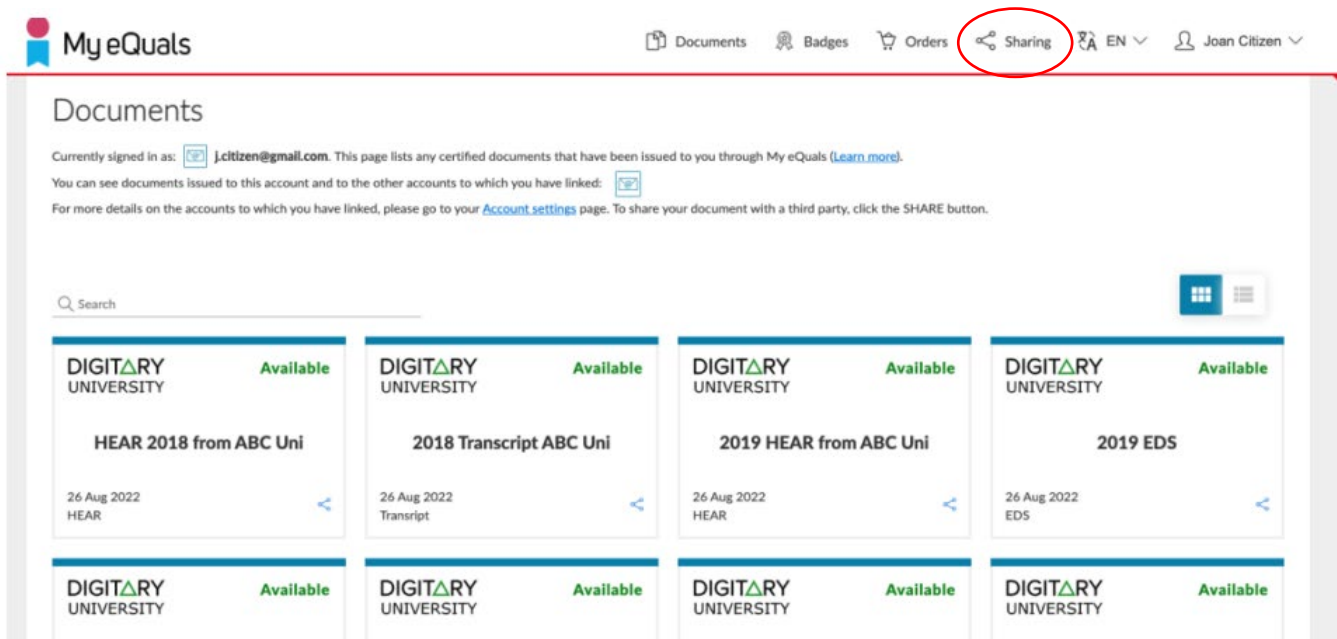
Click the **Information** tab.

Click **Download**.

## Share your My Equal documents

Log into your My eEquals account and click on **Documents** on the left side menu.

Click the **Sharing** symbol for any documents you would like to share.



Select how you want to share the document:

- **Email share:** Send to a specific email, with optional PIN and expiry date.
- **Organisation (Network) share:** Securely share with an organisation.
- **Public (Secure) share:** Create a unique URL with a PIN; anyone with both can access.
- **Public (Open Access) share:** Create a unique URL; anyone with it can access.

After selecting a share option, enter the details to specify access and security, including optional expiry dates.

Click **Share** to send the email to your designated share recipient.

Click **Finish** to close the window.