Seneca POLYTECHNIC

Viewing and Sharing Your Credential Using MyCreds

Once your credential is processed, you will receive an email from MyCreds like the examples on this page. Click on the link in the email or go to the MyCreds portal to view and share your document.
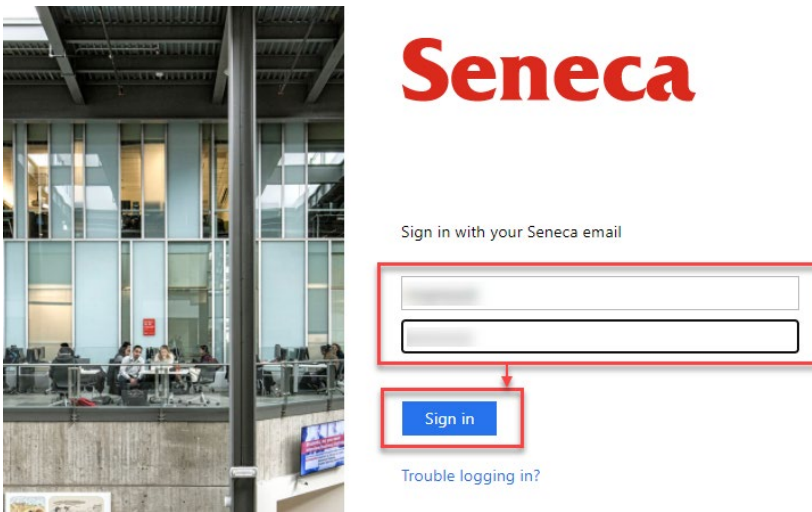
If this is your first time receiving a document from Seneca using MyCreds, you willl be instructed to create an account.

Setting Up Your Account With Your Seneca Student Email Address (All Current and Recent Students)

1. Select the "**Sign In"** button in the email you received.
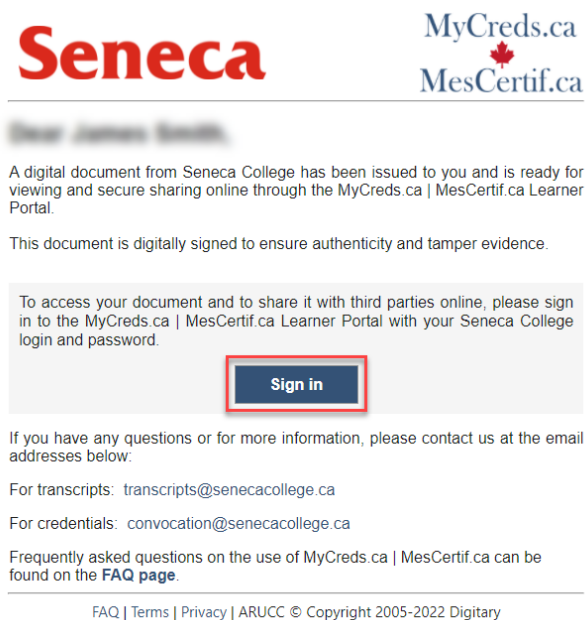
2. On the Seneca login page, enter your MySeneca username and password and select "**Sign in**."

3. If it is your first time logging in, you will be prompted to enter an email address and password. Use your Seneca student email address and create a password to use with the MyCreds service exclusively. You can configure a secondary email for use with MyCreds in the next step.

4. Once logged in, set up a personal (non-Seneca) email address as an alternate login with MyCreds. As a current student, you can access MyCreds anytime using your MySeneca username and password. Adding a secondary email address ensures continued access to your documents after graduation when your Seneca account is no longer active.

    In the drop-down menu select "**Profile Settings**."
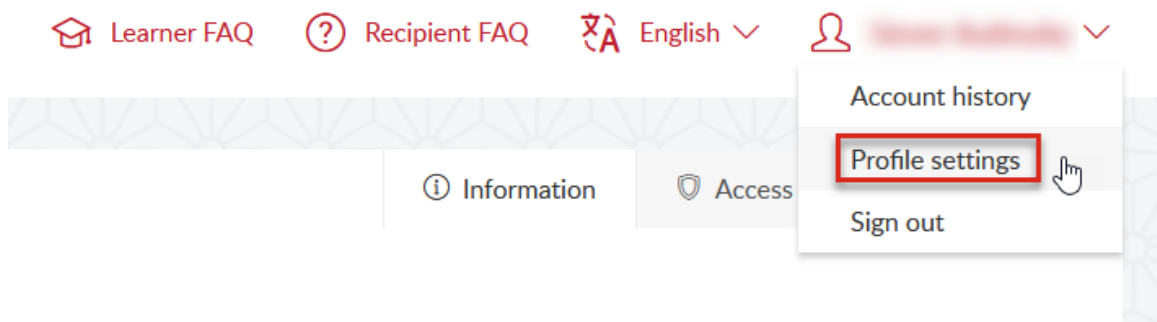
5. In the "**Email Accounts**" section, select "**Link Another Email**" and enter your email address.

6. After setting up your MyCreds account and/or adding a secondary email, a pop-up box may appear in your window. Confirm your email address to ensure continued access to your MyCreds account.
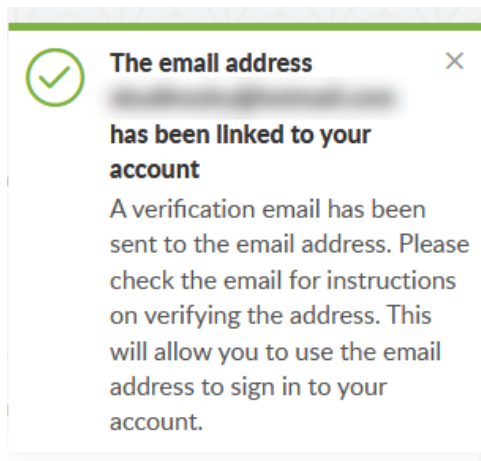
Important: Once you've set up your alternate email address, please update your personal email address with Seneca to match what you have attached to your MyCreds account. This can be done in the **"Profile"** tab in your **Student Home**.

Logging Into Your MyCreds Account Following Initial Set Up (All Students)

After setting up your account, visit the MyCreds portal and sign in with either your MySeneca account and password, or the personal email address you configured.

To sign in with your MySeneca account, select the "**Sign in with your Education Provider**" button, then search for "**Seneca College**" from the Institution menu and select "Continue." You will be forwarded to the Seneca sign in page where you can enter your username and password.

To sign in with your personal email address, you can do so right on the main login page using the "**Email"** and "**Password"** fields.

Select "**Seneca College**" from the menu if you selected the **"Sign in with your Education Provider"** option.

Viewing and Sharing Your Credential

While logged into MyCreds, you can view and share available documents. Select the document you wish to view or share.

Next, you will see a preview of your document. Select the "**Share**" button to securely share your official credentials with a third party.

Once you have shared your document, you can review permissions using the "**Access control**" tab. You can also review the history of this document, including all transactions such as when the document was created and/or shared. This can be done using the "**History**" tab.

To share a document, select the **"Share"** button to get started.

There are two ways to share the document:
1. Using a link that is emailed to the recipient.
2. Directly through the MyCreds portal to other MyCreds members.

To share through email, select the "**Generate a link to my documents**" option.

You can give the share a name and purpose for your own reference using the "**Share name"** and "**Purpose of share"** fields on this page. These will not be visible to the recipient.

Enter the recipient's email address and include a reference number if required. The reference number is a method of documentation receival and could be a reference number, student number, client number, application number, etc.

The "**Access PIN"** and "**Expiry date"** fields are optional but can add an extra level of security to the document. Note that you will need to notify the recipient of the Access PIN for them to access your document. The expiry date allows the recipient to access your document for a limited time.

For more details regarding the MyCreds portal, including viewing and sharing documents, as well as managing your account, view the MyCreds FAQs.

Helpful Tips

- Set up a personal or secondary email address with MyCreds and ensure your Seneca profile in Student Home matches this email address. This ensures you will have continued access to your documents and can request more copies electronically.
- If you were/are a student at another educational institution that also uses MyCreds, you can link your accounts to view all your documents in one place. This can be done through the "**Profile Settings**" option within your MyCreds Account.