

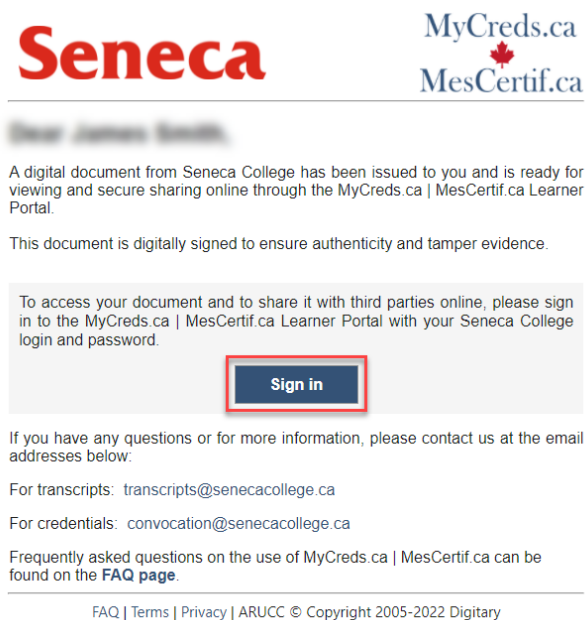
## Viewing and Sharing Your Credential Using MyCreds

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.

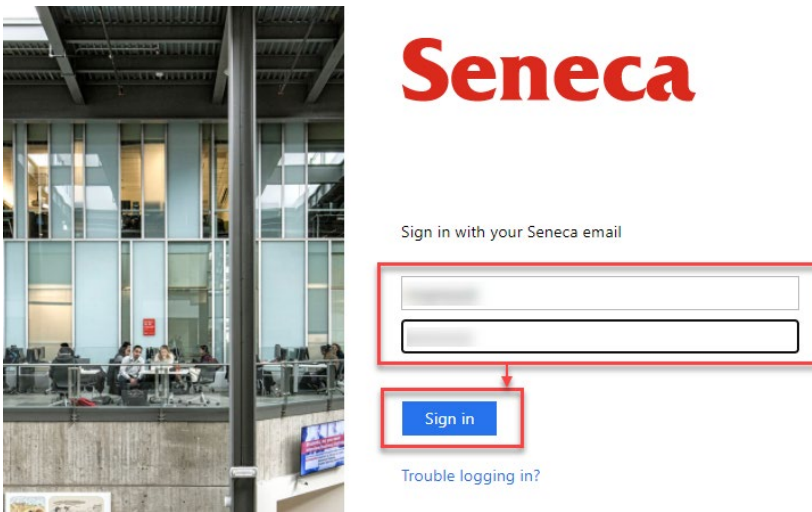
If this is your first time receiving a document from Seneca using MyCreds, you will be instructed to create an account.

### 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.

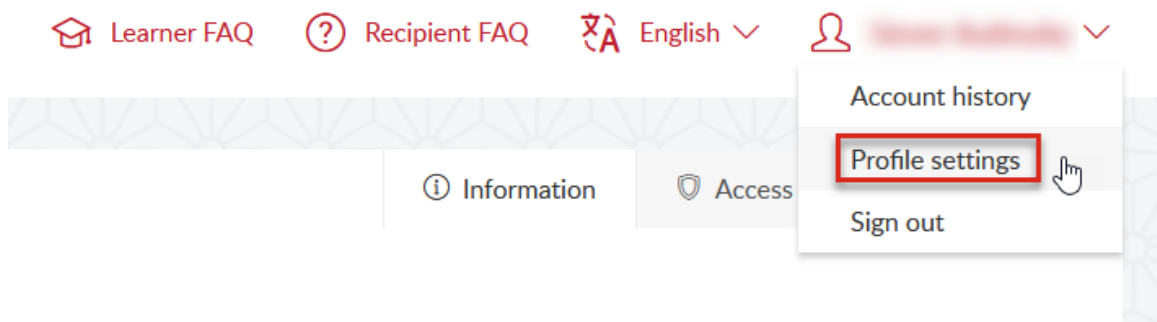


2. On the Seneca login page, enter your MySeneca username and password and select “Sign in.”



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a secondary email address ensures continued access to your documents after graduation when your Seneca account is no longer active.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.

### Email accounts

You can sign in to your MyCreds™ account using any of the following email addresses, provided that they have been verified. The same MyCreds™ password can be used with each email.

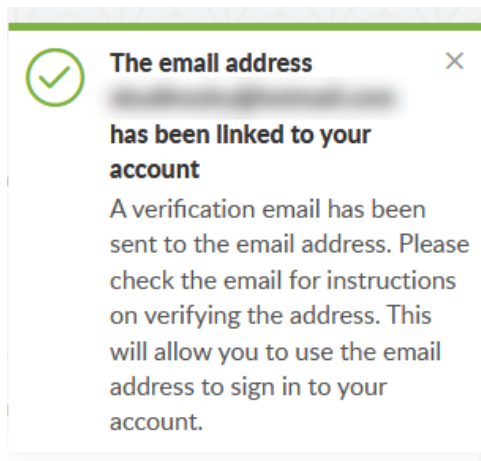
+ LINK ANOTHER EMAIL

CHANGE EMAIL PASSWORD

Email account	Status	Actions
[REDACTED]	Primary	Primary email cannot be removed.

Showing 1 - 1 of 1 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.

MyCreds.ca  MesCertif.ca

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STUDENTS

GRADUATES

PROFESSIONALS

**MyCreds™** is our Learner User Portal that helps hundreds of thousands of individuals to access and share their digitally certified records online with employers, education providers, governments, and other third parties.

**MyCreds™** helps learners:

- Securely receive digitally certified, official documents online.
- Share academic documents with third parties.
- Make it easier for employers and others to verify academic achievements.

[Learn more](#)

Sign in


Email


Password


Sign in


[Can't sign in?](#)

OR

 Sign in with your Education Provider

 Sign in with Google

 Sign in with Facebook

 Sign in with LinkedIn

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

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STUDENTS

GRADUATES

PROFESSIONALS

### Education Provider Sign in

**Where am I?**

This page allows you to access MyCreds™ using your education provider or document issuing organization sign in. Only use this if your education provider or document issuing organization has instructed you to do so.


**How do I sign in?**

Type your institution name in the field opposite and click continue. You will be redirected to that education provider or document issuing organization's sign in screen and will need valid sign in credentials. Once signed in, you will be redirected to your MyCreds™ account.

**Can't sign in here?**

You will need to contact your education provider or document issuing organization in the first instance if you cannot gain access using your education provider or document issuing organization sign in.

Use a suggested selection:

  
[Seneca College](#)

Or enter your institution name

Institution

Seneca

Seneca College

[BACK](#) [CONTINUE](#)

**Can't find your Institution?**

If your institution does not appear in the above list, this means that you won't be able to access MyCreds™ using your institution's Single Sign On service.

We recommend that you [sign in](#) using the same email address that you provided to your institution.

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## 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.

MyCreds.ca MesCertif.ca



[Learner FAQ](#) [Recipient FAQ](#) [English](#) [Profile](#)


Documents

Sharing

Take a tour

## Documents

Currently signed in via  **Seneca College** sign in as:  This page lists any certified documents that have been issued to you through MyCreds™ ([Learn more](#)).

You can see documents issued to this account and to the other accounts to which you have linked: 

For more details on the accounts to which you have linked, please go to your [Profile settings](#) page. To share your document with a third party, click the SHARE button.

Search

SHARE SELECTED

Organisation	Document	Type	Issued	Status	Actions
<b>Seneca</b>	<a href="#">Fashion Studies - Ontario College Certificate</a>	Credential	24 Jan 2022	Available	<a href="#">SHARE</a> <input type="checkbox"/>
<b>Seneca</b>	<a href="#">[Redacted]</a>	Transcript	29 Aug 2020	Available	<a href="#">SHARE</a> <input type="checkbox"/>

Showing 1 - 2 of 2 documents.

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.

The screenshot displays the MyCreds.ca/MesCertif.ca web application. At the top, there are navigation links for 'Learner FAQ', 'Recipient FAQ', 'English', and a user profile icon. Below this is a header bar with tabs for 'Information', 'Access control', and 'History'. The main content area shows a document titled 'Seneca Fashion Studies - Ontario College Certificate'. The document status is 'Available' and it has no expiration date. A large 'SAMPLE' watermark is overlaid on the document preview. To the right of the preview, there are buttons for 'DOWNLOAD PDF' and 'SHARE'. The 'SHARE' button is highlighted with a red box. Below the preview, there is a sidebar with expandable sections for 'Issuer information', 'Document information', and 'Certification information'. A message at the top of the main area states: 'You have not created any shares for this document yet.'

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 receipt 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.

Document sharing

×

View document ▾

☒ Generate a link to my documents

☐ Send my documents to a registered organisation

Share name

✂

The name you choose will be visible only to yourself and will not be seen by the recipient of your share

Purpose of share

📄

Categorise your shares by giving them a simple description (only visible to you)

Recipient Email

✉

Reference

🔗

The reference will be visible to the recipient of the share

Access PIN

🔒

Expiry date

📅

[HELP](#)

[CANCEL](#)

SHARE

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.