



UNIVERSITY
OF WOLLONGONG
AUSTRALIA

Using My eQuals

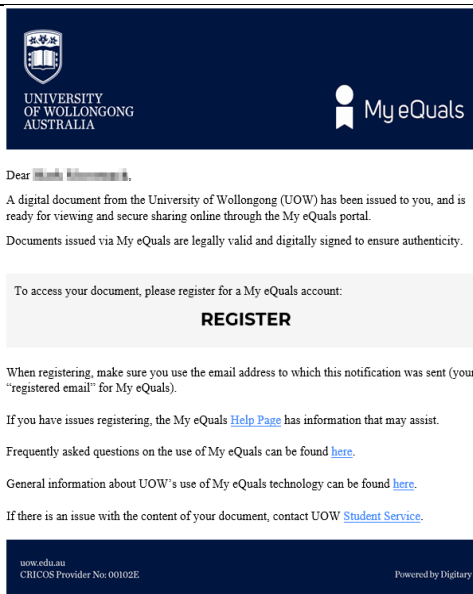
MY EQUALS: A QUICK REFERENCE GUIDE

ACCESSING MY EQUALS

Click the LOG IN link in the email you received from no-reply@myequals.uow.edu.au

OR

You can navigate directly to the [My eEquals website](#)



The screenshot shows an email header with the University of Wollongong Australia logo and the My eEquals icon. The body of the email contains the following text:

Dear [REDACTED],

A digital document from the University of Wollongong (UOW) has been issued to you, and is ready for viewing and secure sharing online through the My eEquals portal.

Documents issued via My eEquals are legally valid and digitally signed to ensure authenticity.

To access your document, please register for a My eEquals account:

REGISTER

When registering, make sure you use the email address to which this notification was sent (your "registered email" for My eEquals).

If you have issues registering, the My eEquals [Help Page](#) has information that may assist.

Frequently asked questions on the use of My eEquals can be found [here](#).

General information about UOW's use of My eEquals technology can be found [here](#).

If there is an issue with the content of your document, contact UOW [Student Service](#).

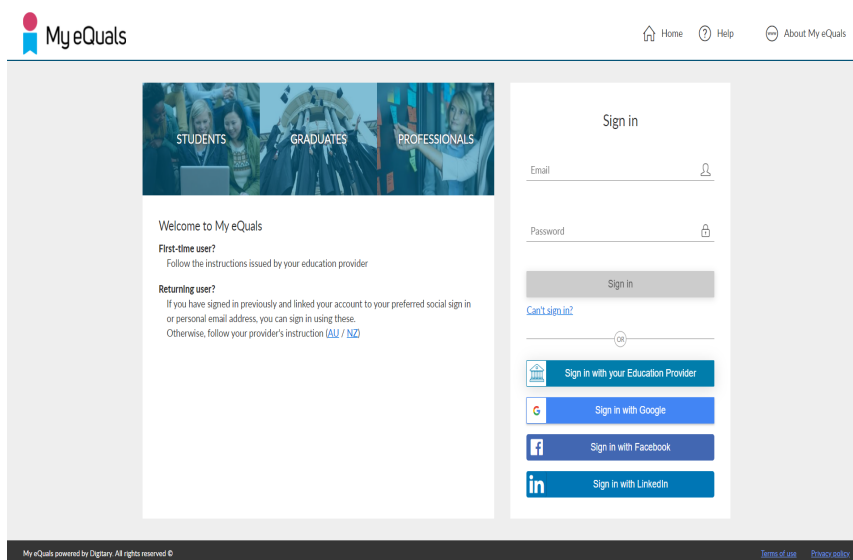
At the bottom of the email, there is a footer with the text: uow.edu.au, CRICOS Provider No: 00102E, and Powered by Digitary.

LOGGING INTO MY EQUALS

The My eEquals login page will display → →

To access your digital documents:

1. enter your email address
2. enter your password
3. click LOGIN



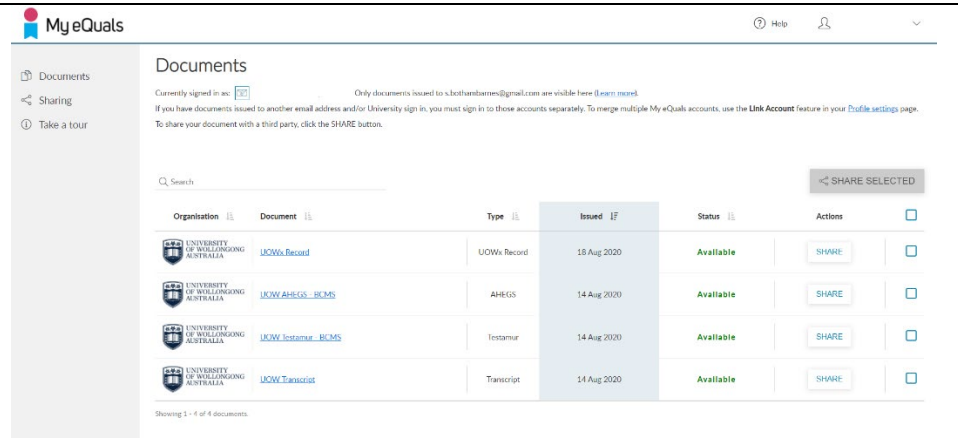
The screenshot shows the My eEquals login page. At the top, there is a navigation bar with the My eEquals logo and links for Home, Help, and About My eEquals. The main content area is divided into two columns. The left column features a banner with images of students, graduates, and professionals, and a 'Welcome to My eEquals' message. Below the banner, there are instructions for first-time users and returning users. The right column contains a 'Sign in' form with fields for Email and Password, a 'Sign in' button, and a 'Can't sign in?' link. Below the form, there are social login options: 'Sign in with your Education Provider', 'Sign in with Google', 'Sign in with Facebook', and 'Sign in with LinkedIn'. At the bottom of the page, there is a footer with the text: My eEquals powered by Digitary. All rights reserved ©, Terms of use, and Privacy policy.



NAVAGATING THE HOMEPAGE

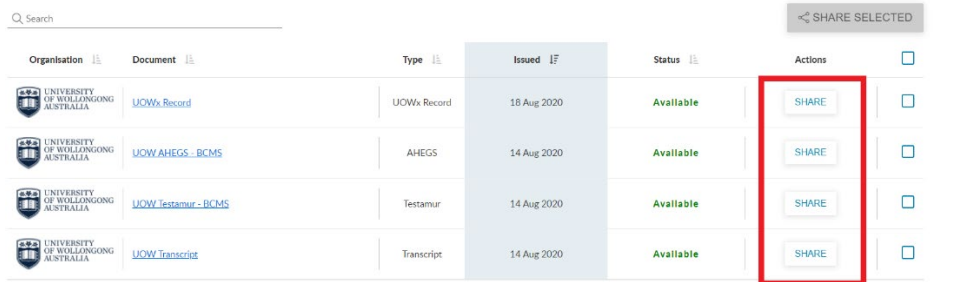
Once you are logged in, your my equals homepage will display → →

From here you can view and share your documents



SHARING YOUR DOCUMENTS

Share your document by clicking SHARE in the Actions column and follow the prompts



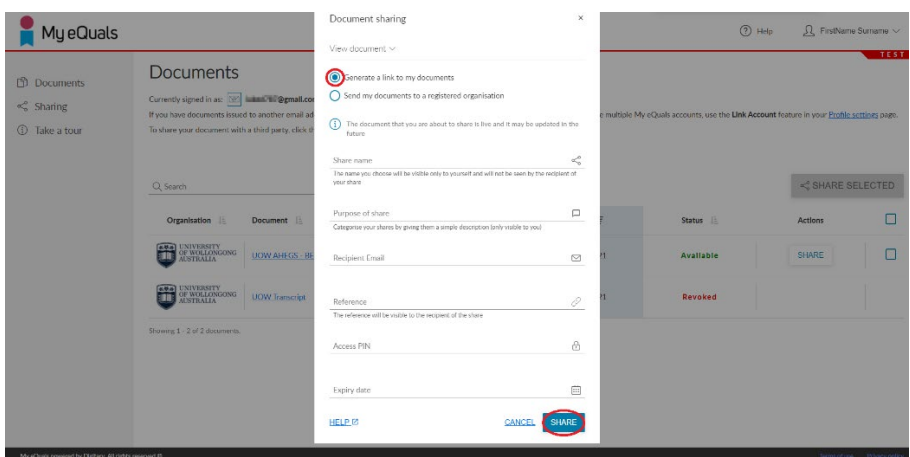
The best way to share your documents with a third party is via the 'generate a link' function.

Click share and navigate to the generate a link button to your document, fill in the fields and click share to get the link

Once you have this link, paste it into an email or document, and send it on to a third party, together with any other supporting information and/ or documentation

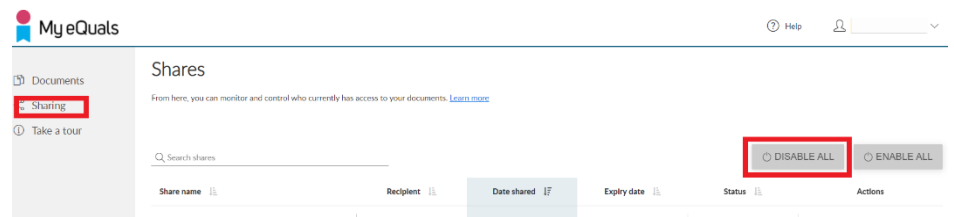
The link will provide the third party with direct access to that shared certified digital document in My eQuals.

Tip: the third party will not be able to see any other digital document you have in your account (unless you have shared a link to every document with them)

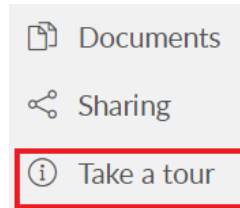


If you share your document(s) with the 'does not expire' permission setting, you can choose to un-share it at any point.

Use the sidebar navigation to go to the 'Sharing' tab and select 'DISABLE' for the document you want to make unavailable. Once you have done this, the third party will no longer be able to access your document.



Tip: Take a tour of My eEquals for more information on how to use the portal



A FEW THINGS TO REMEMBER:

1. Digital academic documents viewed online via the My eEquals portal are the original documents issued by UOW and can be used for education verification purposes. By accessing documents through My eEquals, third parties can be certain of the authenticity of your record.
2. You can also download and save the document as a PDF if required. However it is important to note that the PDF is a **copy** of the original and **cannot** be used for education verification purposes.
3. If a third party does not accept digital academic documents, you can provide them with a hardcopy. If you need a hardcopy but don't have one, you can purchase it from the [Official UOW Documentation](#) web page.

TROUBLESHOOTING TIPS:

If you have any problems logging on or accessing your documents, here are some resources that will help:

- [My eEquals Help](#)
- [My eEquals FAQ](#)
- [UOW My eEquals website](#)

If you have problems accessing your documents or you believe they are incorrect, contact [UOW Student Service](#).

