My eQuals

User guide for AUT students

AUT

Contents

Request a transcript

Current students and alumni

If you are a current student at AUT, or you graduated prior to July 2017, contact AUT to request your transcript to be released to My eQuals (email **studenthub@aut.ac.nz**). It is important to check the email address in Arion is the correct address – this is where your My eQuals information will be sent, and will be used when you sign up in My eQuals.

If you graduated after July 2017 or later, you do not need to request your transcript be released. Near graduation you will receive an email from My eQuals to advise your transcript is ready.

Then you follow the link in the email as follows.

Email confirmation from My eQuals

Once your transcript is available, you will receive an email from My eQuals which looks like this:

Follow the link to the My eQuals site

Click on the Register button in the email to go to the My eQuals sign up page.
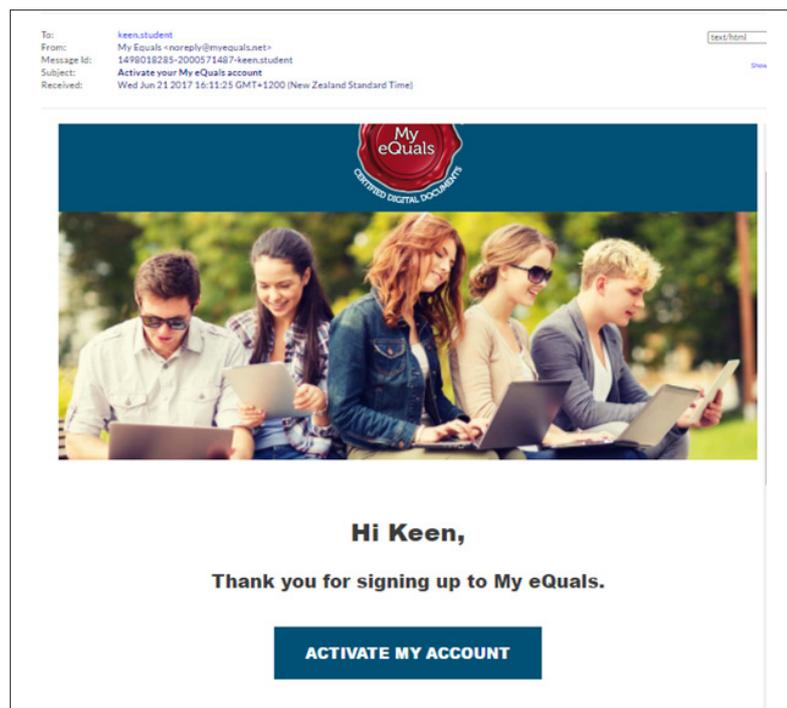
Sign up

As a first time user you will need to sign up using your personal email address and assign your own password. Passwords must be at least 8 characters long and must contain at least one digit, one upper and one lower case letter and one of the following characters (! @ # $ & * ^ . , : ;

Once you have submitted your sign up form, you will receive a verification email:

Click "Activate my account".

You are now able to log in and access your transcript.

Log in

Access your transcript

Click on the documents tab.

All available documents will be listed:

If payment is required, click on the PAY button to get the payment screen:

Once you have paid you will see the screen below and will be able to access your transcript by clicking on the document title:

Sharing your transcript

You can share your documents with others by clicking on the SHARE button on the row of the document you wish to share. Clicking on the SHARE button brings up this screen:

Documents sharing

- ● Generate a link to my documents
- ○ Send my documents to a registered organisation

Email (optional) ✉

Access PIN (optional) 🔒

Expiry date (optional) 📅

HELP   CANCEL   **SHARE**

You can share your document by generating a link to the document, or by sending it directly by email to another person or organisation. You also have the option of setting an expiry date on the link, or requiring a PIN number to access it. If you do not set a PIN number the receiver can access your document using their email address.

Documents sharing

- ● Generate a link to my documents
- ○ Send my documents to a registered organisation

Email (optional)
Admissions@aut.ac.nz   × ✉

Access PIN (optional) 🔒

Expiry date (optional) 📅

HELP   CANCEL   **SHARE**

If you select an email address as the example above, and click SHARE, you will see this screen:

Ready to share

Your document is now ready to share with **Admissions@aut.ac.nz**.
You can either send an email to **Admissions@aut.ac.nz** by clicking on the
SEND button below, or you can copy the URL below by clicking on it, and
send it directly to **Admissions@aut.ac.nz** yourself.

Recipient: Restricted   **Access PIN:** None   **Expiry:** Does not expire

AUT Academic Transcript

https://www.myequals.net/#/sharelink/3d7d66f   🔗 COPY LINK

CLOSE   **SEND**

If you do not select an email address and click SHARE, you will see this screen:

Ready to share

Your document is now ready to share. You can copy the URL below by
clicking on it, and you can share it with others.

Recipient: Open access   **Access PIN:** None   **Expiry:** Does not expire
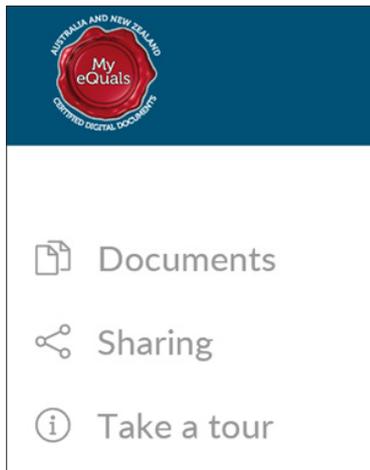
AUT Academic Transcript

https://www.myequals.net/#/sharelink/8671a50   🔗 COPY LINK
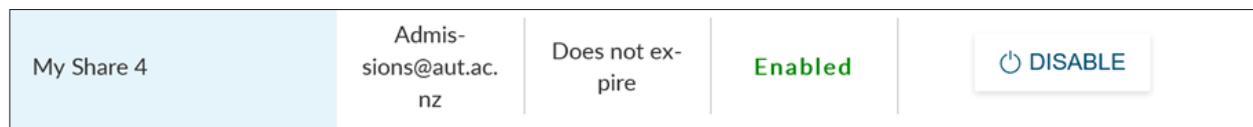
CLOSE

The URL is a direct link to your document in the My eQuals system.

Unshare your document

If you want to disable the link you have sent, access your sharing screen by clicking on the 'Sharing' tab on the left menu


Once you have clicked into the 'Sharing' tab, you can disable the link as required.

My Share 4	Admis-sions@aut.ac.nz	Does not ex-pire	Enabled	⏻ DISABLE

Managing your account

If you have qualifications from more than one participating university, you can combine them into one account. You can also share to social media.

To manage your My eQuals account, once logged in, go to the Help? button next to your name on the top menu bar, and follow the instructions given for account linking.
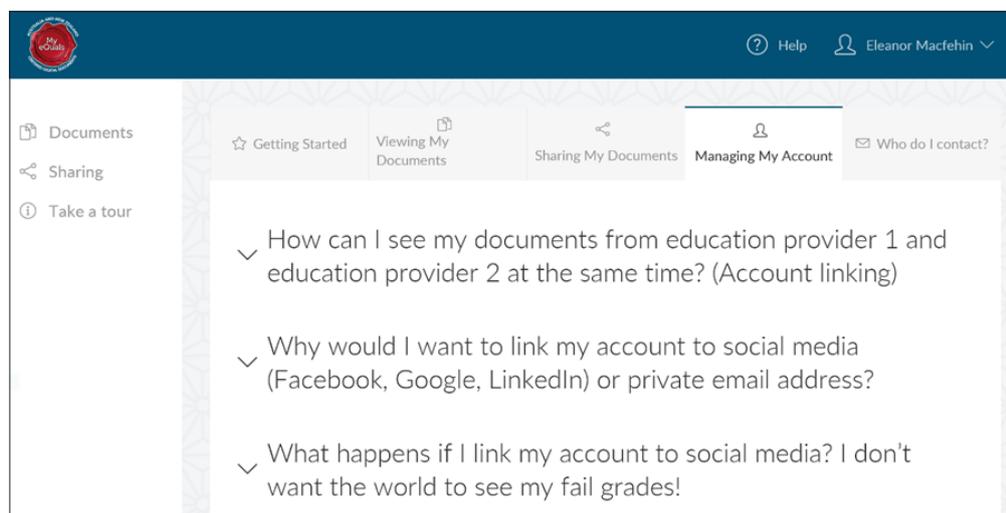
Next steps for AUT

In the near future, AUT will release digital certification to My eQuals. Alumni will have the opportunity to purchase a digital copy of their qualification record in the same way as their transcripts.

Contact us

If you have any problems, please check the Help page on the My eQuals site showing within your account as pictured above. There are also FAQs about My eQuals on the homepage. If you cannot access your transcript please contact the **Student Hub**.

Phone: 0800 AUT UNI (0800 288 864) or 09 921 9779
Email: studenthub@aut.ac.nz