

AUT

My eQuals

**User guide for
AUT students**

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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 eEquals (email studenthub@aut.ac.nz). It is important to check the email address in Arion is the correct address – this is where your My eEquals information will be sent, and will be used when you sign up in My eEquals.

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 eEquals to advise your transcript is ready.

Then you follow the link in the email as follows.

Email confirmation from My eEquals

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

From: My eEquals [<mailto:noreply@myequals.net>]
Sent: Monday, 17 July 2017 2:54 PM
To: Eleanor Macfehin <eleanor.macfehin@aut.ac.nz>
Subject: You have a new document from Auckland University of Technology!



Kia ora Eleanor Margaret Macfehin,
A digital Transcript from the Auckland University of Technology (AUT) has been issued to you, and is ready for viewing and secure sharing online through My eEquals digital student data portal. This document is digitally signed to ensure authenticity and security.

To gain access to your Transcript, and to share it with third parties online, please register for your My eEquals account using the button below:

[Register](#)

If you encounter difficulties registering, please view the [My eEquals FAQ page](#).

If there is an issue with the content of your document, please consult the University directly by contacting the [Student Hub](#)

General information about AUT's use of this technology and how you can benefit from it, can be found [here](#)

My eEquals is Powered by Digitary

Follow the link to the My eEquals site

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

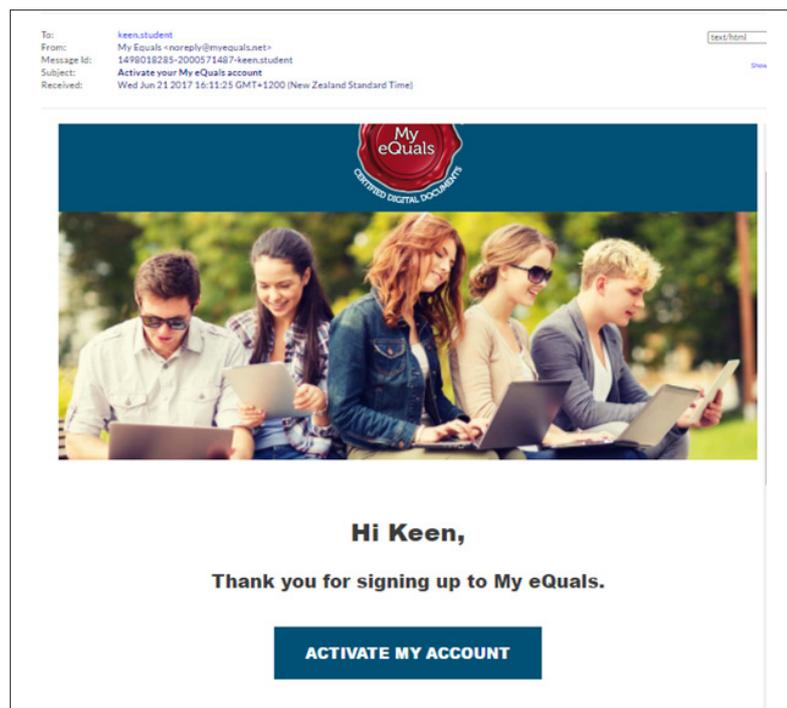
Sign up

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 (! @ # \$ % & * ^ . , ; ;

The screenshot shows the 'Sign up' form with the following fields: First name (Keen), Last name (Student), Email (keen.student@mailinator.com), Password (masked with dots), and Confirm password (masked with dots). There is an 'I'm not a robot' checkbox which is unchecked, and a 'Yes, I agree to Terms of use and Privacy policy' checkbox which is also unchecked. A 'SUBMIT' button is visible at the bottom right.

The screenshot shows the 'Sign up' form with the same fields as the previous one, but the 'I'm not a robot' checkbox is now checked with a green checkmark, and the 'Yes, I agree to Terms of use and Privacy policy' checkbox is also checked. The 'SUBMIT' button is now highlighted in blue.

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

Login Sign up

Please log in

Log in using one of the following providers:

or via the form below:

Email
keen.student@mailinator.com 

Password
..... 

[RESET PASSWORD](#) LOGIN

Access your transcript

Click on the documents tab.

All available documents will be listed:

Documents

 This page lists any certified documents that have been issued to you through My eQuals. [Learn more](#)

Search

PAY SELECTED SHARE SELECTED

Organization	Document	Type	Issued	Status	Actions	<input type="checkbox"/>
	My Document 1	Transcript	16 Jun 2017	Payment required	PAY	<input type="checkbox"/>

Showing the only document

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

Payment details

Your card information

Card number CVV/CVC code

Expire month Expire year

AUT Total: **1.00 NZD**

[CANCEL](#) [PAY](#)

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

Documents

This page lists any certified documents that have been issued to you through My eQuals. [Learn more](#)

Search

[SHARE SELECTED](#)

Organization	Document	Type	Issued	Status	Actions
AUT	My Document 1	Transcript	16 Jun 2017	Available	SHARE

Showing the only document

Documents for Auckland University of Technology was paid successfully
Now you can view and share them

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/3d7d66fi> [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

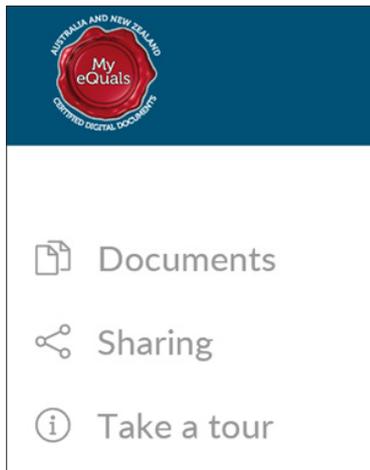
<https://www.myequals.net/#/sharelink/8671a50> [COPY LINK](#)

[CLOSE](#)

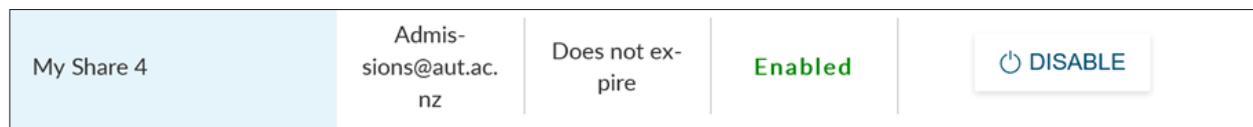
The URL is a direct link to your document in the My eQuals system.

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



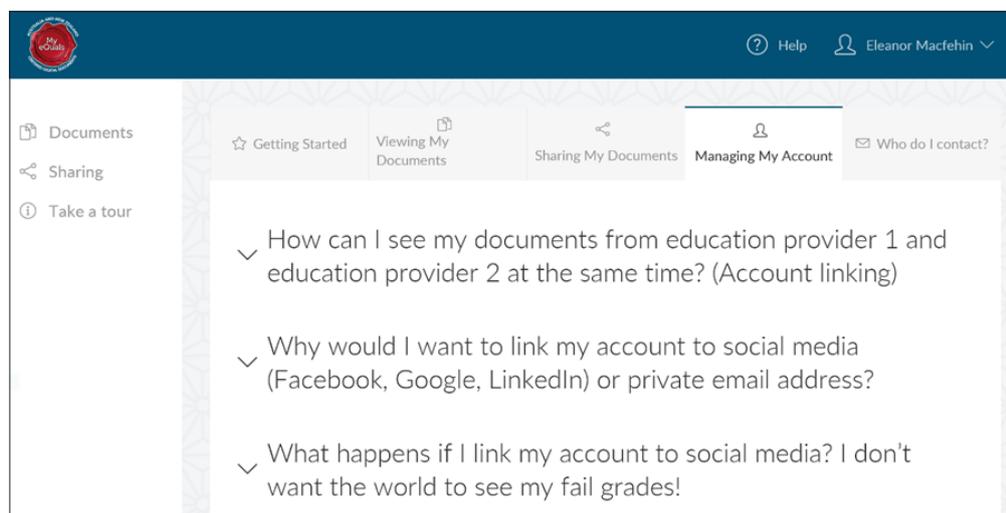
Once you have clicked into the 'Sharing' tab, you can disable the link as required.



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