



## My eQuals – Certified Digital Academic Records

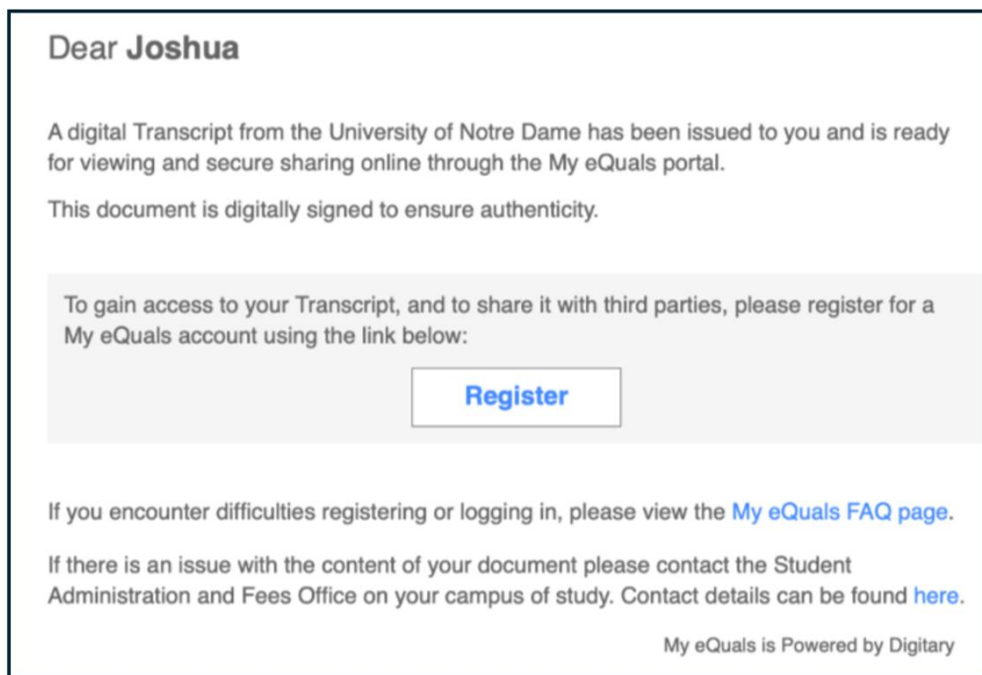
My eQuals is an initiative between Australian and New Zealand universities to provide a secure digital platform to issue and authenticate digital academic records (AHEGS, Official Academic Transcripts, and Testamurs).

The My eQuals platform enables students and graduates to access digital versions of transcripts and academic documents and share them with employers, universities or other parties.

## My eQuals Registration

The first time you access My eQuals, you will need to complete a registration process.

When the University uploads your first document (e.g. transcript) to My eQuals, you will receive an email to your ND student email account, as shown in the example below:



**Please note:** To access your ND student email account, you need to use multi-factor authentication (MFA) via Okta Verify. To log in, have your ND student email, password or passphrase, and the smartphone with the Okta Verify app (where your ND account is registered) ready. This will ensure secure access to your accounts and applications.

## Registration Options

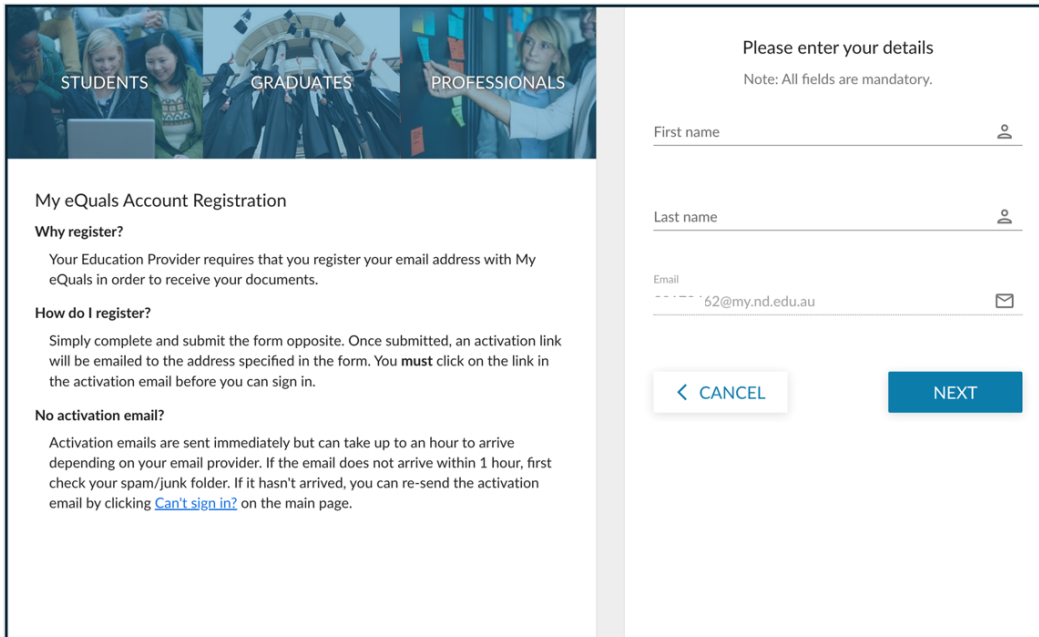
Register your account using one of the following methods:

### Option 1 – Via the My eQuals Website

Follow the [online guide](#) to complete the registration process and access your documents.

### Option 2 – Via the Registration Email

- Click the [Register] button within the email, which will take you to the **My eQuals Account Registration** page:



STUDENTS GRADUATES PROFESSIONALS

### My eQuals Account Registration

**Why register?**  
Your Education Provider requires that you register your email address with My eQuals in order to receive your documents.

**How do I register?**  
Simply complete and submit the form opposite. Once submitted, an activation link will be emailed to the address specified in the form. You **must** click on the link in the activation email before you can sign in.

**No activation email?**  
Activation emails are sent immediately but can take up to an hour to arrive depending on your email provider. If the email does not arrive within 1 hour, first check your spam/junk folder. If it hasn't arrived, you can re-send the activation email by clicking [Can't sign in?](#) on the main page.


Please enter your details  
Note: All fields are mandatory.

First name

Last name

Email  
62@my.nd.edu.au

- Complete the fields for **'First name'** and **'Last name'**.
- **Do not change** the Email account (N.B. when using My eQuals, your email address will always be in a format which includes your ID number (e.g. 32000001@my.nd.edu.au) not your name (e.g. [Jessica.Sample@my.nd.edu.au](#)).
- Select **'Next'** to continue.



### My eEquals Account Registration

**Why register?**  
Your Education Provider requires that you register your email address with My eEquals in order to receive your documents.

**How do I register?**  
Simply complete and submit the form opposite. Once submitted, an activation link will be emailed to the address specified in the form. You **must** click on the link in the activation email before you can sign in.

**No activation email?**  
Activation emails are sent immediately but can take up to an hour to arrive depending on your email provider. If the email does not arrive within 1 hour, first check your spam/junk folder. If it hasn't arrived, you can re-send the activation email by clicking [Can't sign in?](#) on the main page.

### Almost Done

You are almost done with registering your account. One last step.

Please setup your password to keep your account secure.

Password Requirements:

- A minimum of 14 characters
- At least one special character
- At least one numeric character
- At least one lowercase and uppercase letter

Password

Confirm password


I'm not a robot

[Having trouble using Google reCAPTCHA? Click here for an alternative.](#)

Yes, I agree to the [Terms of use](#) and [Privacy policy](#).

< CANCEL
NEXT

- Select a password.
- Re-enter (confirm) your password.
- Tick the **'I'm not a robot'** checkbox.
- Tick the **'Terms of use'** and **'Privacy policy'** checkbox, then select **'Next'**.



### My eEquals Account Registration

**Why register?**  
Your Education Provider requires that you register your email address with My eEquals in order to receive your documents.

**How do I register?**  
Simply complete and submit the form opposite. Once submitted, an activation link will be emailed to the address specified in the form. You **must** click on the link in the activation email before you can sign in.

**No activation email?**  
Activation emails are sent immediately but can take up to an hour to arrive depending on your email provider. If the email does not arrive within 1 hour, first check your spam/junk folder. If it hasn't arrived, you can re-send the activation email by clicking [Can't sign in?](#) on the main page.

### Thank you for registering!

There is just one more small step.

We've just sent a verification code to your email address

-----j2@my.nd.edu.au

Please enter the code below.

Verification Code \*

Didn't get a verification code? [RESEND](#)

NEXT

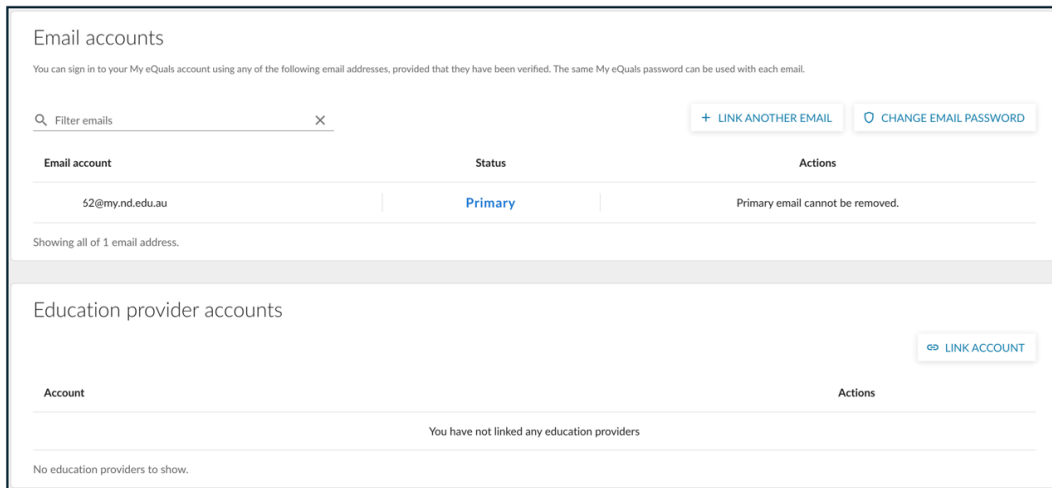
- Enter the verification code sent to your ND email address and select **'Next'**.

You will then be directed to the Documents page, where you can view, download and share any academic documents which have been uploaded. Further information on how to do this is available at <https://www.myequals.net/help>

## Linking Emails & Education Provider (Highly recommended)

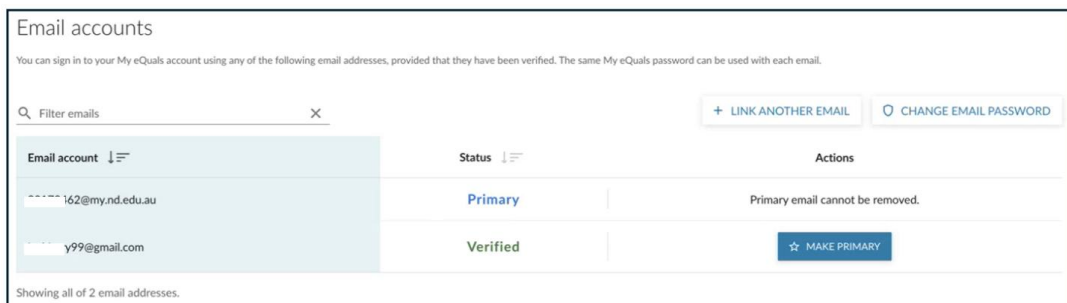
Ensure that your My eQuals account is updated with your **personal email** to maintain access to your digital documents when your **ND account is unavailable**.

- After logging into your account, select your name at the top right corner and navigate to **'Accounts settings'**.



To link your **personal email** address:

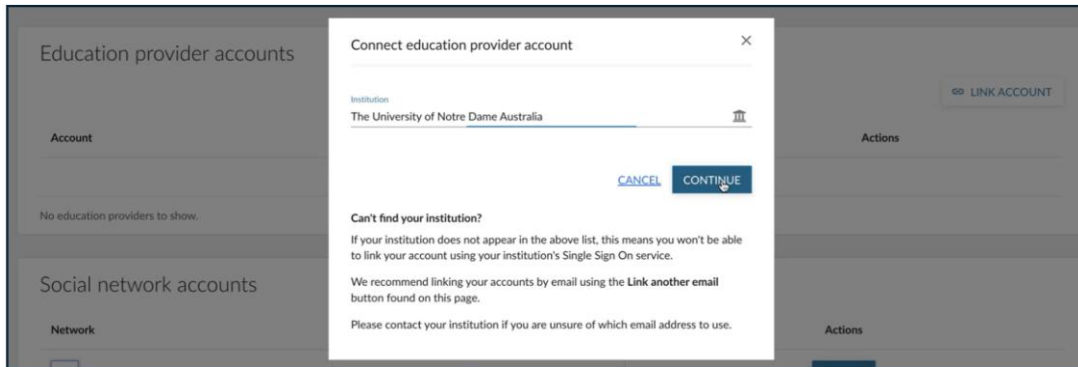
- Select **'Link Another email'** in the Email accounts section.
- Enter the **'Non-expiring personal email address'** and select **'Add'**.
- Enter the verification code sent to your personal email address and select **'Confirm'**.



- Select **'Make Primary'** to set your personal email address as the primary email.

To link your **Education Provider** account:

- Select **'Link account'** in the Education provider accounts section.

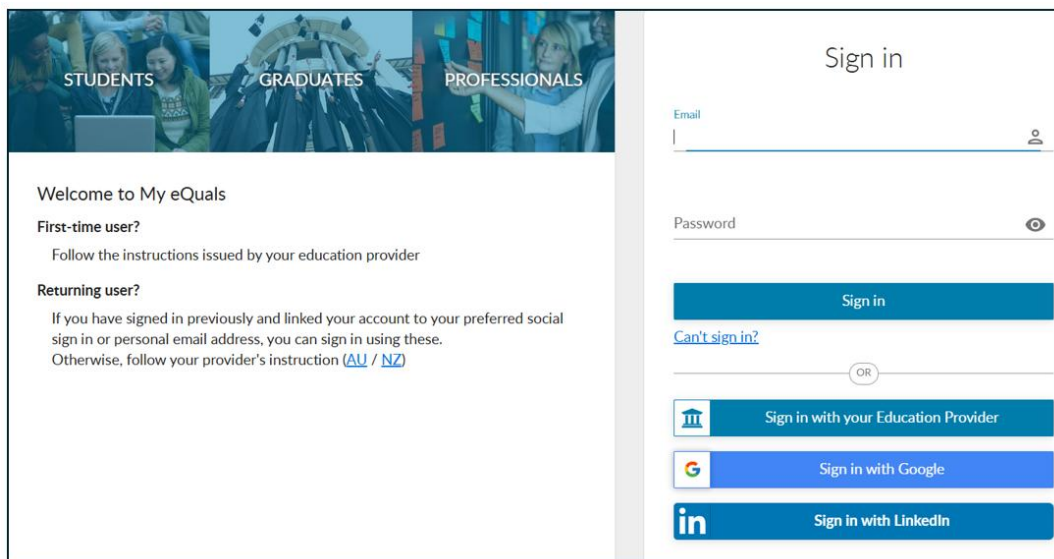


- Select our institution name from the drop-down menu and select '**Continue**'.
- Select '**Link**' to add your account.

You have now successfully updated your personal email address and added your education provider account to your My eQuals account.

## Logging In

Once you have registered with My eQuals (as outlined above), you can log in via the [My eQuals homepage](#) by selecting '**Login**' from the top menu. You can log in using any of the following options.



- **Sign in** – Use this option to log in with any linked account (for example, the registered personal email address and password)
- **Sign in with your Education Provider** – Use this option to log in with the ND email address and password.

After successful authentication, you will be redirected to your **Documents** page.

## Additional Documents

Once you have completed your My eQuals registration, you will receive a notification via email when any additional documents are uploaded to your My eQuals account, as per the below example:

Dear **Gabriela**

A digital Transcript from the University of Notre Dame has been issued to you and is ready for viewing and secure sharing through the My eQuals portal.

This document is digitally signed to ensure authenticity.

To gain access to your Transcript, and to share it with third parties, please login to your My eQuals account using the link below:

[Login](#)

If you encounter difficulties registering or logging in, please view the [My eQuals FAQ page](#).

If there is an issue with the content of your document please contact the Student Administration and Fees Office on your campus of study. Contact details can be found [here](#).

My eQuals is Powered by Digitary

- Click the **[Login]** button within the email which will take you to the Notre dame sign-in page, and then log in, as outlined above.