

First time registration and log in

Lincoln University will issue a document after you have ordered it; or, for those students who graduate after June 2018, a digitally certified pdf of your transcript and parchment will be uploaded for you free of charge.

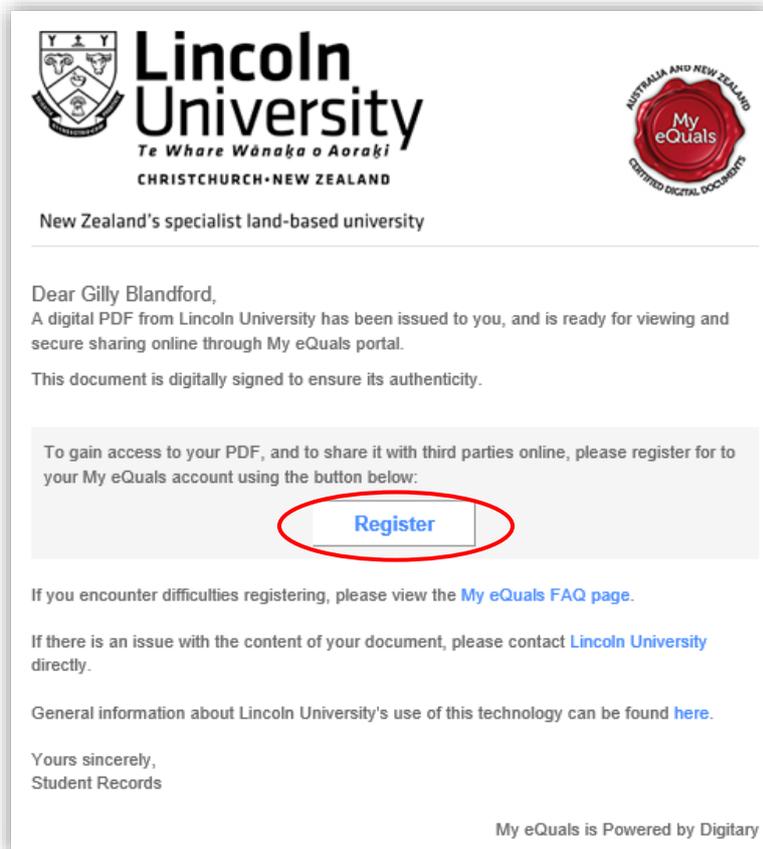
You cannot create an account for My eEquals before your document has been issued to you; please wait for the registration email.

- If you have ordered a document the email notification will go to the email address you specify on your order form.
- If your transcript and parchment are uploaded after you graduate, Lincoln will send your registration email to the personal 'other' email address you have nominated in LUCAS.

Register with My eEquals

When your document is issued, either by request or after graduation, you will receive an email from My eEquals.

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



 **Lincoln University**
Te Whare Wānaka o Aorāki
CHRISTCHURCH • NEW ZEALAND



New Zealand's specialist land-based university

Dear Gilly Blandford,
A digital PDF from Lincoln University has been issued to you, and is ready for viewing and secure sharing online through My eEquals portal.
This document is digitally signed to ensure its authenticity.

To gain access to your PDF, and to share it with third parties online, please register for to 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 contact [Lincoln University](#) directly.

General information about Lincoln University's use of this technology can be found [here](#).

Yours sincerely,
Student Records

My eEquals is Powered by Digitary

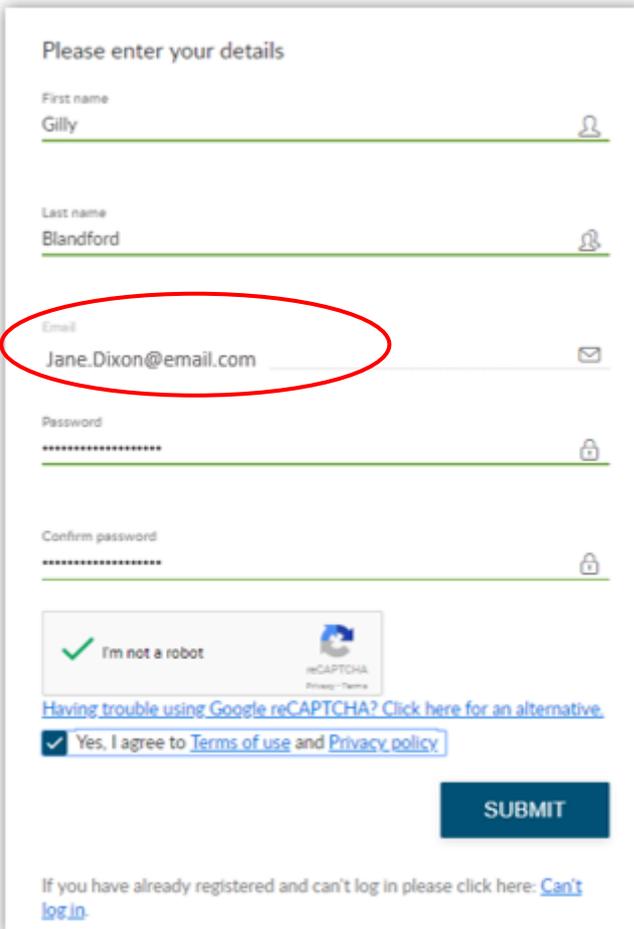
Enter your details to register your My eQuals account in the browser window that opens.

As a first time user you will need to sign up and assign your own password.

Please use the same email address that the notification email was sent to.

You can change your email address after your account is created.

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



Please enter your details

First name
Gilly

Last name
Blandford

Email
Jane.Dixon@email.com

Password

Confirm password

I'm not a robot

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

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

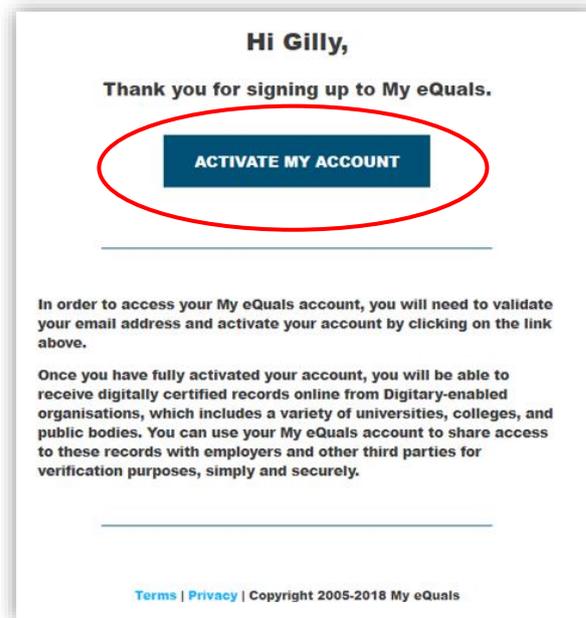
SUBMIT

If you have already registered and can't log in please click here: [Can't log in](#)

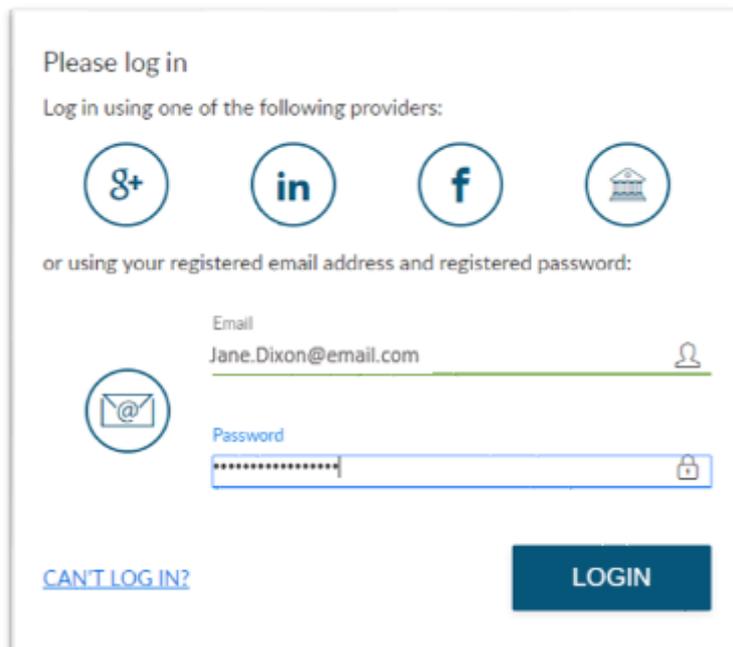
Please save your login details carefully – Lincoln University uploads documents into My eQuals but does not administer the system.

Once you've submitted your details, a success message displays onscreen and a verification email is sent to your registered email address.

When the email arrives, open it and click on the link **Activate my Account**.

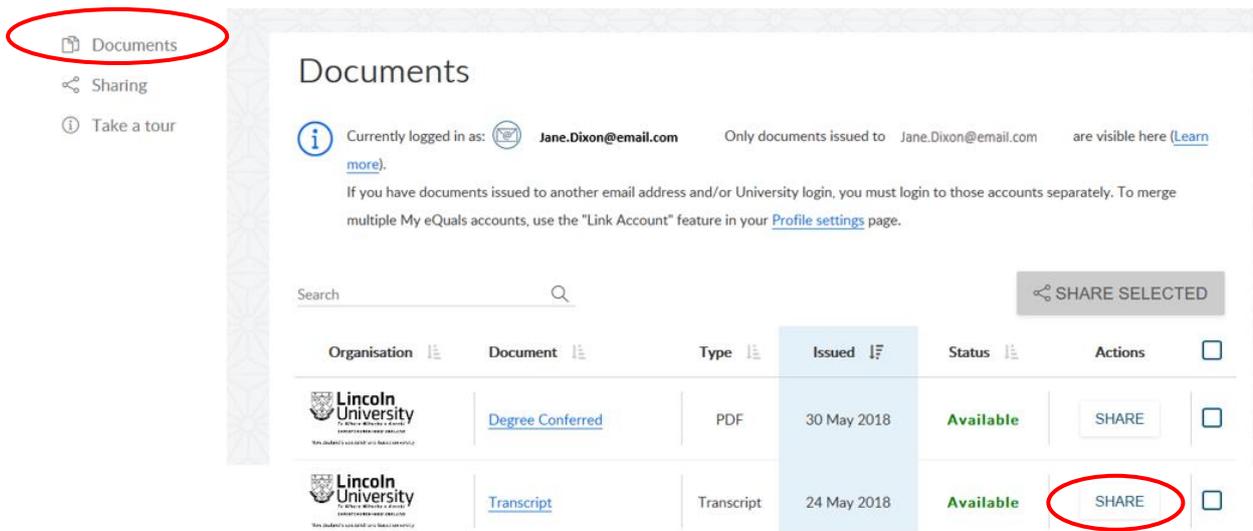


The My eQuals website will open in a browser window and you can now log in and access your document/s.



Accessing your documents

Once you've logged into the My eEquals website, click on the **Documents** link on the left hand menu to view your available documents.



The screenshot shows the 'Documents' page in the My eEquals system. On the left-hand menu, the 'Documents' link is circled in red. The main content area displays a table of documents. The table has columns for Organisation, Document, Type, Issued, Status, and Actions. The 'Transcript' document has its 'SHARE' button circled in red.

Organisation	Document	Type	Issued	Status	Actions
Lincoln University	Degree Conferred	PDF	30 May 2018	Available	SHARE
Lincoln University	Transcript	Transcript	24 May 2018	Available	SHARE

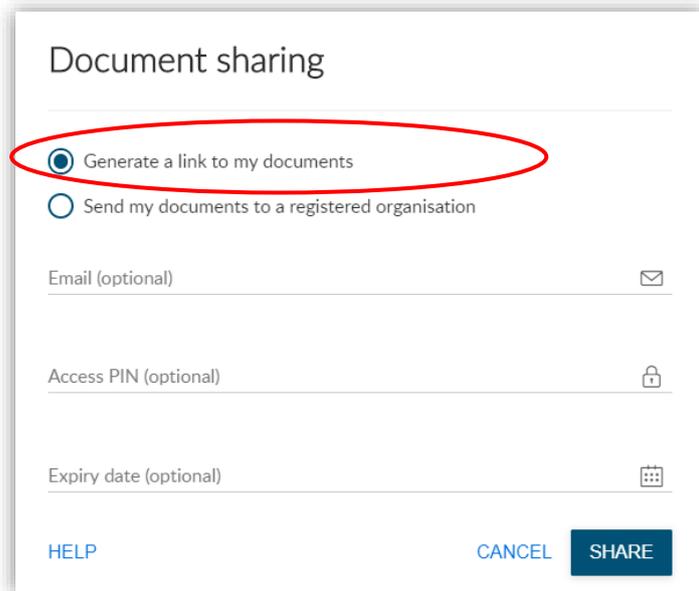
Sharing your documents

You can choose to have My eEquals send an email to a person, specify for how long they can access the document, and set a PIN (optional) they must use in order to access the document. Alternatively you can simply copy/paste the share link into a private email that you yourself send to the recipient. You can also send your document to a registered organisation. Click the **Take a Tour** link on the left hand menu and visit the "Sharing Documents" page for more information.

Start the sharing process by clicking the **SHARE** button on the row of the document you wish to share.

This will bring up the document sharing options box. If you select **Generate a link to my documents** you then have two choices:

- (1) generate a link to the document and send the email through My eEquals; or,
- (2) send the link directly by email to another person or organisation.



Document sharing

Generate a link to my documents

Send my documents to a registered organisation

Email (optional)

Access PIN (optional)

Expiry date (optional)

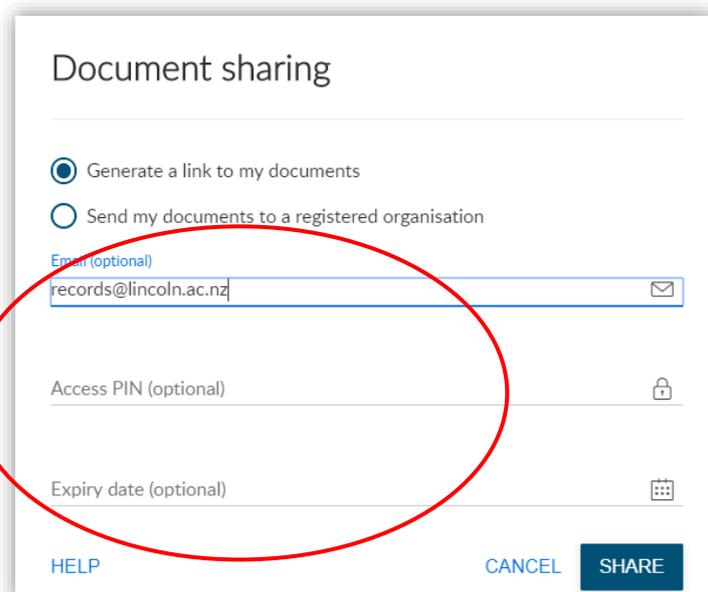
HELP CANCEL **SHARE**

- (1) generate a link to the document and send the email through My eEquals

You can set an expiry date on the link, or set a PIN number for access.

Remember: if you set a PIN make sure you share it with the recipient.

If you do not set a PIN number the receiver can access your document using their email address.



Document sharing

Generate a link to my documents

Send my documents to a registered organisation

Email (optional)

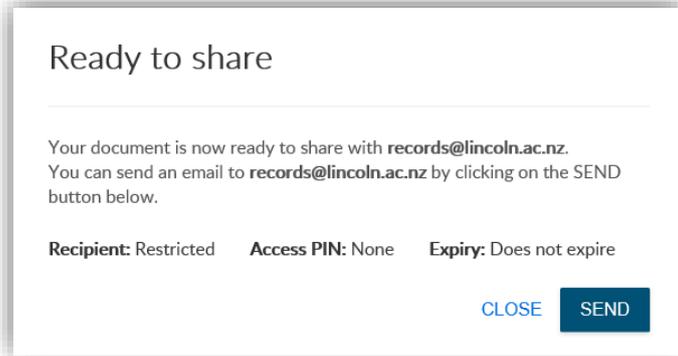
Access PIN (optional)

Expiry date (optional)

HELP CANCEL **SHARE**

You can set an expiry date on the link, or set a PIN number for access. If you set a PIN please make sure you share it with the recipient.

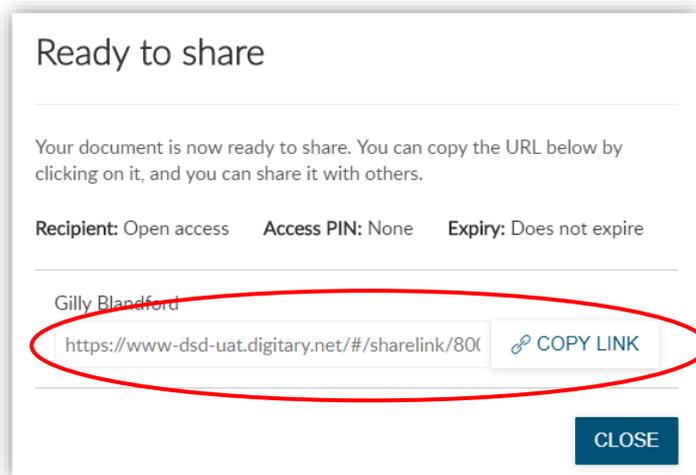
If you do not set a PIN number the receiver can access your document simply by using their email address.



(2) send the link directly by email yourself to another person or organisation

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

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



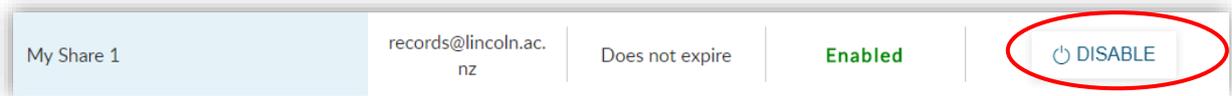
Managing your shared documents.

To view information about the documents you have shared and who has viewed them, click on the **Sharing** link on the left hand menu.



Unshare your document

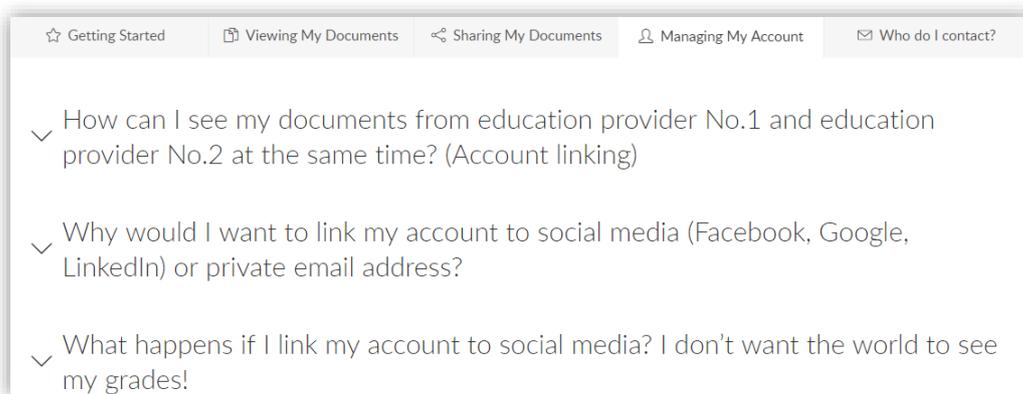
Once you have clicked into the **Sharing** tab, you can disable the link on any document as required:



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:



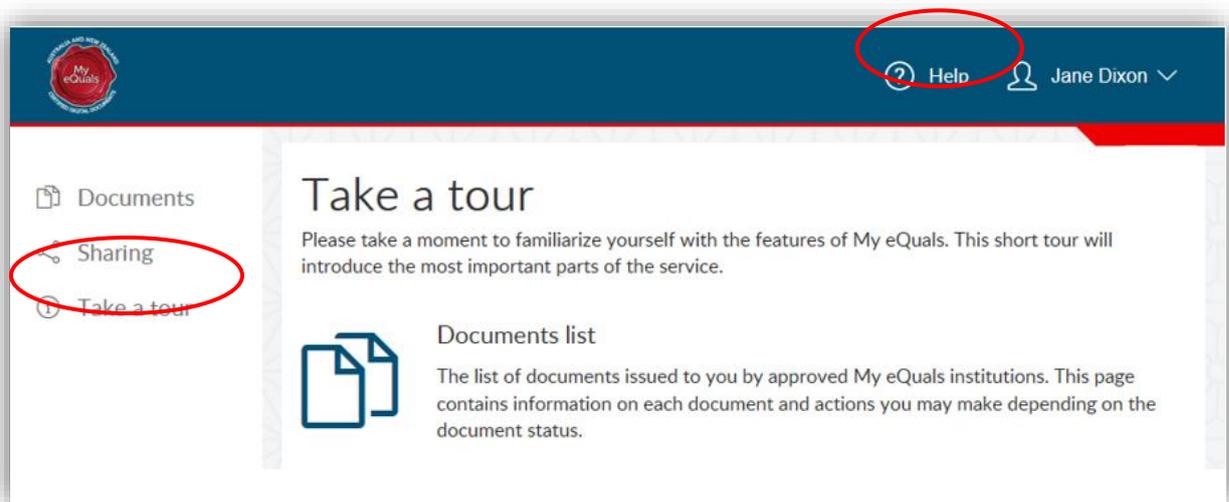
Help and issues – who to contact

Login problems with the My eQuals portal:

Lincoln University does not administer My eQuals and cannot reset login details. Please click on the **CAN'T LOG IN** link on the login page and follow the prompts to resolve your access issues.

For help and guidance on use of the portal:

There are FAQs about My eQuals on the homepage. Please refer to the **Help** section within the site once you have logged in. You can browse the **Take a tour** tab to familiarise yourself with the functionality.



Technical problems with the My eQuals portal:

If the application is inaccessible, please contact support@digitary.net and provide a full description of the problem, including a screenshot.

If your documents are incorrect or not up to date:

Please email: records@lincoln.ac.nz and provide your student ID and an outline of the issue.

If you have issues with acceptance of My eQuals documents:

Please email: records@lincoln.ac.nz and provide your student ID and the contact details of the recipient and any information you have from them regarding the matter and we will work with them to ensure a solution is reached.