



My eQuals – Certified digital documents

We are excited to announce that digital documents are here!

The University of Auckland is proud to be the first New Zealand University to offer My eQuals to its students and graduates. My eQuals is an online credentials service that enables academic records such as transcripts, certificates and official letters, to be certified digitally and securely stored online. As a student or graduate, you will have direct access to your records, to view, download and share with anyone you choose.

Who is eligible and how much will it cost?

Category	Transcript	Official Letter	Certificates
<u>Graduates 2010 to now</u>	Free	\$30	Free
<u>Graduates prior to 2010</u>	\$30	\$30	Free
<u>Current students who have yet to graduate</u>	\$30	\$30	N/A
<u>Students who have never graduated or have completed a Certificate programme including Certificate of Proficiency from the University</u>	\$30	\$30	N/A

Go back to the Records and transcripts web [page](#)

Graduates 2010 to now

Digital transcripts and certificates

Certified digital copies of your transcript* and certificate(s) will be made available to you through My eEquals, free of charge.

Approximately 10 working days after the graduation ceremony (whether you graduated in person or in absentia), you can access an updated digital copy of your transcript and certificate(s) in My eEquals, free of charge.

*Transcripts uploaded into My eEquals on 3 April 2017 included any University study undertaken since your last graduation.

How to access your digital documents

- An email will be sent to your **preferred** email address when your document(s) are available in My eEquals.
- Click on the link in your email to go to My eEquals login portal.
- Use your University of Auckland [username](#) and [password](#) to login.

How to navigate through My eEquals

See [My eEquals Quick Reference Guide](#).

Digital Official Letters

To request a digital letter a cost of \$30 will apply - see [How to request a digital transcript and/or official letter](#).

Graduates prior to 2010

Digital transcripts and certificates

If you graduated before 2010 you can request a certified digital copy of your transcript or official letter - see [How to request a digital transcript and/or official letter](#). These documents will be made available in My eEquals at a cost of \$30 for digital transcripts and \$30 for digital letters.

How to access your digital documents

- Confirmation of your request will be sent to your **preferred** email.
- Notification that your digital document(s) are available in My eEquals, will be sent to your University of Auckland student email address - see [How to access your student email](#).

Digital Official Letters

To request a digital letter a cost of \$30 will apply - see [How to request a digital transcript and/or official letter](#).

Digital graduation certificates

If you graduated prior to 2010 please use the following link to order your certified digital certificate
[Digital certificate](#)

Current students who have yet to graduate

Digital transcripts and official letters

As a current student you can request a certified digital copy of your transcript or official letter - see [How to request a digital transcript and/or official letter](#). These documents will be made available in My eQuals at a cost of \$30 for digital transcripts and \$30 for digital letters.

How to access your digital documents

- Confirmation of your request will be sent to your **preferred** email.
- Notification that your digital document(s) are available in My eQuals, will be sent to your University of Auckland student email address - see [How to access your student email](#).

Approximately 10 working days after the graduation ceremony (whether you graduated in person or in absentia), you can access an updated digital copy of your transcript and certificate(s) in My eQuals, free of charge.

How to navigate through My eQuals

See [My eQuals Quick Reference Guide](#).

Students who have never graduated or have completed a Certificate programme including Certificate of Proficiency from the University*

Digital transcript

If you studied with us but have never graduated or have completed a Certificate programme including Certificate of Proficiency and you would like a certified digital copy of your transcript, you can make a request - see [How to request a digital transcript and/or official letter](#). Your document will be made available in My eQuals at a cost of \$30.

How to access your digital documents

- Confirmation of your request will be sent to your preferred email.
- Notification that your digital document(s) are available in My eQuals will be sent to your University of Auckland student email address - see [How to access your student email](#).

How to navigate through My eQuals

See [My eQuals Quick Reference Guide](#).

*Those students who have been made eligible or have completed a Certificate programme including Certificate of Proficiency do not qualify for free certified digital transcripts

Students who studied with us prior to introducing student email

How to request a digital transcript and/or official letter

- You will need to ensure you are registered. See how to set up and identity or reset your password by visiting the [Identity and access management](#) page on our website.
- You can request a certified digital copy of your transcript or official letter
 - see [How to request a digital transcript and/or official letter](#).

Your document(s) will be made available in My eEquals at a cost of \$30 for a transcript and \$30 for an official letter.

Important:

- Confirmation of your request will be sent to your preferred email.
- Notification that your digital document is available in My eEquals will be sent to your University of Auckland student email - see [How to access your University of Auckland student email](#).

How to access your University of Auckland Student Email

- Go to the [Students tab](#) and click on Student email.
- Use your University of Auckland [username](#) and [password](#) to access your email.
- Click on the link in your email to go to My eEquals login portal.
- Login to My eEquals with the same University credentials you used to access your student email.

For more information on My eEquals, click [here](#).