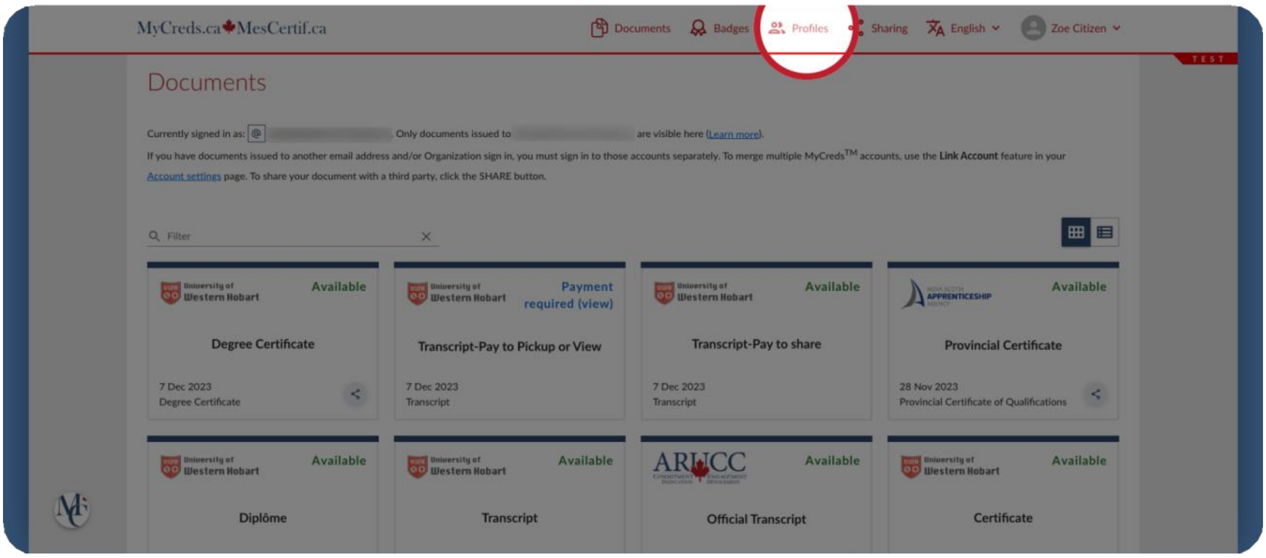
How to create Profiles

Go to learner.mycreds.ca

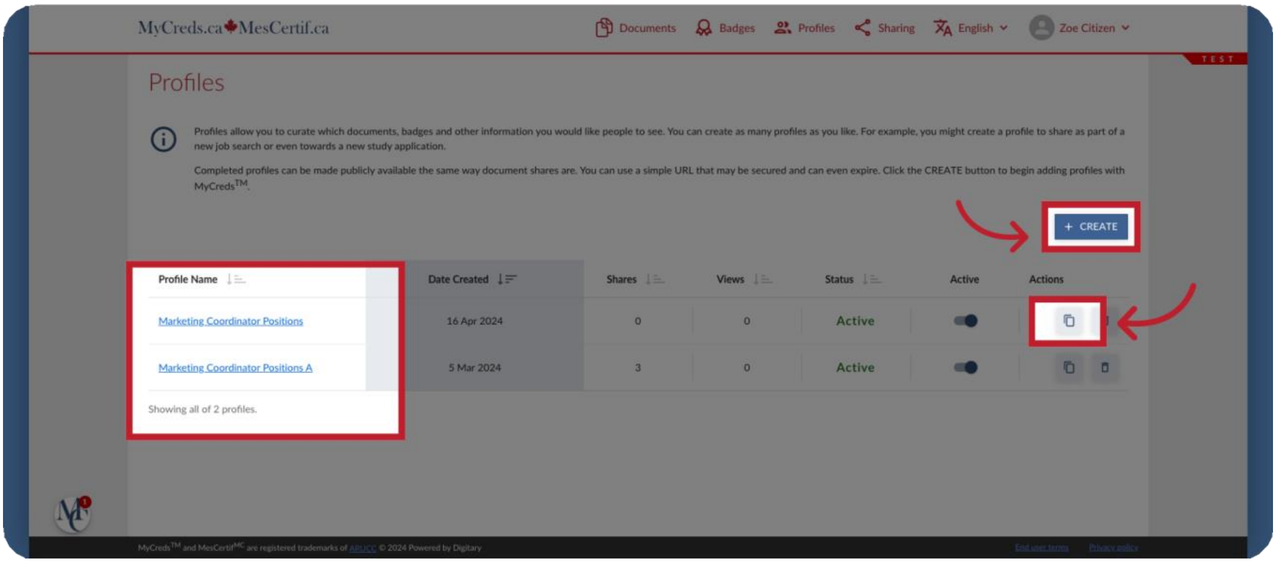
00 Click Profiles.

Log into your MyCreds™ account and choose the ‘Profiles’ tab from the top main menu.



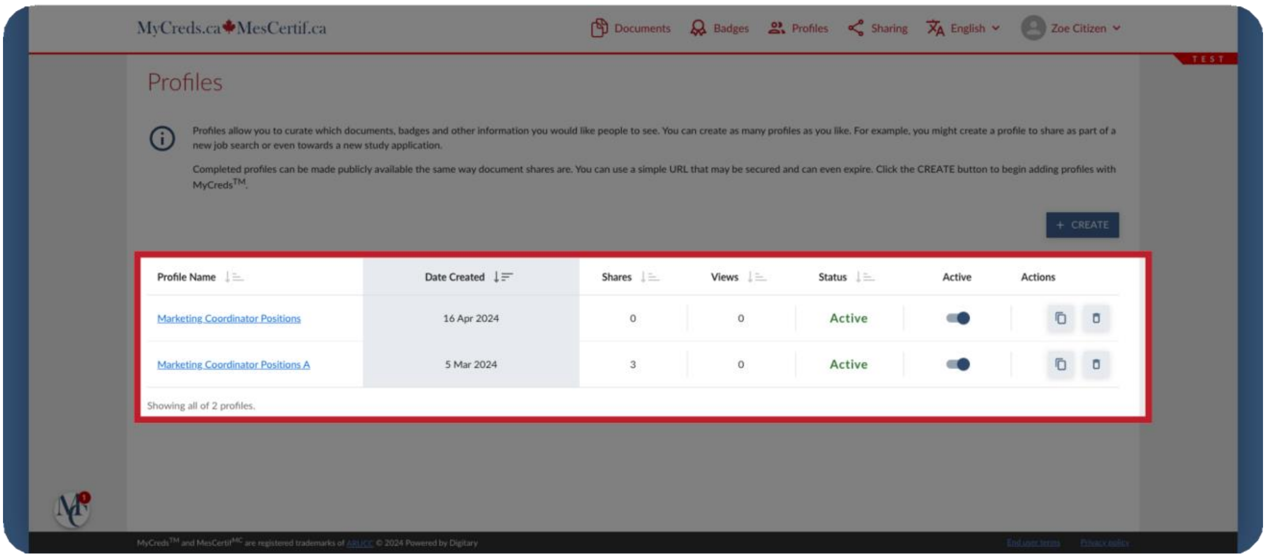
01 Create new profile.

You have the ability to create several profiles, customized to your needs. If you’ve previously created one, then you'll see a list. You can either copy one to edit or create a new one from scratch by clicking the create button.



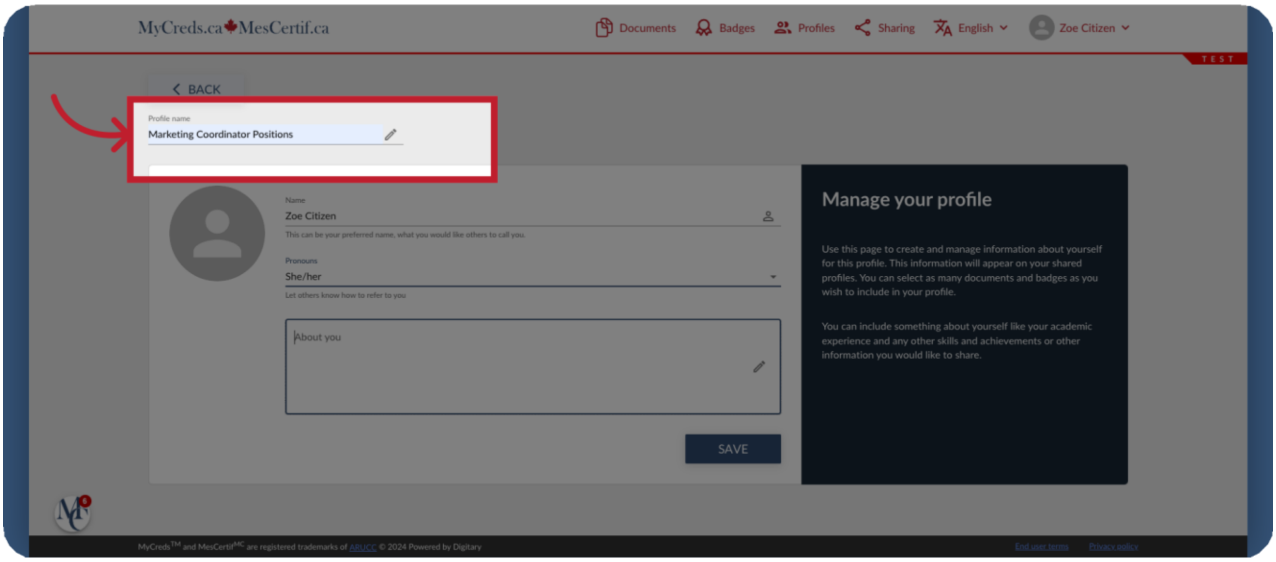
02 Profiles list view.

This view also lets you see creation date, number of shares and views and if a profile is active or disabled. You are also able to delete profiles.



03 Tailor your Profiles.

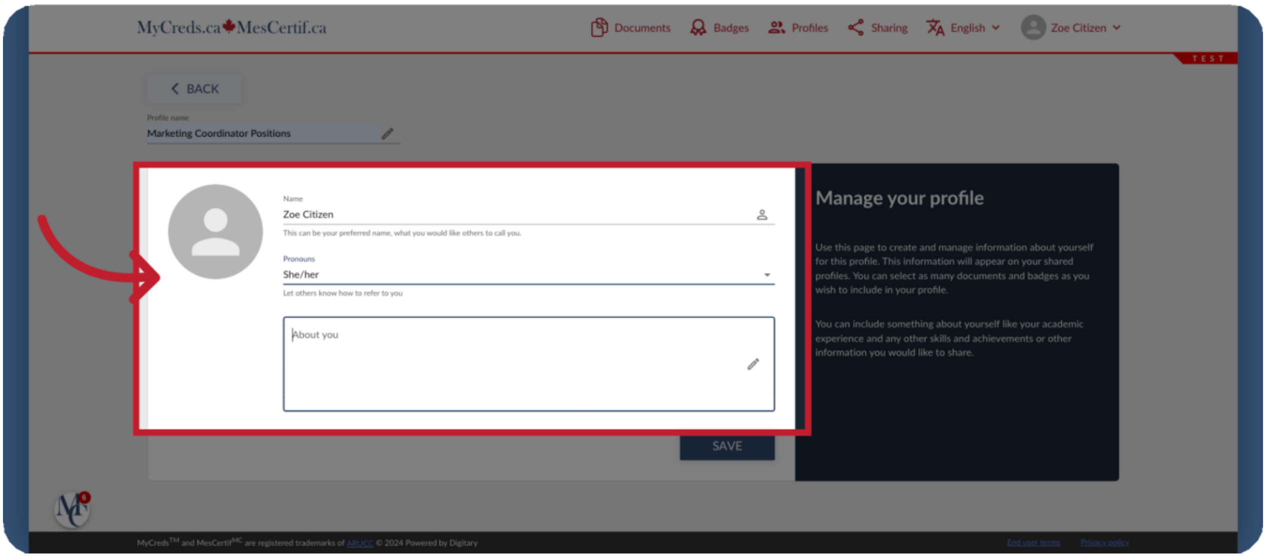
To start creating or editing, select the pencil icon. Give the profile a name. For example, you may wish to fashion this one for Marketing Coordinator positions, or you might want to name it after the company you're applying to.



04 Tailor your Profiles.

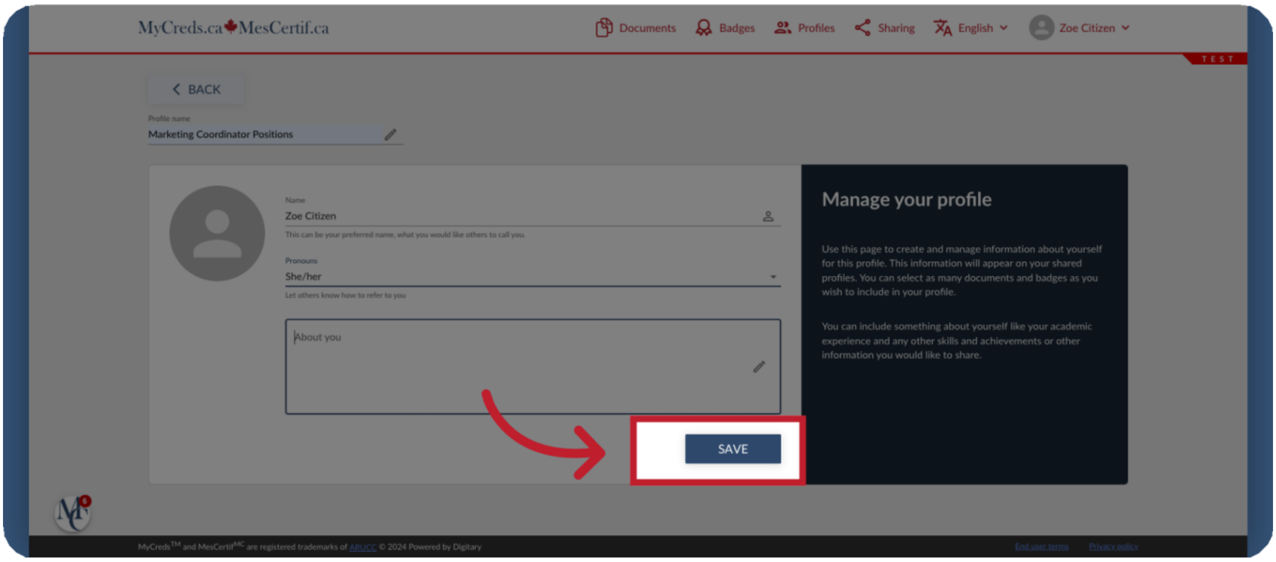
Then add your image, name, pronouns, and your description. Your description could be similar to your resume's summary section. It might include your objective, soft and hard skills, and any other relevant information.

Each Profile you create can be tailored to your needs.



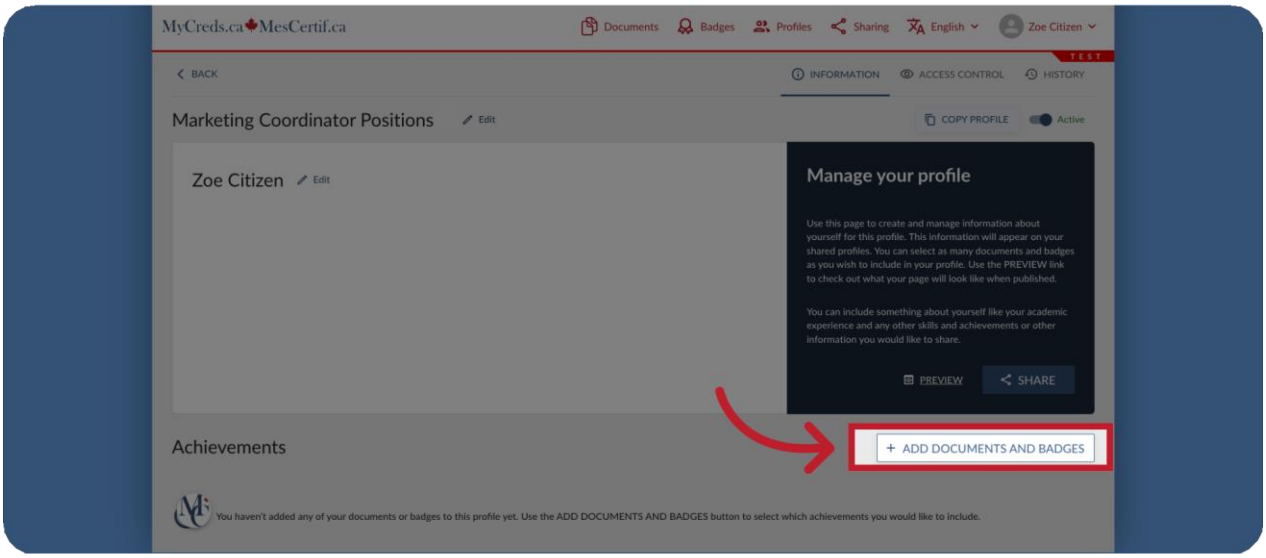
05 Tailor your Profiles.

Click save when done.



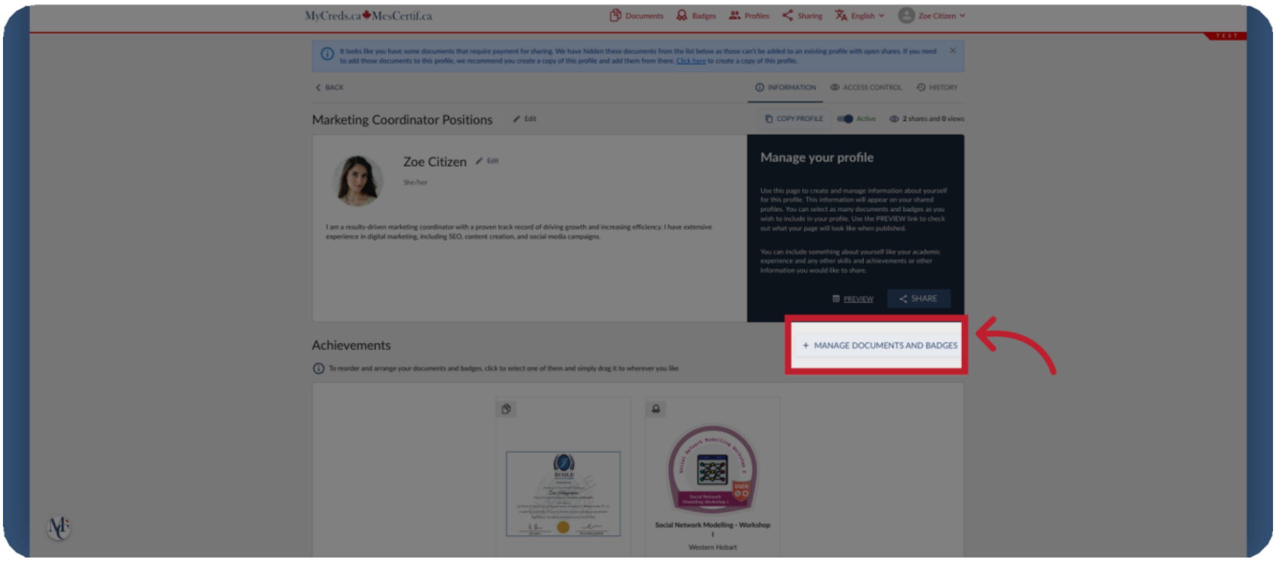
06 Click "Add Documents and Badges".

To add credentials, click the "+ Add Documents and Badges" button.



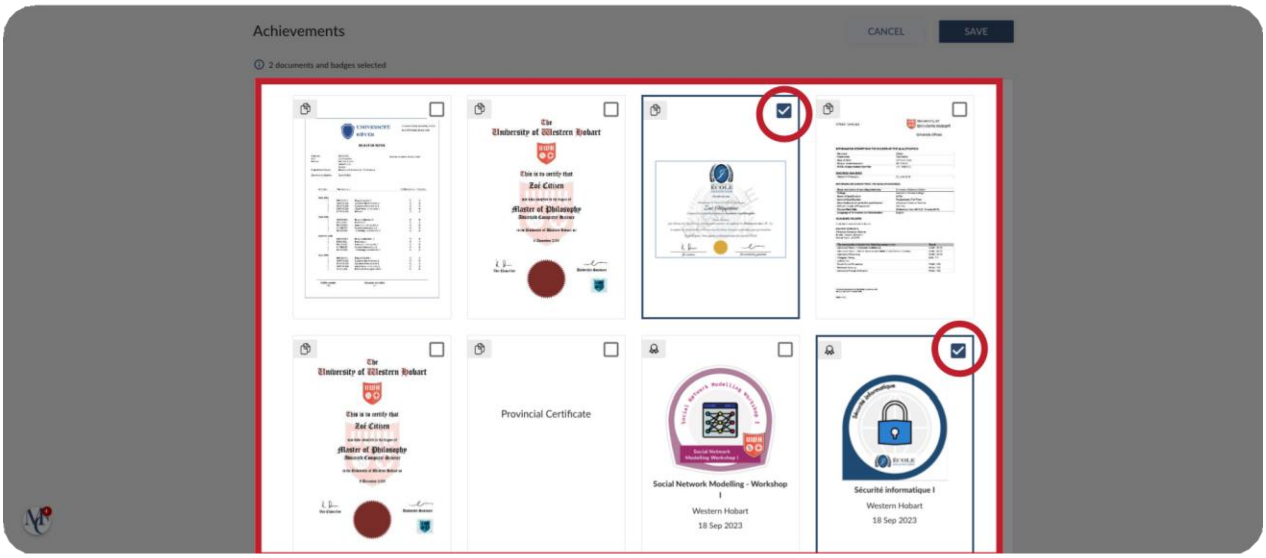
07 Or click "Plus Manage Documents & Badges" button.

To add or edit credentials to an existing or copied Profile, click the "+ Manage documents and badges" button.



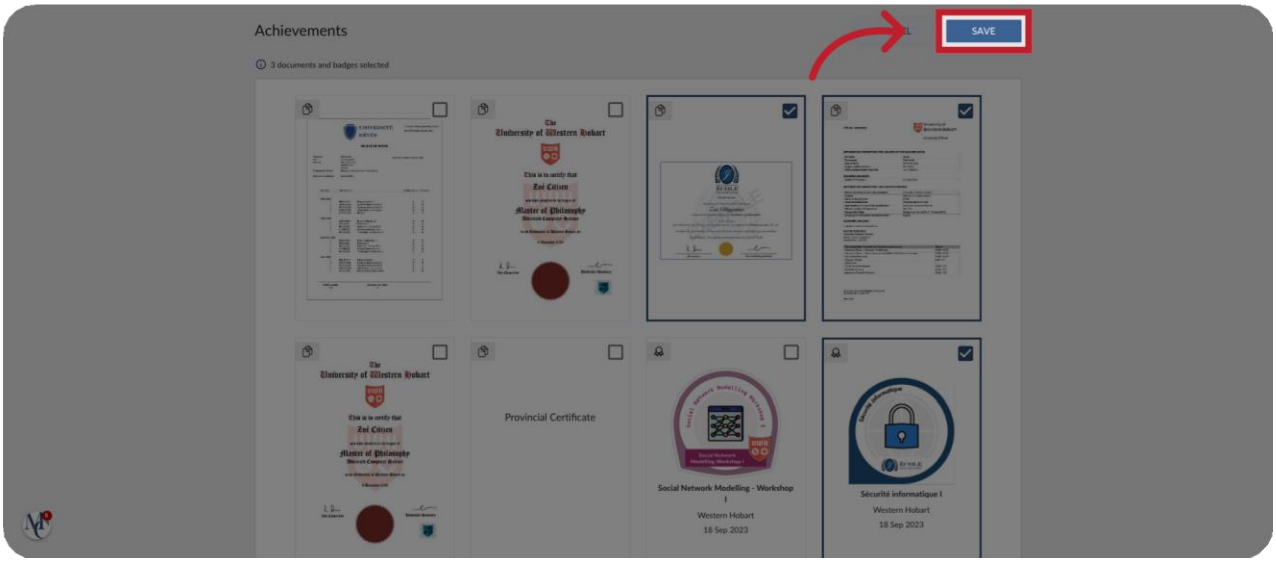
08 Select credentials.

Then, to tailor your profile, select the credentials you want to include.



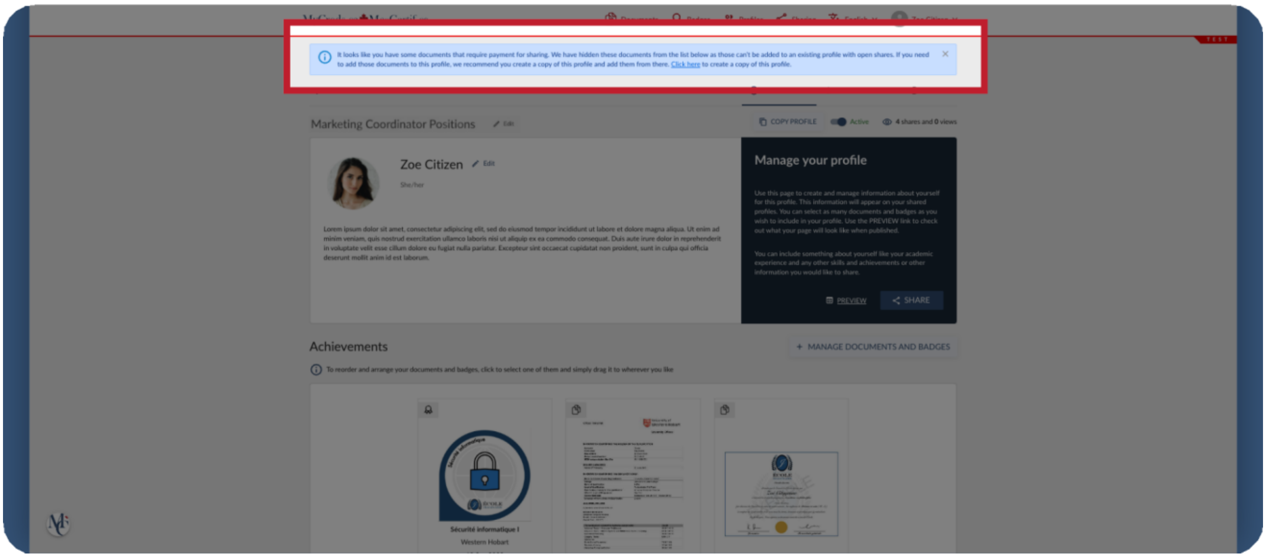
09 Click "Save".

Click the "save" button.



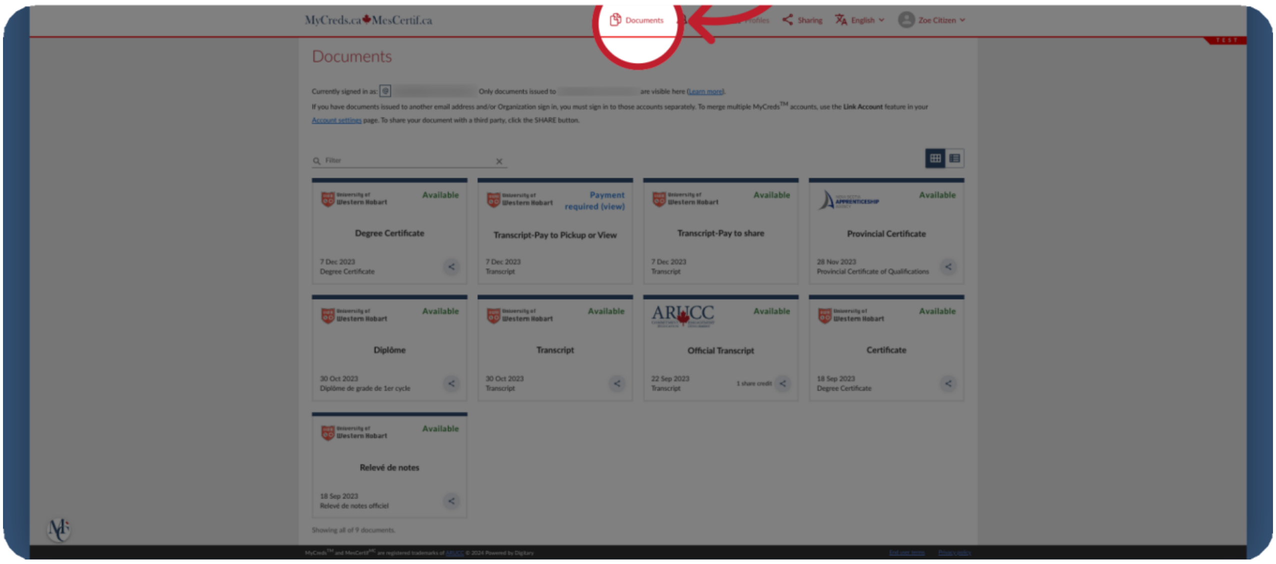
10 Message for documents that require payment.

If a message appears indicating that payment is required for a document or that you have run out of shares, you will need to make a payment first to be able to proceed.



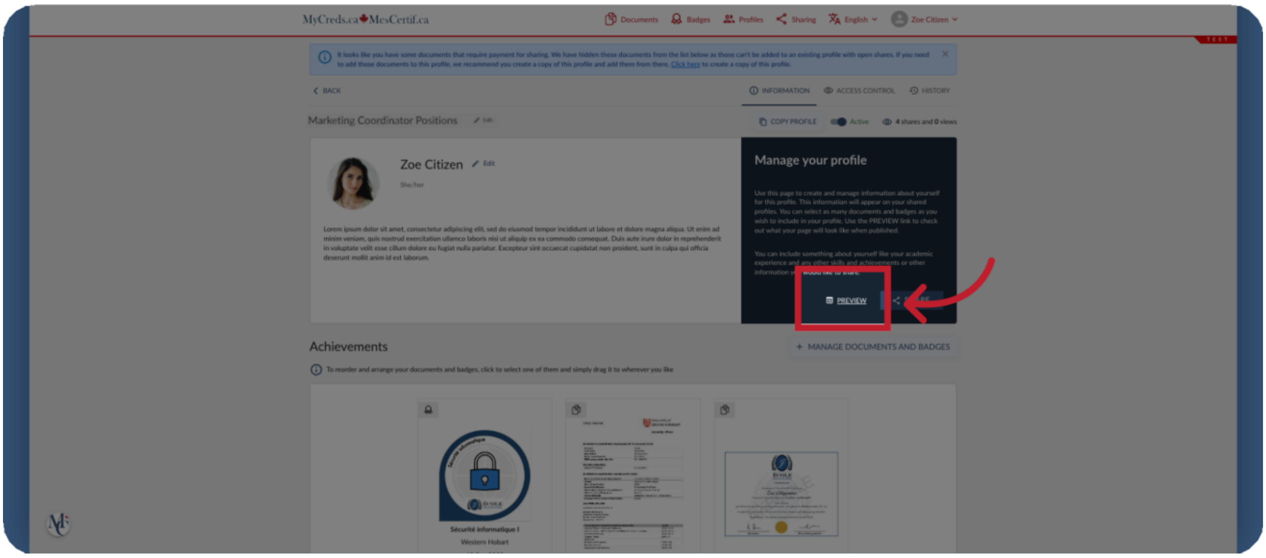
11 Return to Documents to pay.

To do so, return to the document list, purchase your share credits, or pay to view your document. Then return to the profile to resume.



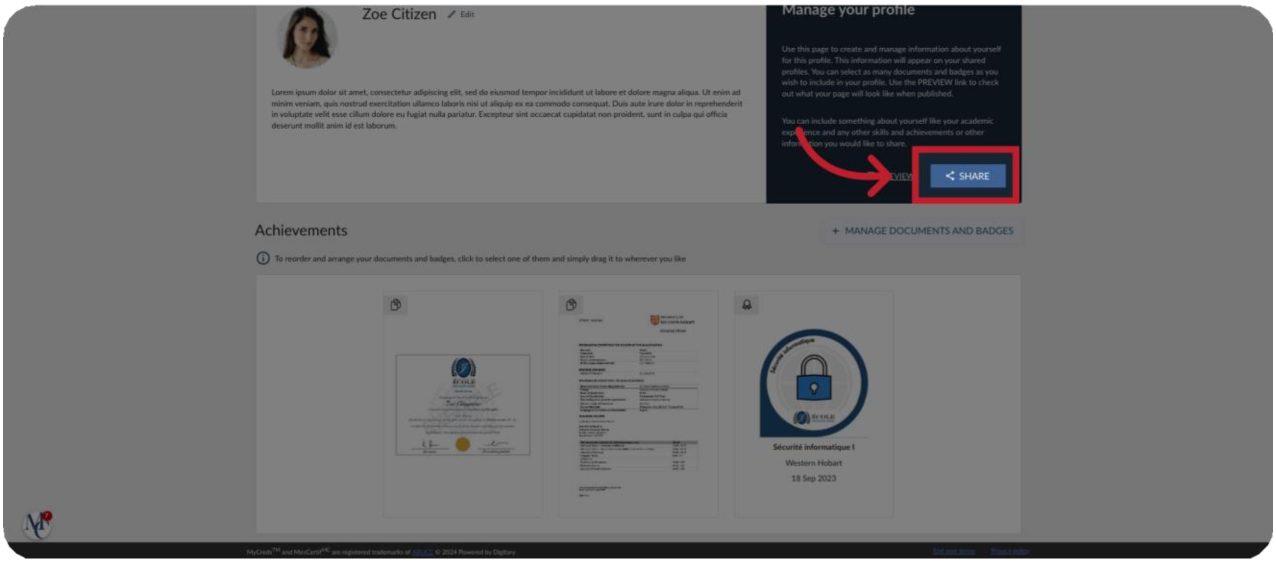
12 Click “Preview”.

Before sharing your Profile, click the Preview button if you would like to see how the profile will look when received.



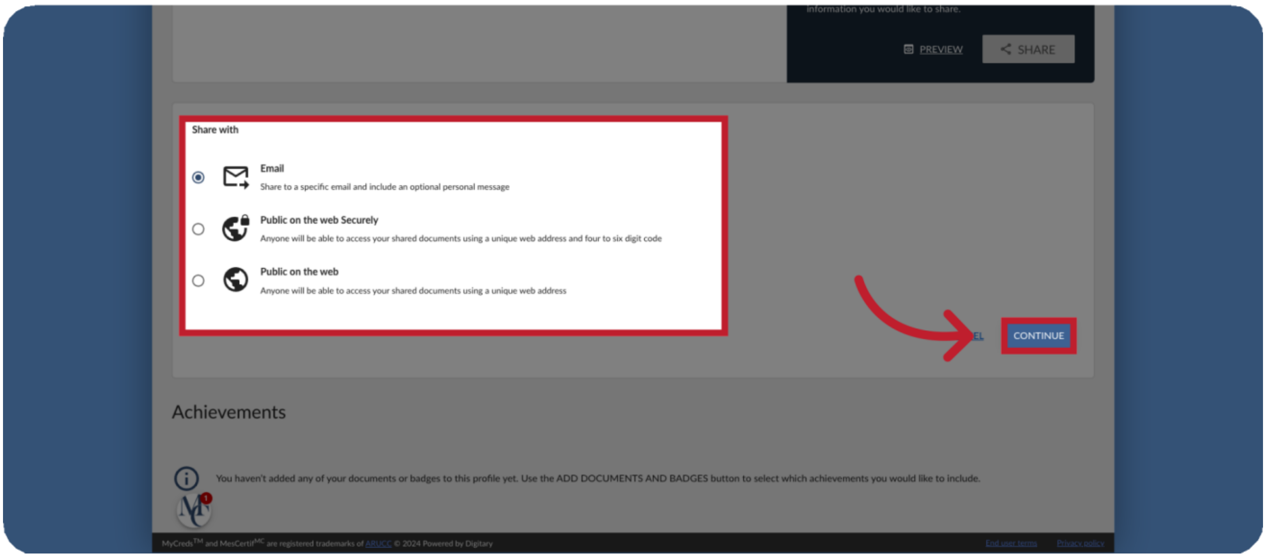
13 Click "Share".

Then, click the "share" button.



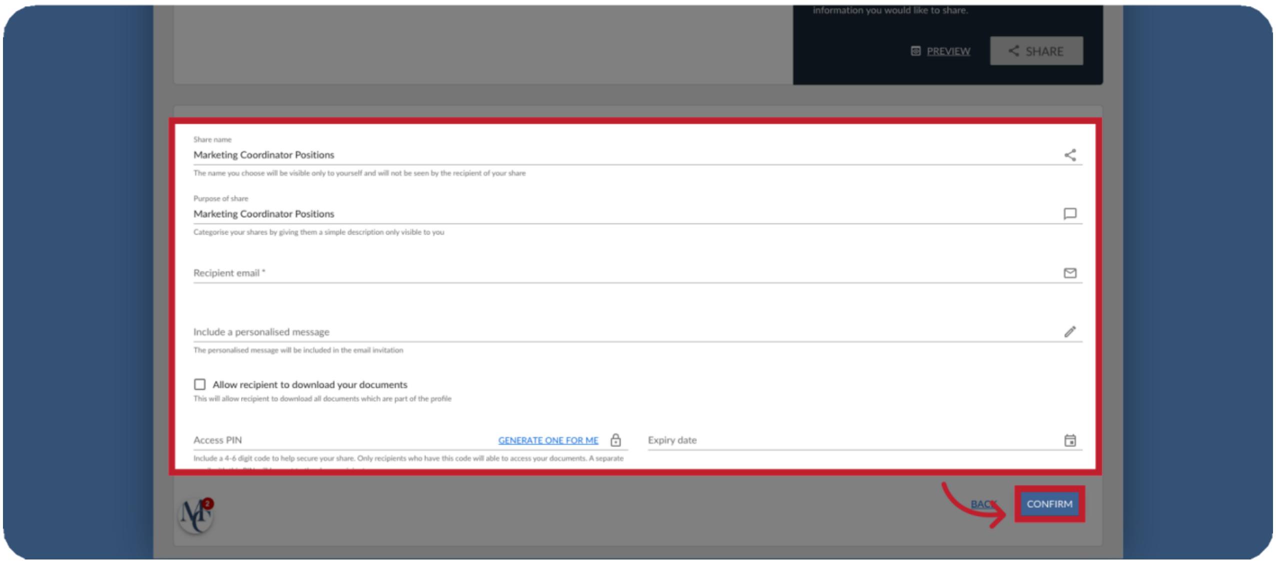
14 Choose sharing option, then click continue.

Choose your sharing option then click continue.



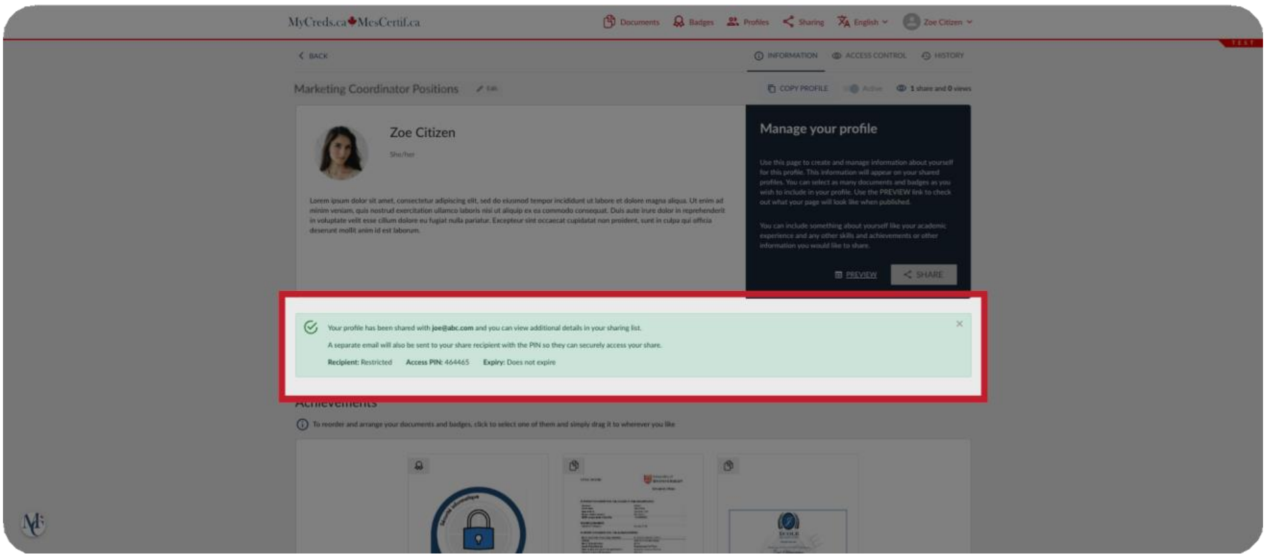
15 Click "Confirm".

Complete the sharing form as you would normally, and then click confirm.



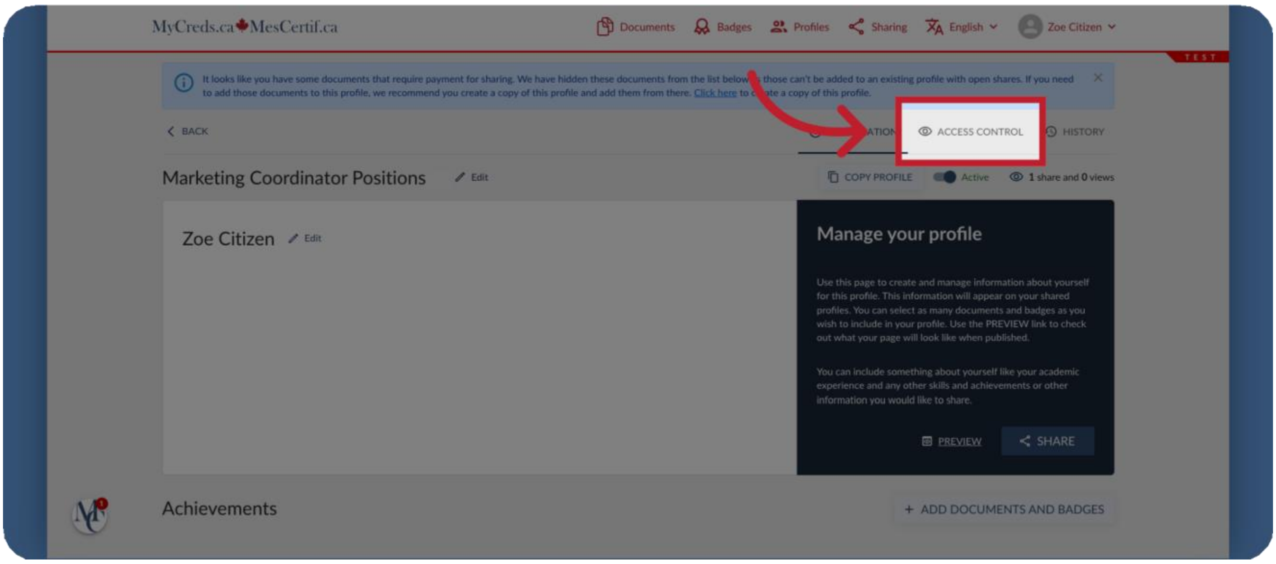
16 Confirmation message or copy the link to share it.

When you choose to share by email, you'll see confirmation that the profile was shared and to whom. If you have chosen the Public on the web share options, a unique link will be generated for your content. You will be prompted to copy this link to share it later.



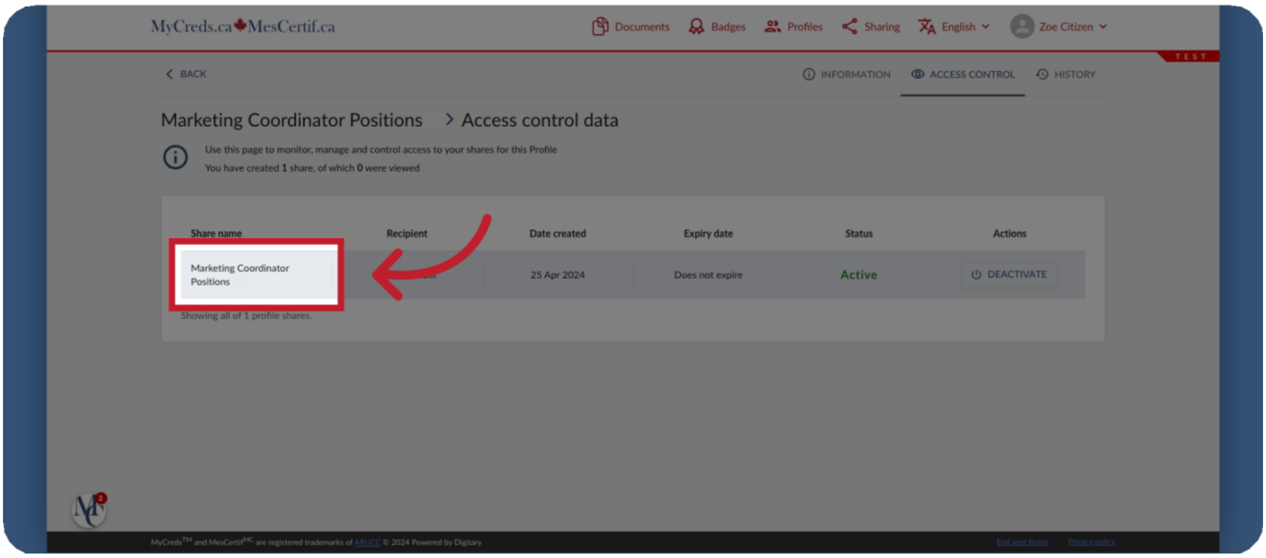
17 Click "Access control".

To resend a profile that was shared via email, navigate to the profile view and click on access control setting.



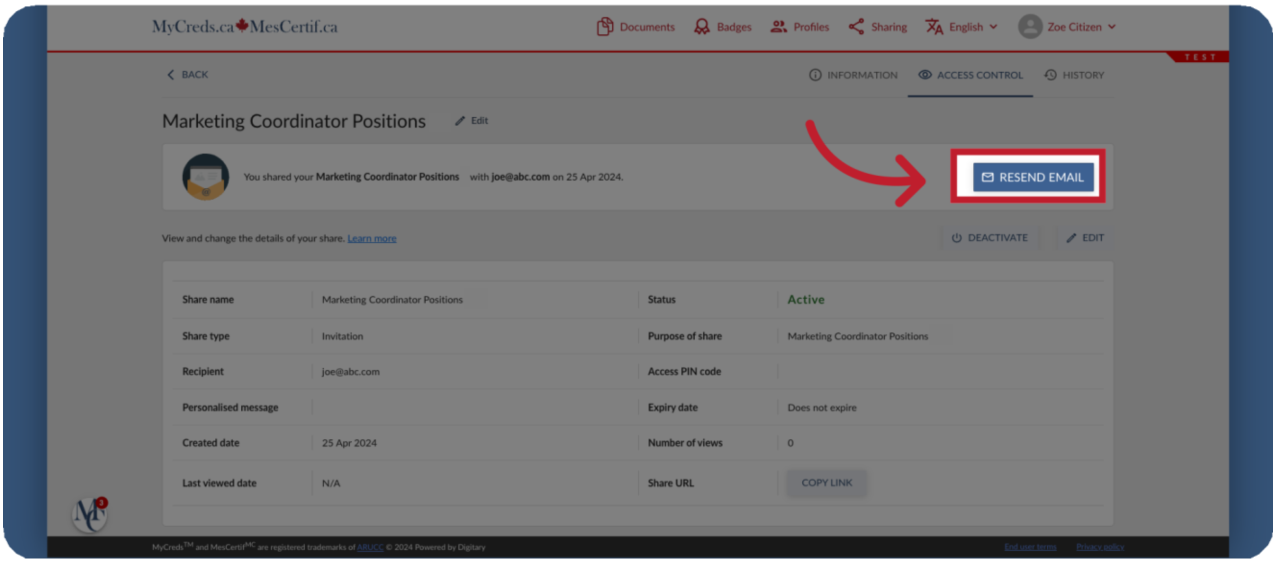
18 Resend the email.

Click on the share name of the profile.



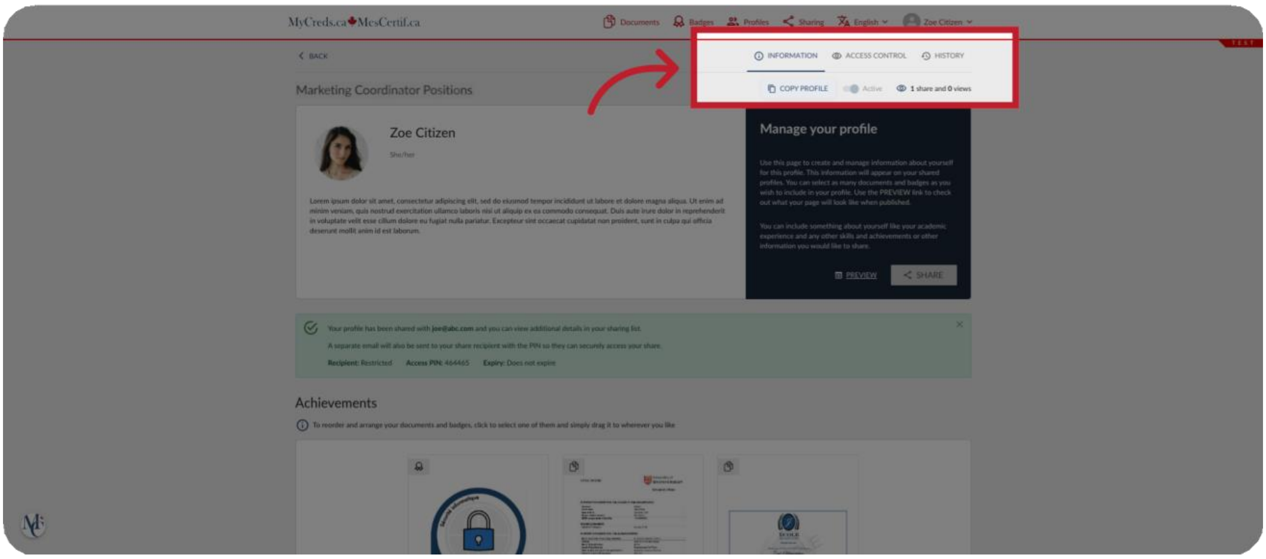
19 Click "Resend Email".

Click on the Resend email button.



20 Manage your Profile

From the profile view, you can always see if a profile is active, how many times you shared it and how many times it has been viewed. You also have the option to copy the profile, see the sharing history, and manage access with the Access Control link.



This tutorial covered essential actions required for you to use Profiles, from creating a new profile to selecting credentials and sharing. Please contact your issuing organization if you have questions or review our FAQ.