



# How to Link Your Account to Another Email Address, LinkedIn, Facebook, or Google

Linking accounts merges your MyCreds™ account and allows you to access all your documents in one place with one login to the linked accounts.

This is especially helpful when using an organizational email or education provider login (also known as single sign-on) that may expire post-graduation.

Go to [learner.mycreds.ca](https://learner.mycreds.ca)

## 01 Go to "Account settings"

To link an email-based account, click on the drop-down menu beside your name, choose Account Settings.

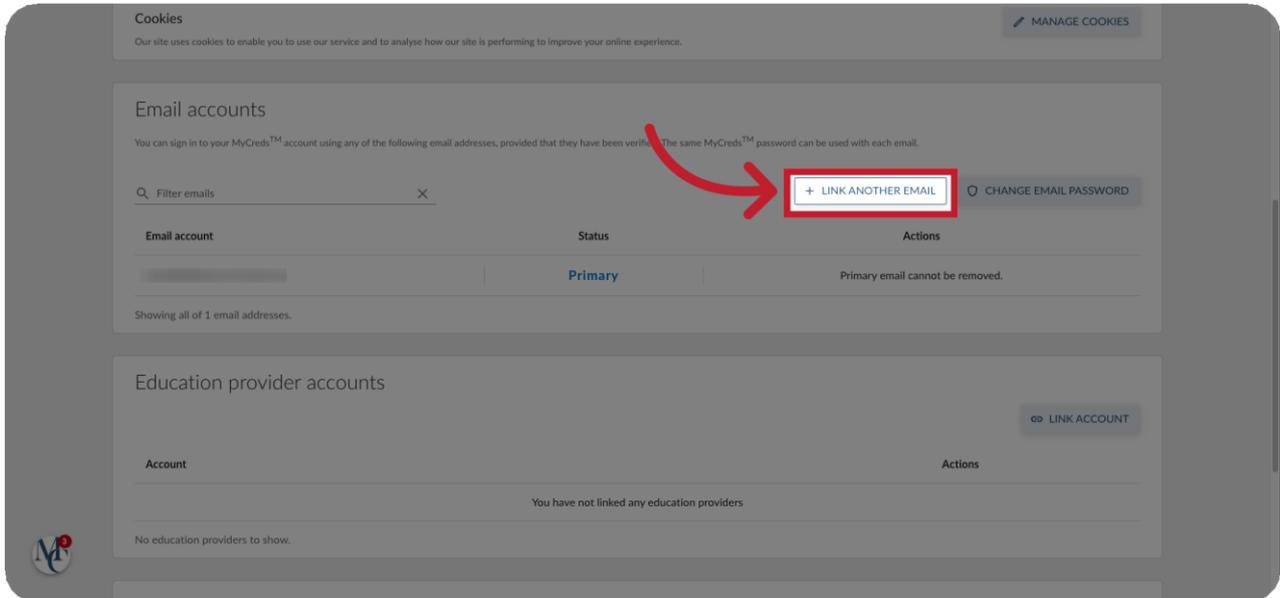
The screenshot shows the MyCreds.ca user interface. At the top right, the user's name 'Zoe Citizen' is displayed with a drop-down arrow. A red arrow points to this menu, which is open and shows 'Account settings' as the first option. Below the user name, there are navigation links for Documents, Badges, Profiles, and Sharing. The main content area is titled 'Documents' and shows a list of documents issued by the University of Western Hobart. The table has columns for Organisation, Document, Type, Issued, Status, and Actions.

Organisation	Document	Type	Issued	Status	Actions
University of Western Hobart	<a href="#">Transcript/View</a>	Transcript	7 Dec 2023	Payment required (view)	
University of Western Hobart	<a href="#">Transcript/Share</a>	Transcript	7 Dec 2023	Available	SHARE
University of Western Hobart	<a href="#">Certificate</a>	Degree Certificate	13 Nov 2023	Available	SHARE
University of Western Hobart	<a href="#">Diploma</a>	Degree Certificate	30 Oct 2023	Available	SHARE



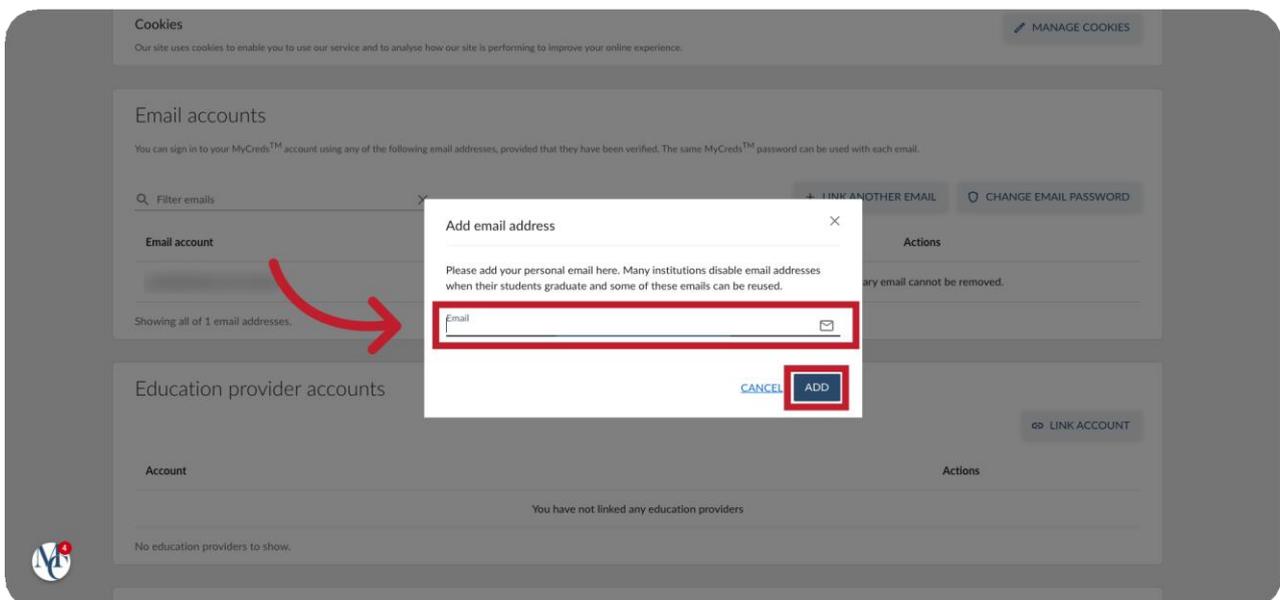
## 02 Click "Link another email"

On the Account Settings page, scroll down to the Email accounts section and click the Link Another Email button



## 03 Add your personal email address

In the pop-up page, enter the email address you wish to add as an alternate login option. Click the blue add button.





## 04 A verification has been sent

An email will be sent to the new email address with a verification code.

MyCreds.ca | MesCertif.ca

Documents Badges Profiles Sharing English Zoe Citizen

### Account settings

Manage your personal details, communication preferences, and the way you identify yourself and access the system below.

**The email address [redacted] has been linked to your account**  
An email with a verification code has been sent to the email address. Please enter the verification code to validate. If not received, verify your email address and click Resend button.

**Personal details** [EDIT DETAILS](#)

Name Zoe Citizen

**Preferred language**  
Your currently selected language is English. Any email notifications sent will be in your preferred language.  
You can change your language preference by selecting a different language in the available list located in the top header menu.

**Cookies** [MANAGE COOKIES](#)  
Our site uses cookies to enable you to use our service and to analyse how our site is performing to improve your online experience.

Email accounts

## 05 Log into your email address

Log into the email account and retrieve the verification code in the email from MyCreds™

MyCreds.ca | MesCertif.ca <noreply@mycreds.ca>  
To: [redacted] Wed 4/10/2024 11:57 AM

**TEST**

Hi Zoe,

We have received your request to add an email address to your MyCreds.ca | MesCertif.ca account. This new email address will allow you to receive documents issued to [redacted]. You will also be able to use this email to sign in with your existing password. To confirm your request, please enter the verification code shown below in the Account Settings page in the space provided for the Verification code.

**941849**

This code is valid for a short time only. You can have another code sent to you if you do not complete the process in time. Do not forward or give this code to anyone.

If you did not make this request or have simply changed your mind, you can ignore this email and remove the request for an additional email from the Account Settings page of your MyCreds.ca | MesCertif.ca account.



## 06 Enter the Verification code

Return to your MyCreds™ account and enter the verification code in the space indicated beside the new email address. Click the Confirm button. The status of the email account will change to Verified.

The screenshot shows the 'Email accounts' section of the MyCreds user interface. At the top, there is a search bar for filtering emails and two buttons: '+ LINK ANOTHER EMAIL' and 'CHANGE EMAIL PASSWORD'. Below this is a table with columns for 'Email account', 'Status', and 'Actions'. The first row shows a 'Primary' status. The second row shows a 'Not verified' status. A red arrow points from the 'Not verified' status to a 'Verification code' input field and a 'CONFIRM' button, both of which are highlighted with a red box. Below the table, it says 'Showing all of 2 email addresses.' Below the 'Email accounts' section is the 'Education provider accounts' section, which has a 'LINK ACCOUNT' button and a message: 'You have not linked any education providers.' At the bottom left, there is a MyCreds logo with a red notification bubble.

## 07 Email Verified

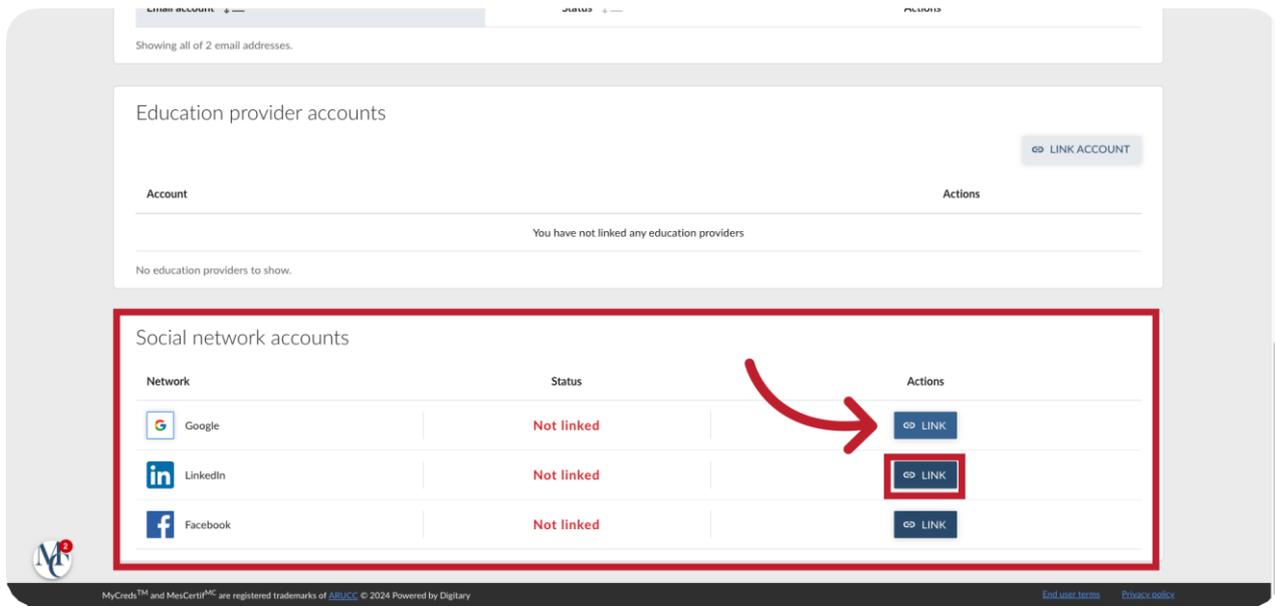
The new email address is now available as a login option.

This screenshot shows the 'Email accounts' section after the verification process. The 'Status' for the second email account has changed from 'Not verified' to 'Verified', which is highlighted with a red box. A red arrow points from the 'Verified' status back to the email address field. The 'Actions' column for this row now contains 'MAKE PRIMARY' and 'REMOVE' buttons. The rest of the page, including the 'Education provider accounts' section and the MyCreds logo, remains the same as in the previous screenshot.



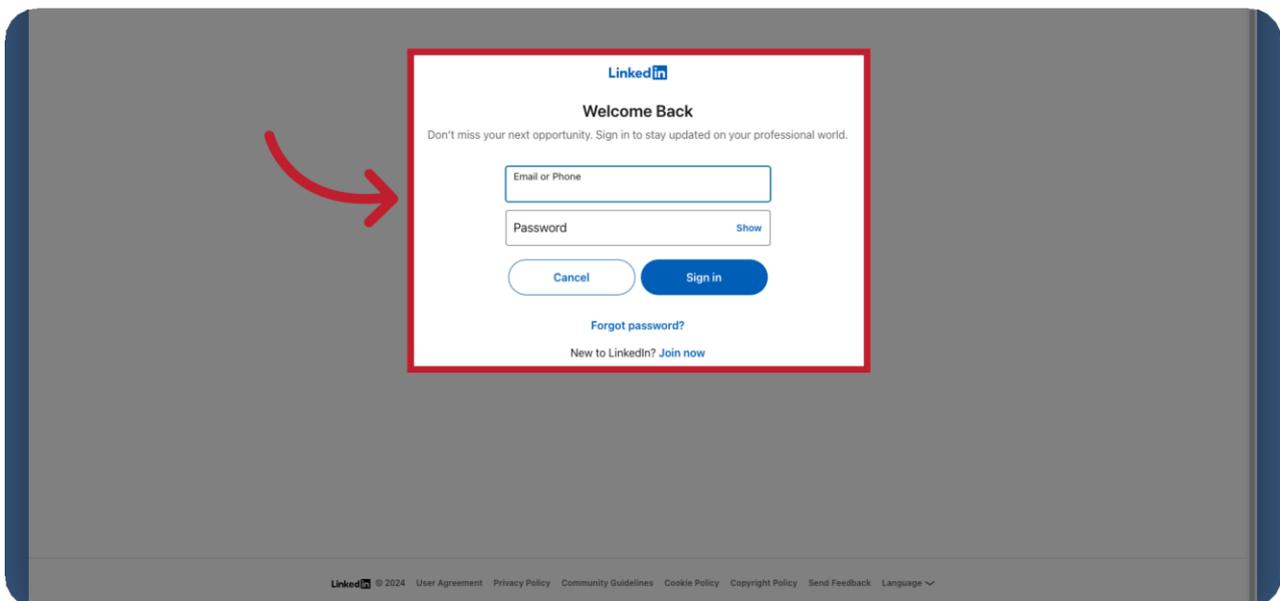
## 08 Link your social media accounts

If you would like to link your social media accounts (Facebook, LinkedIn, or Google), go to the Account Settings page, scroll down to Social network accounts and click the 'Link' button to link the social network account provider of your preference. For this example, we will link a LinkedIn account. Please note that you can follow the same process for linking your Google or Facebook accounts.



## 09 Sign in to LinkedIn

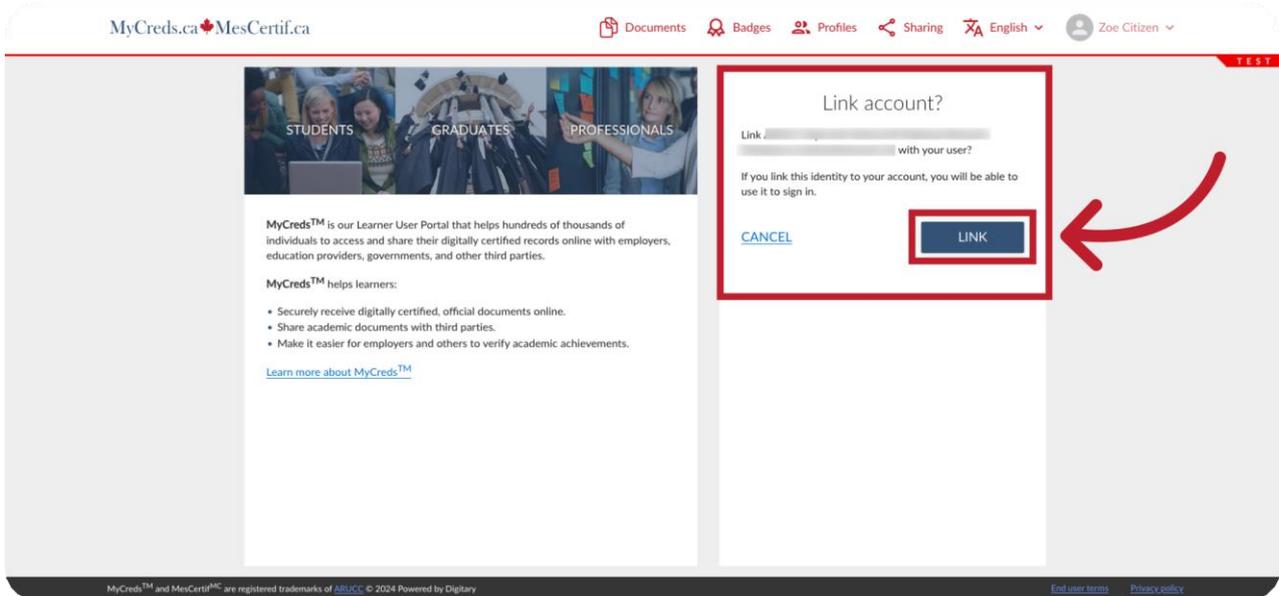
If you are not already logged in with LinkedIn, you will be redirected to do so.





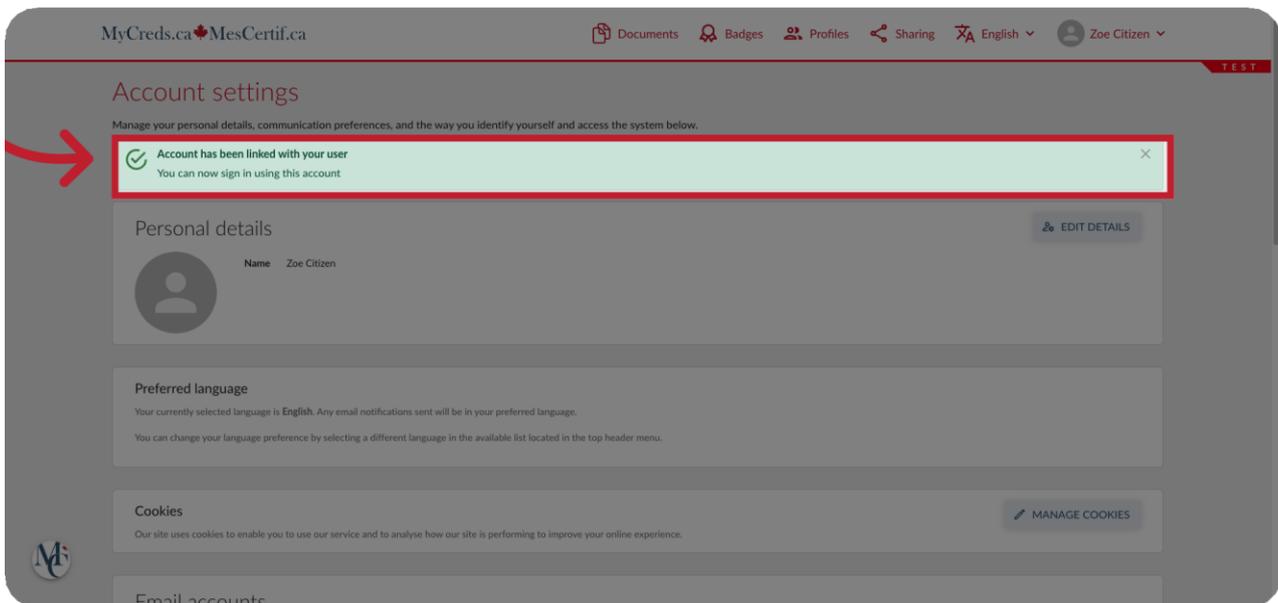
## 10 Link your account

You will be asked to link your LinkedIn account with your user. Click the link button to continue.



## 11 Your Account has been linked with your user

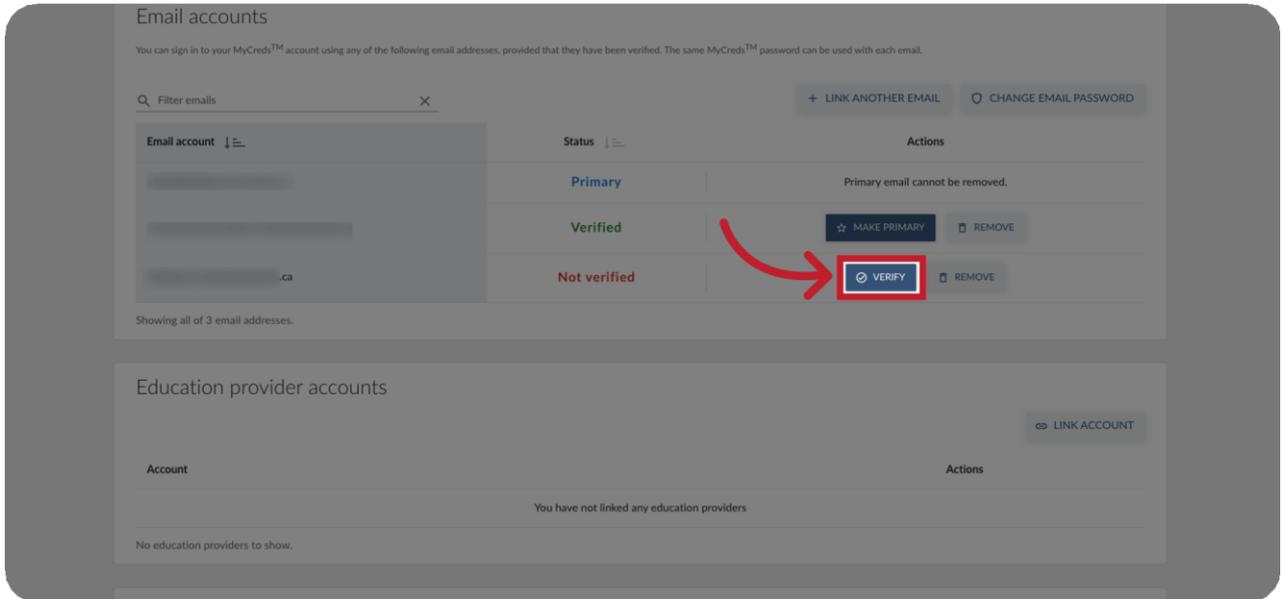
A successful linking of your LinkedIn account notification will appear.





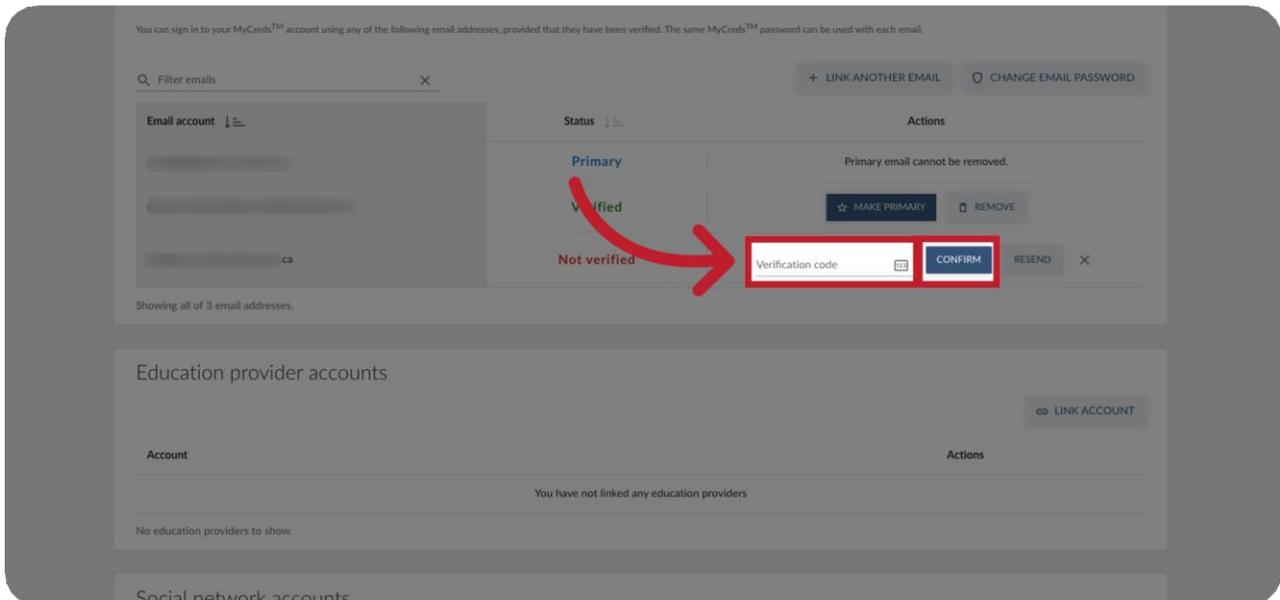
## 12 Click the Verify button

Click the verify button. You will be asked to verify the email associated with your LinkedIn account.



## 13 Enter the verification code

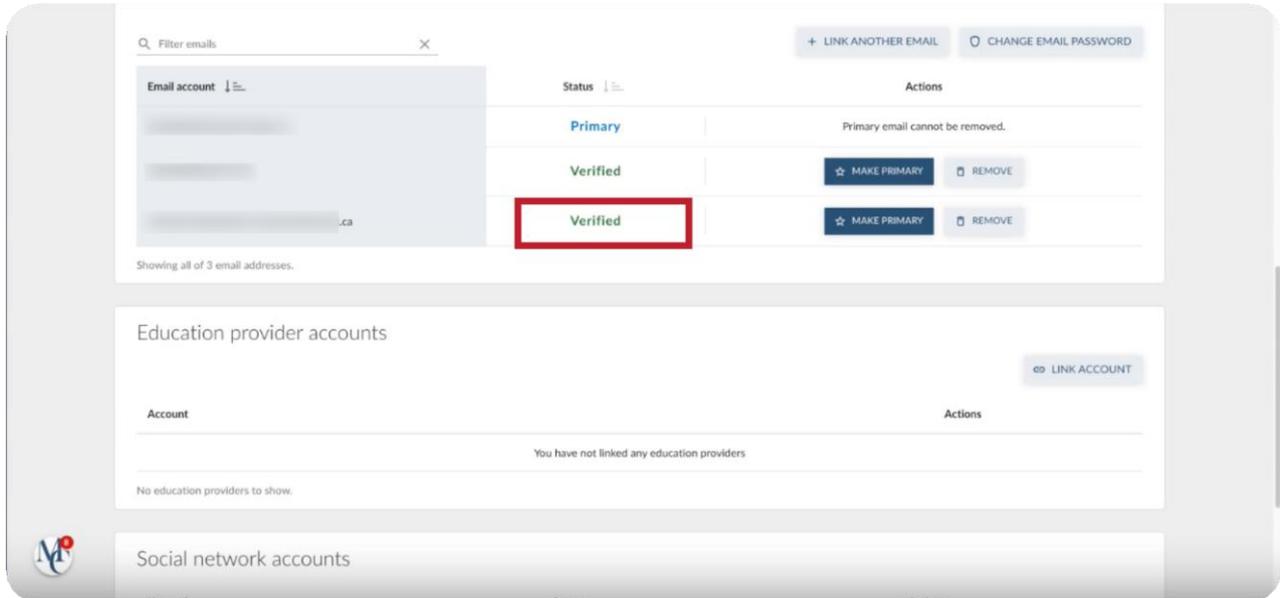
Please enter the verification code sent to that email if it is not yet associated with your account. Click confirm to verify your account.





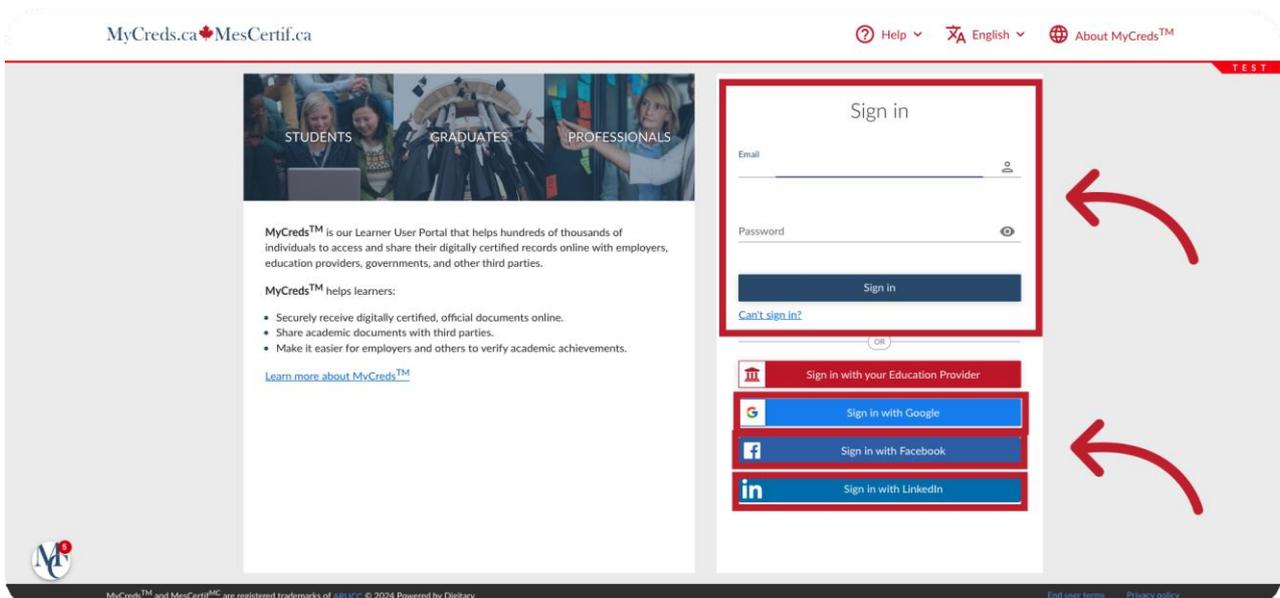
## 14 Your account is Verified

The previous step is important as documents will not be visible when you attempt to sign in with LinkedIn unless this step is complete.



## 15 Sign in to MyCreds™

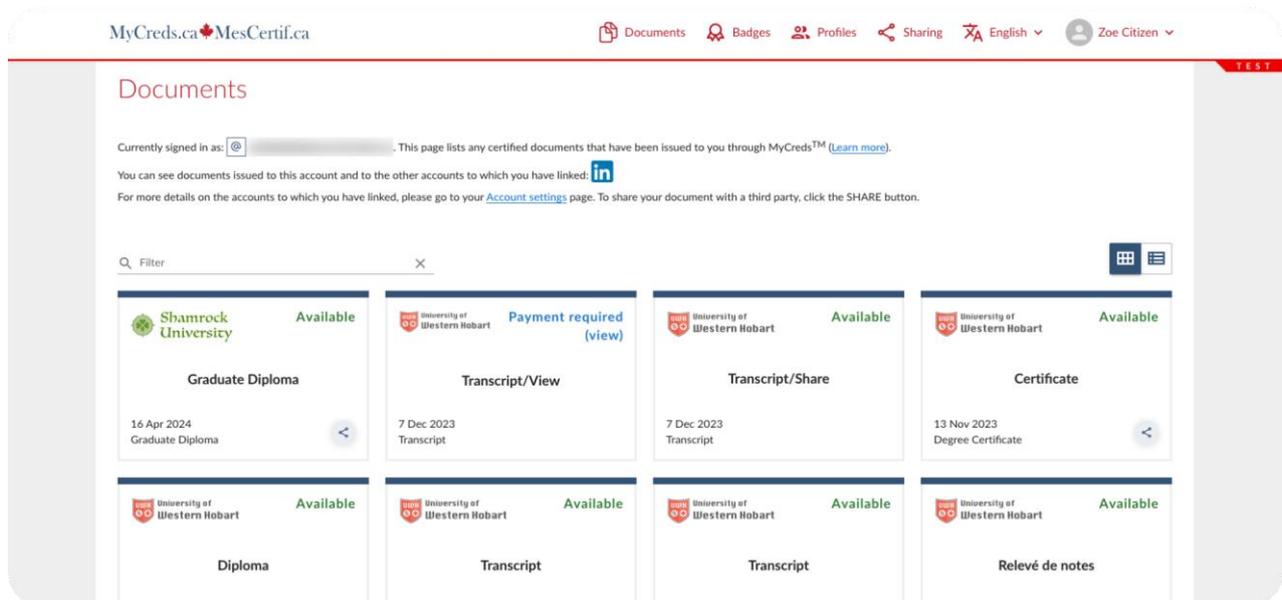
Now you will be able to log in with your newly added email address or with one click on the social media network of your preference (Google, Facebook or Linked In icon) on the login page.





## 16 Access to MyCreds™

Linking email and social network accounts will give you access to your entire MyCreds™ portal and the ability to view and share all your documents.



## 17 Further questions

Please contact your education provider or the organization that issued your document if you have any further questions.

**Please contact your education provider or the organization that issued your document if you have further questions.**

Learn More About MyCreds™

[mycreds.ca/learners](https://mycreds.ca/learners)

MyCreds.ca MesCertif.ca