ShARe Digital Transcript – Postgraduate Taught Students

When will my digital Transcript be issued to me?

- At the end of your final year, when Postgraduate Taught results are published
- This will usually be in early December*

*If you have not completed your studies at this point, e.g. you need to resit, you will be issued with a partial Transcript providing you with your results to date, and your Transcript will be then updated once your full set of results is available.

No action is required by you. As soon as your ShARe digital transcript is issued, you will receive a notification email to your University of Sheffield address. The email will be sent from verify@sheffield.ac.uk. You cannot access your ShARe account until you have received this notification.

How do I access my digital Transcript?

Log in to ShARe using the following details:

- **HUSID**: This is your HESA Unique Student Identifier. You will find it in the Personal Details section of myRecord (log in to MUSE and go to My Services > myRecord > Personal Details)
- **Password/PIN**: This is your University Registration Number. You will find this in the same place as your HUSID. It is also included on your UCard.

Don't forget!

When you first log in you must:

- **Change your password** to something more personal than your Registration Number
- **Change your email** to an account you will continue to use after graduation
- You can update these details by going to ‘Settings’ in ShARe
To view your digital Transcript, simply select **View my documents** and select **View** in the **Actions** table.

What will happen to my account after I leave The University of Sheffield?

Your access to ShARe will **continue** after you have left, to enable you to use your digital Transcript as **official evidence of your results**.

- You can also give other people (e.g. employers/other institutions) permission to view your Transcript through ShARe

How do I share my digital Transcript?

- Select **View my documents**
- Click on **Share** in the **Actions** table
Click on Create. This appears on the left-hand side of the screen. Then type into the Recipient Email box the email address of the person with whom you wish to share your Transcript.

Click Next at the bottom of the screen, check the details you have entered are correct, and then click Finish.
If you click on the **Sharing** tab at the top and click **View document shares**, you will see a list of the people you have shared your digital Transcript with. You can also edit or delete shares from this screen.

I still have more questions...

ShARe Information: [www.sheffield.ac.uk/ssid/record/share](http://www.sheffield.ac.uk/ssid/record/share)

Questions about ShARe: share@sheffield.ac.uk