ShARE Digital Transcript – Visiting Students (Erasmus/Study Abroad)

As a Visiting Student (Erasmus or Study Abroad) at The University of Sheffield, you will receive a statement of results following completion of your study here. This will be issued to you in the form of an online digital Transcript, via a system called Sheffield Authorised Records (ShARE). This document displays the official stamp of the University and is therefore verification of your results.

When will my digital Transcript be issued to me?

Once you have completed your studies at The University of Sheffield and your results have been published (see our Publication of Examination Results page).

- If you are studying at Sheffield in Semester 1 only, this will usually be in March
- If you are studying at Sheffield in Semester 2, or for the full year, this will usually be in early July
- If you are taking postgraduate modules, you will receive your results in early December

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 should give your home institution permission to view your digital Transcript through ShARe.
- 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 with my home University?

Once you have received your digital Transcript, you must log in to the system and share the document with your home university. To do this:

- 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 relevant contact at your home university.
● 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)
Results Publication Information: [www.sheffield.ac.uk/ssid/exams/results](http://www.sheffield.ac.uk/ssid/exams/results)
Questions about ShARe: share@sheffield.ac.uk