

PUBLISHING YOUR MET

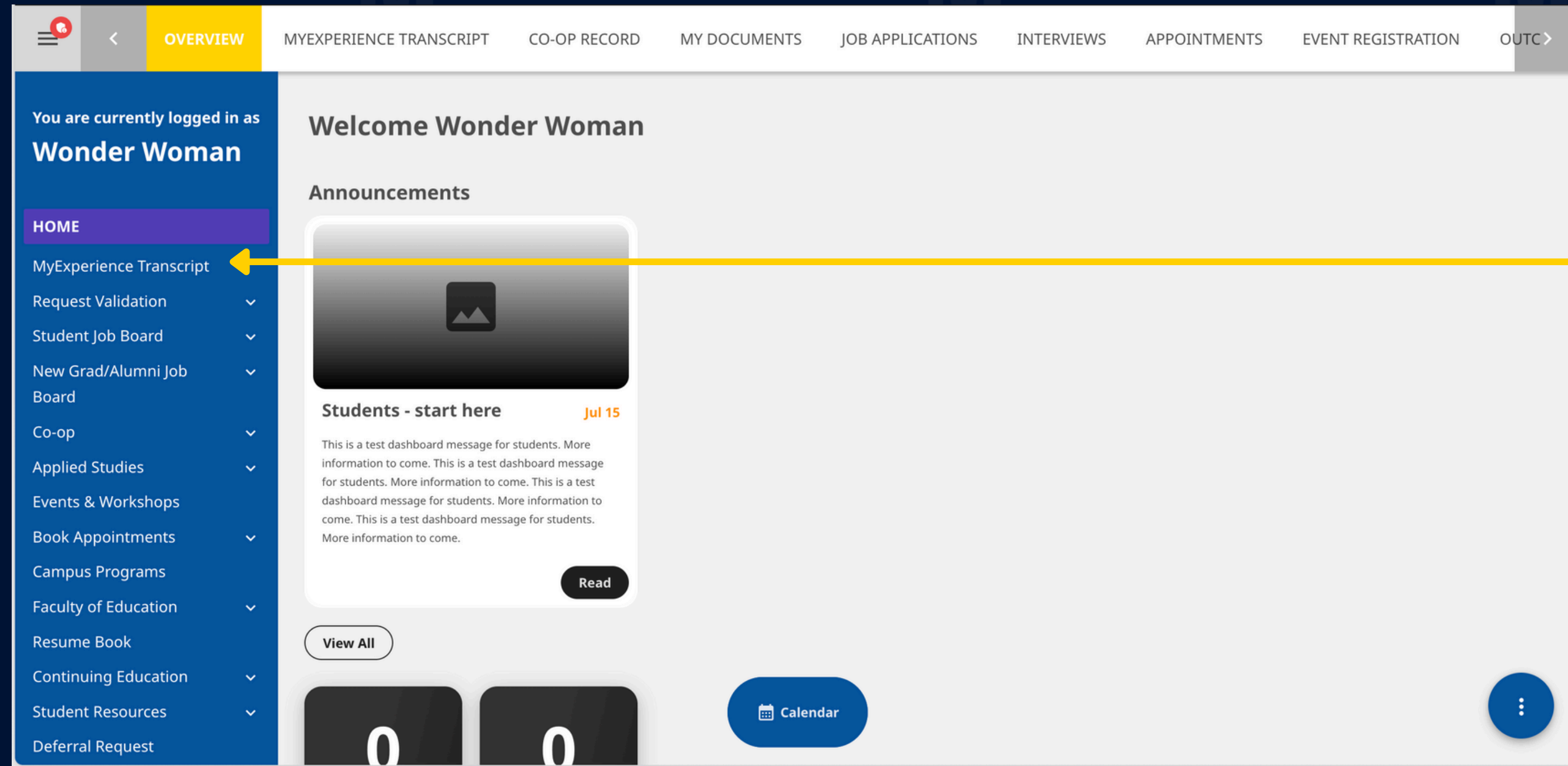
MYEXPERIENCE

Login to MyExperience



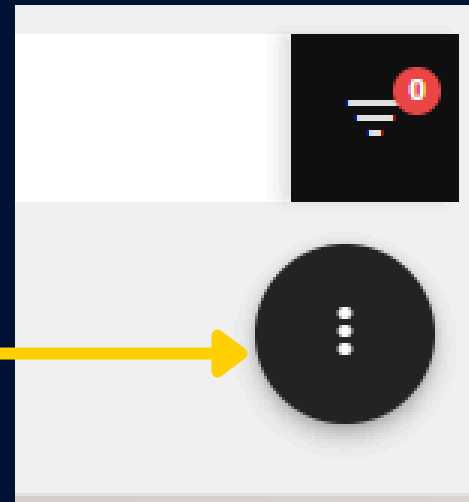
REMINDER: Your MET will be empty if you do NOT have any formally recognized experiences registered on your MyExperience account
ie: Co-ops, App Studies, Volunteering, Leadership, Events/Workshops attended, etc

- Login to your MyExperience account using your uLeth credentials.
- Once logged in, on the landing page click on the “MyExperience Transcript” menu option.

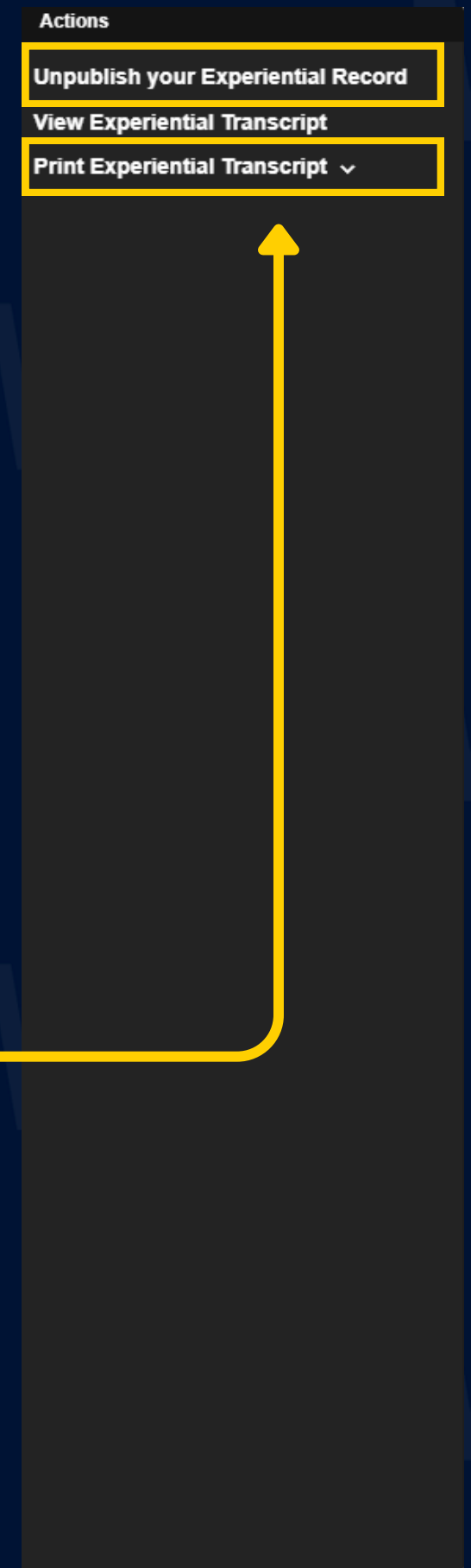


Publish Your MET

- Once on the MET page, click on the three white dots on the bottom right-hand corner to bring up the side navigation bar.
- There you will be able to determine if your MET has been published or not by looking at the top option. In this case the student's MET has been published thus showing the "Unpublish your Experiential Record" button.
- If you haven't done so already, publish your MET by clicking on this button.

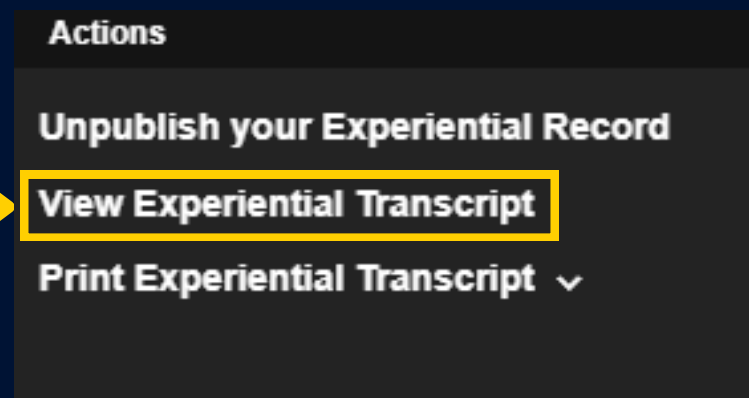


- You can also access an unofficial version of your transcript by clicking on "Print Experiential Transcript" and selecting "Public Transcript Documents"
 - Please be aware that this is NOT an official version of your document

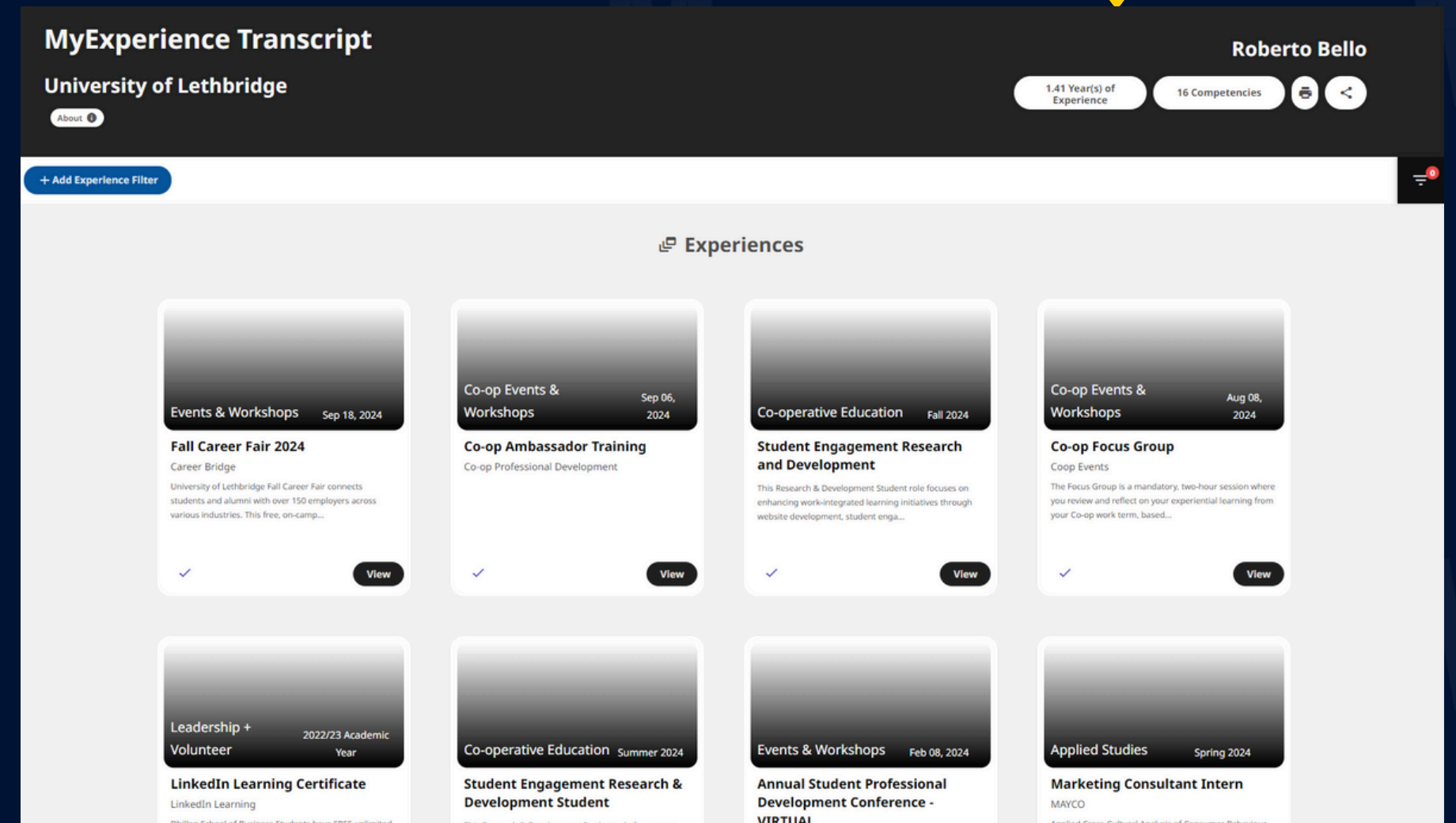


Viewing Your Published MET

- With your MET now published, make your way over to the “View Experiential Transcript” tab directly underneath the action you just performed.
- Clicking on this button will open a new window that fully displays your now published MET.
- Through this page you will send your MET over to MyCreds.ca, where you will then get your official copy.



REMINDER: You are able to customize the content that appears on your MET by clicking the little checkboxes on the bottom of each experience listed on the previous page. Once you send the MET to MyCreds, whatever content you choose to be reflected will be displayed on this official version



Sending Your MET To MyCreds.Ca

- On this page you will want to navigate towards the button with three connected on the top right.
- Once clicked on, you will see a submenu appear giving you all the options you have to share your MET with others (copy a link, send directly through email)
- Here you will click on the “Send to MyCreds” button which, as the titles states, transfers this version of your MET to the MyCreds platform.
- From this point forward you will navigate to MyCreds.ca, login with your uLeth credentials and access, share and download your official MET document!

