

**PUBLISHING YOUR MET &  
SHARING IT TO MYCREDS.CA**

## PUBLISHING YOUR MET: LOGIN TO MYEXPERIENCE

- Login to your MyExperience account using your uLeth credentials
- Once logged in, on the landing page click on the button titled “Access MyExperience Transcript” found under the “Get Started Now” navigation menu

The screenshot shows the MyExperience dashboard interface. On the left is a sidebar menu with 'HOME' highlighted in yellow. The main content area features a 'Welcome' header and a 'Get Started Now:' section with a grid of buttons. The 'ACCESS MYEXPERIENCE TRANSCRIPT' button is highlighted with a yellow border and a yellow arrow points to it from the text in the instructions. Other buttons include 'BROWSE THE EXPERIENCE CATALOGUE', 'LOOK THROUGH STUDENT JOB BOARD', 'ACCESS APPLIED STUDIES RECORD', 'BOOK AN APPOINTMENT', 'BROWSE NEW GRAD JOB BOARD', 'ACCESS CO-OP RECORD', 'SEE WORKSHOPS/EVENT CALENDAR', 'VIEW CAMPUS PROGRAMS', and 'LOST? CLICK HERE!'. A 'Featured Posting' for a 'Talent Acquisition Coordinator' is visible on the right.

You are currently logged in as [redacted]

Dashboard MyExperience Transcript Co-op Record My Documents Job Applications Interviews Appointments Event Registration

Overview My Calendar My Subscriptions

HOME

- MyExperience Transcript
- Request Validation
- Student Job Board
- New Grad/Alumni Job Board
- Co-op
- Applied Studies
- Events & Workshops
- Book Appointments
- Campus Programs
- Student Resources
- Logout

Welcome to **MYEXPERIENCE**

**Get Started Now:**

- BROWSE THE EXPERIENCE CATALOGUE
- ACCESS MYEXPERIENCE TRANSCRIPT**
- LOOK THROUGH STUDENT JOB BOARD
- ACCESS CO-OP RECORD
- ACCESS APPLIED STUDIES RECORD
- SEE WORKSHOPS/EVENT CALENDAR
- BOOK AN APPOINTMENT
- VIEW CAMPUS PROGRAMS
- BROWSE NEW GRAD JOB BOARD
- LOST? CLICK HERE!

Featured Posting

Talent Acquisition Coordinator  
Structural Truss Systems & Forma Steel  
App Deadline : Oct 30, 2024 11:59 PM

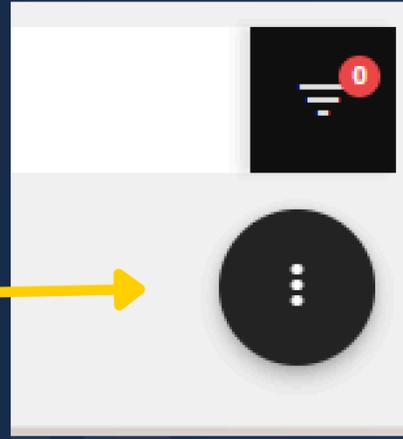


REMINDER: Your MET will be empty if you do NOT have any formally recognized experiences registered on your MyExperience account

ie: Co-ops, App Studies, Volunteering, Leadership, Events/Workshops attended, etc

## PUBLISHING YOUR MET: PUBLISHING THE 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.

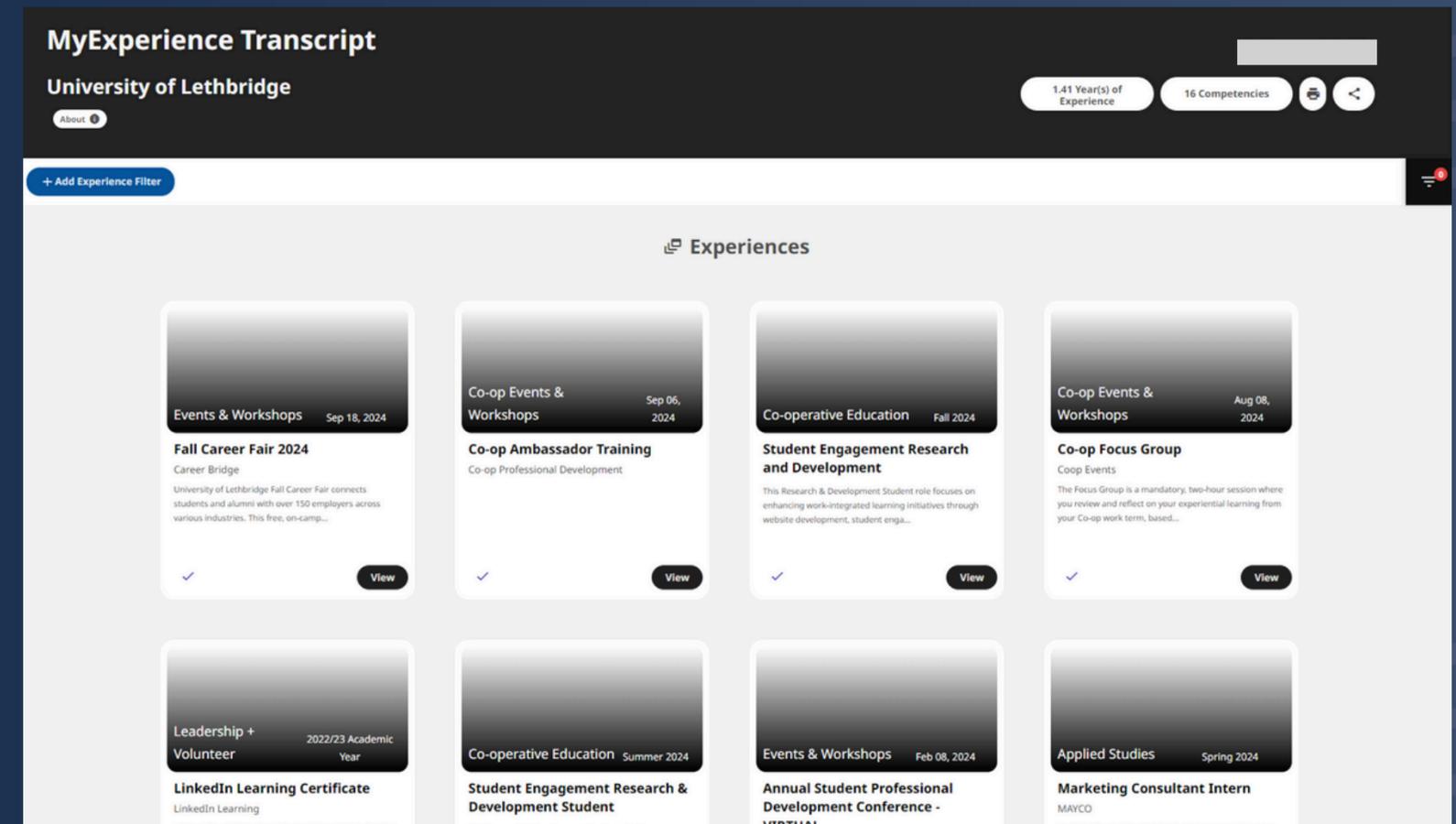
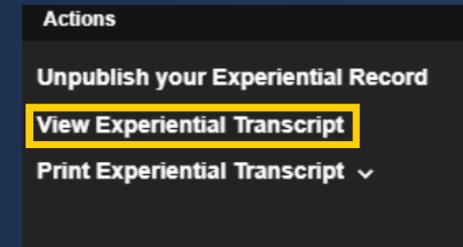


REMINDER: If your MET is NOT published, the option at the top will state "Publish your experiential record"

You will want to have your record published in order to advance through the next steps

## PUBLISHING YOUR MET: 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

## **PUBLISHING YOUR MET: 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.
- 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!

