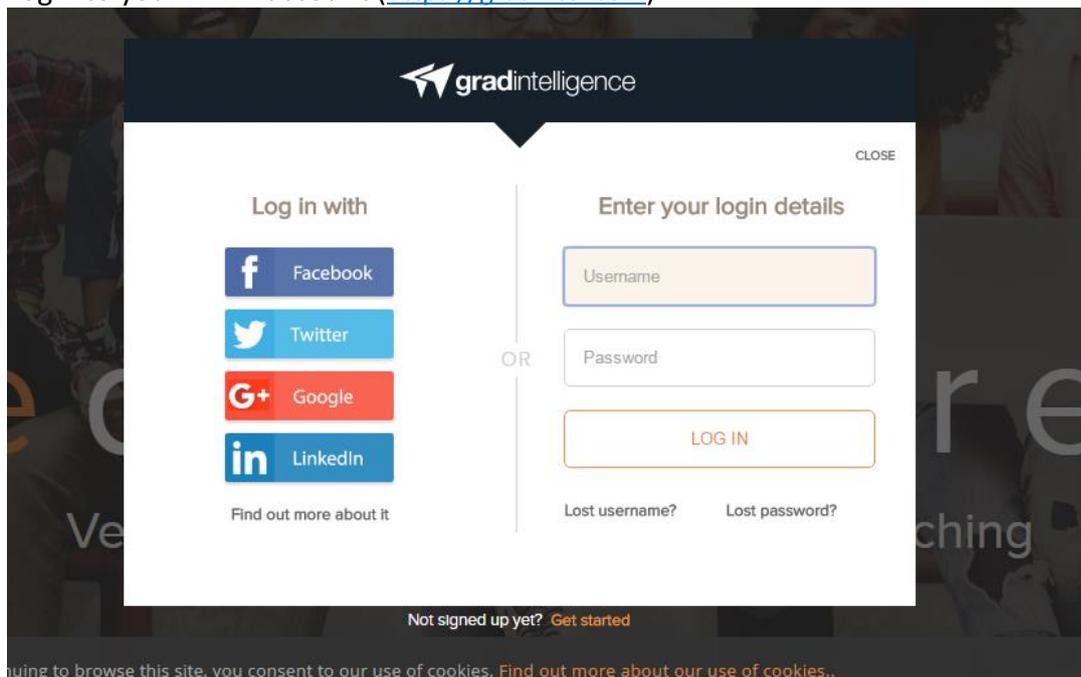# How to Share Your HEAR

This guide shows how to share your electronic Higher Education Achievement Report with others (for example, potential employers). To share your HEAR you will need the email address of the person with whom you want to grant access to. They will then receive a token (i.e. a link) via email which, once opened, will display your online HEAR.

When sharing your HEAR you can choose which options are the most suitable for that instance of sharing:
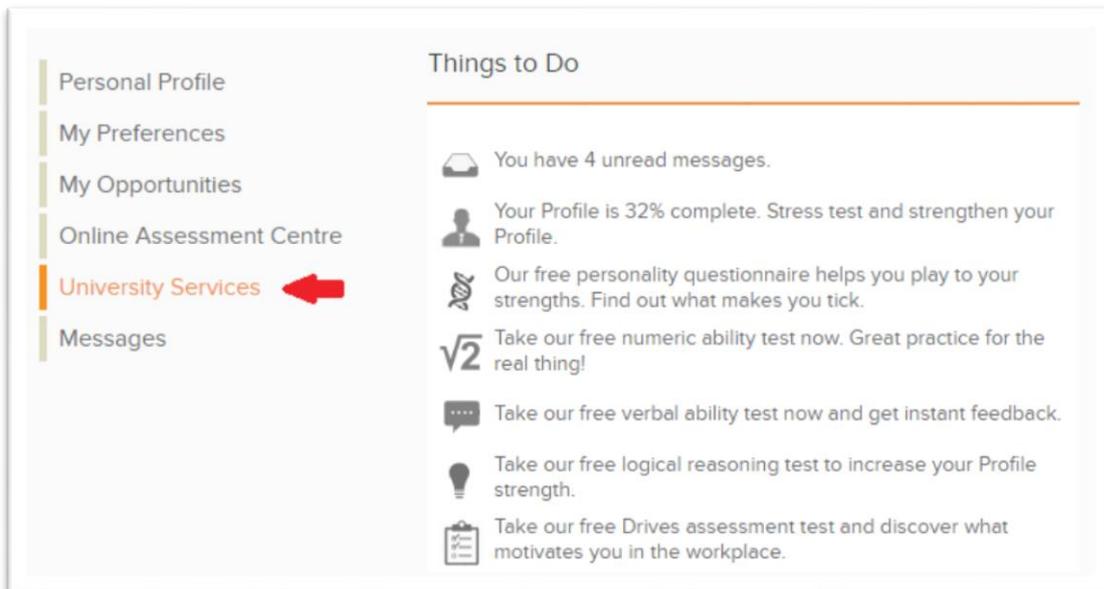
- The amount of times that your HEAR can be accessed via this token instance
- The duration of time that the token will be valid for
- How to be notified if/when the token is used
- The reason for sharing (e.g. employment, further study, personal, etc)
- Any bespoke message that you want to include in the email containing the token that goes to the intended recipient
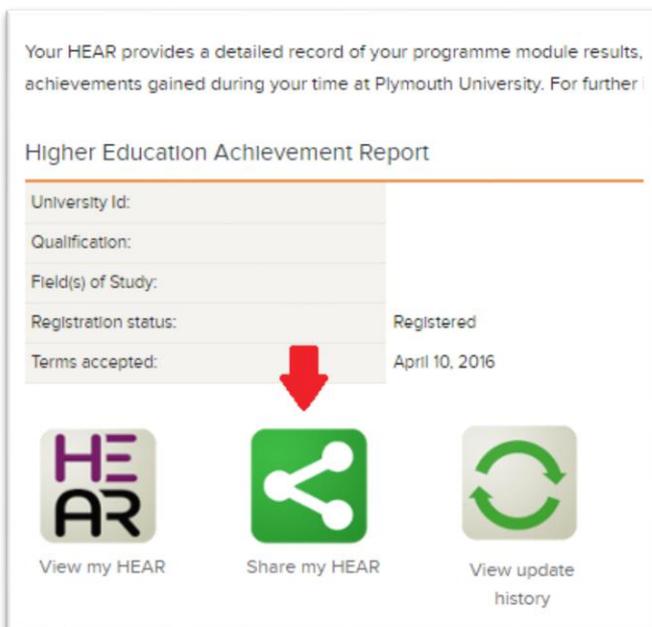
Guide

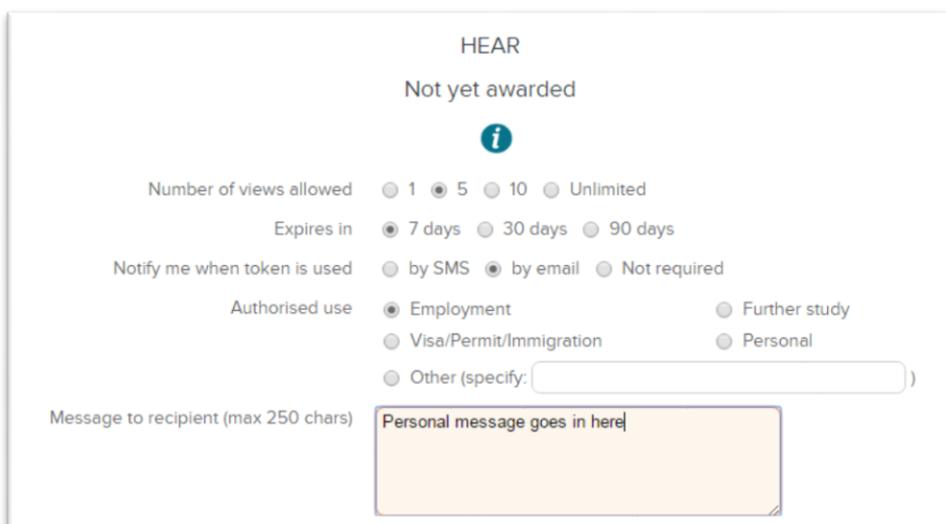1. Log into your HEAR account (https://gradintel.com)

2. Click on the 'University Services' menu on the left hand side

3. Scroll down and click on 'Share my HEAR'

4. Change preferences as desired (e.g. number of views allowed)

5. Click on 'Share with new recipient'

SHARE WITH NEW RECIPIENT

6. Enter the recipient's details, including their email address

Share Request - Share with New Recipient

HEAR

Not yet awarded

ℹ️

Email address *	shareHEAR@someone.com
Surname *	Smith
Forenames *	John
Type	⦿ Organisation ◯ University or College ◯ Family & friends ◯ Other
Organisation name *	Potential Employer Ltd

SHARE NOW   CANCEL SHARE

7. Click on 'Share now'

SHARE NOW

In the same part of the HEAR system you can also view your sharing history and manage any existing share tokens (for example, to extend their validity, or to cancel them).

If you have any problems with using the system, please use the 'Contact Us' section found in the bottom menu.