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 (<u>https://gradintel.com</u>)

	CLOSE
Log in with	Enter your login details
F Facebook	Usemame
y Twitter	OR Password
G+ Google	
in LinkedIn	LOG IN
Find out more about it	Lost username? Lost password?

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

Personal Profile	Things to Do
My Preferences My Opportunities Online Assessment Centre	 You have 4 unread messages. Your Profile is 32% complete. Stress test and strengthen your Profile. Our free personality questionnaire helps you play to your
Messages	 strengths. Find out what makes you tick. Take our free numeric ability test now. Great practice for the real thing!
	 Take our free verbal ability test now and get instant feedback Take our free logical reasoning test to increase your Profile strength. Take our free Driver accessment test and discover what

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



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

	HEAR		
	Not yet awarded		
	0		
Number of views allowed	0 1 🖲 5 0 10 0 Unlimited		
Expires in	🖲 7 days 🔘 30 days 🔘 90 days		
Notify me when token is used	○ by SMS ● by email ○ Not required		
Authorised use	 Employment Visa/Permit/Immigration 	 Further study Personal 	
	Other (specify:)
Message to recipient (max 250 chars)	Personal message goes in here		

5. Click on 'Share with new recipient'



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

hare Request - Share with New Recip	pient			
	HEAR			
	Not yet awarded			
	0			
Email address 🖊	shareHEAR@someone.com			
Surname 🖊	Smith			
Forenames 🖊	John			
Туре	${old o}$ Organisation ${igodol o}$ University or College ${igodol o}$ Family & friends	Other		
Organisation name 🗚	Potential Employer Ltd			
SHARE NOW CANCEL SHARE				

7. Click on '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.