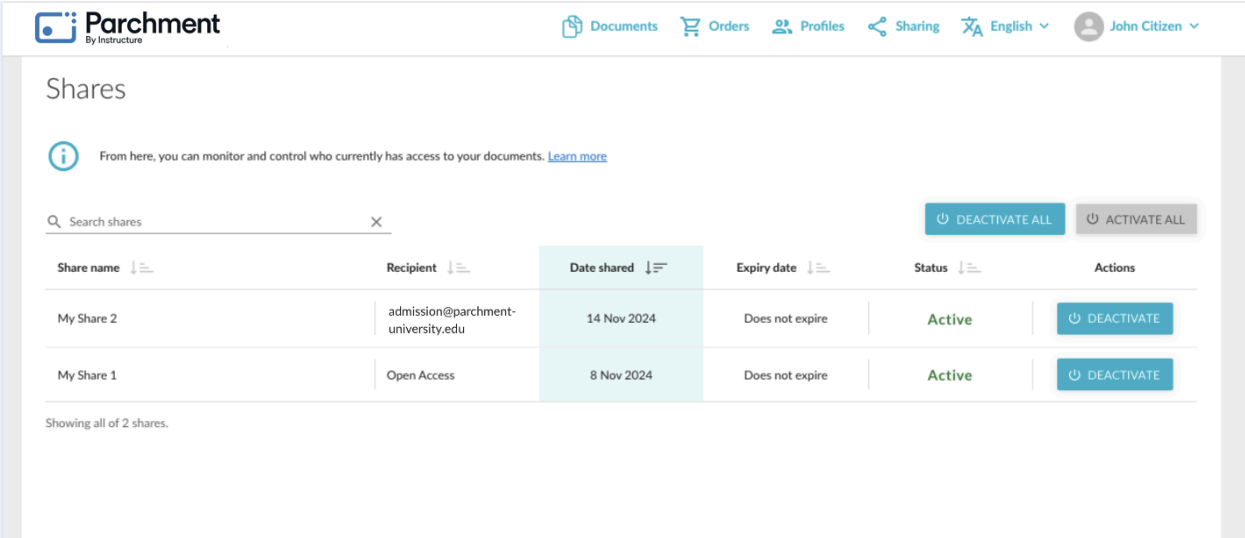


How to Edit or Deactivate a Document Share

Instructions for Learners

As a learner you always have full control over access to your documents.

Go to your list of shares in **Sharing**.



The screenshot shows the Parchment interface for managing document shares. At the top, there is a navigation bar with links for Documents, Orders, Profiles, Sharing, English, and a user profile for John Citizen. Below the navigation bar, the page title is "Shares". An information icon and a message state: "From here, you can monitor and control who currently has access to your documents. [Learn more](#)". A search bar labeled "Search shares" is present. On the right side, there are two buttons: "DEACTIVATE ALL" and "ACTIVATE ALL". Below these is a table with columns: Share name, Recipient, Date shared, Expiry date, Status, and Actions. The table contains two rows of shares. The first row is "My Share 2" with recipient "admission@parchment-university.edu", date "14 Nov 2024", and status "Active". The second row is "My Share 1" with recipient "Open Access", date "8 Nov 2024", and status "Active". Each row has a "DEACTIVATE" button in the Actions column. At the bottom of the table, it says "Showing all of 2 shares."

Share name	Recipient	Date shared	Expiry date	Status	Actions
My Share 2	admission@parchment-university.edu	14 Nov 2024	Does not expire	Active	DEACTIVATE
My Share 1	Open Access	8 Nov 2024	Does not expire	Active	DEACTIVATE

and click on the individual share that you would like to edit.

From here you can disable / re-enable a recipient's access to your document. You can also copy the URL of your share.

My Share [Edit](#)


[BACK](#) View and change the details of your share. [Learn more](#)

DEACTIVATE

EDIT

Share name	My Share	Recipient	N/A
Purpose of share	None	Reference	N/A
Expiry date	N/A	Number of views	0
Created date	10 Jun 2026	Last viewed date	N/A
Status	Active	Share URL	COPY LINK
Access PIN code	None	Allow recipient to download your document	Yes
Inform me when share is viewed	Yes		

Documents

Organisation	Document	Issued	Status
 University of Western Hobart	Grademailer	17 Oct 2025	Available

Showing all of 1 document share.

Click **edit** to:

- add, remove, or edit a PIN
- add, remove, or edit an expiry date for your share
- add a reference for your share
- personalise the name of your share
- optionally add a reason for your share
- Change the recipient email: you can edit the recipient email only for shares that have not yet been viewed by the recipient.