

Share Your Workplace Passport



Send a secure Passport invitation to a manager or another intended recipient. You choose which Passport is shared and who receives it.

i Before you start

- Review the Passport in full before sharing.
- Confirm the recipient's work email address independently.

Important

A Passport can contain sensitive information. Never send a share invitation to a personal or unverified address unless your organisation explicitly permits it.

Open your organisation's TryMosaic deployment using the link supplied by your employer. The screens may use your organisation's colours or logo.

- 1 Open the Passport you want to share and select 'Share'.

Your Workplace Passports

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Your Passports

TITLE	CREATED	LAST UPDATED	STATUS
	2026-07-29	2026-07-29	PRIVATE

- 2 Enter the intended recipient's name, work email address and relationship or role if requested.

Share Your Workplace Passport

You're sharing: TryMosaic Guide Example 2026-07-31

Security and access

When you share your passport:

- The recipient will receive two separate emails: one with a secure link, and one with a verification code.
- They will need both to view your passport.
- The link will expire in 7 days.
- You can revoke access at any time.
- Your passport will be shared in view-only mode and cannot be downloaded or edited.



Enter the email address of the person you want to share your passport with.

Cancel

Share Passport



TryMosaic

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- 3** Check the Passport title and email address again before sending.
- 4** Select 'Send' and wait for the confirmation message.
- 5** Open the sharing or access section to confirm the recipient now appears.

i Check your result

Confirm the invitation was sent once, to the correct address, and the share is listed against the correct Passport.

! If something looks wrong

Stop before submitting or sharing. Recheck the selected Passport, recipient and entered information. If the problem remains, take a screenshot that excludes sensitive information and contact your TryMosaic administrator.

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