

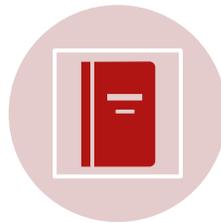


DIGITAL CERTIFICATES WEB USER JOURNEY GUIDE

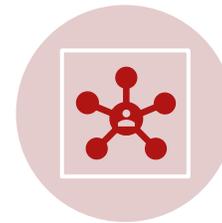
STUDENT PORTAL

Introduction

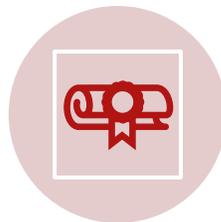
This user guide describes user functions for the University of Westminster Verification service (UoWV)



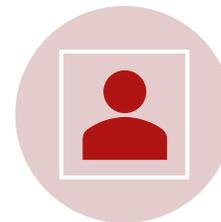
Graduates in or after 2022 can view electronic versions (in secure e-documents) of qualification and status documents which can be downloaded or printed.



Share your electronic documents with third parties by creating connections with them.



Order and pay for printed copies of qualification and student status documents.



Keep your personal details up to date by managing your profile

Web Address for registration

Go to a website URL:
<https://student.westminster.ac.uk>

Click Login

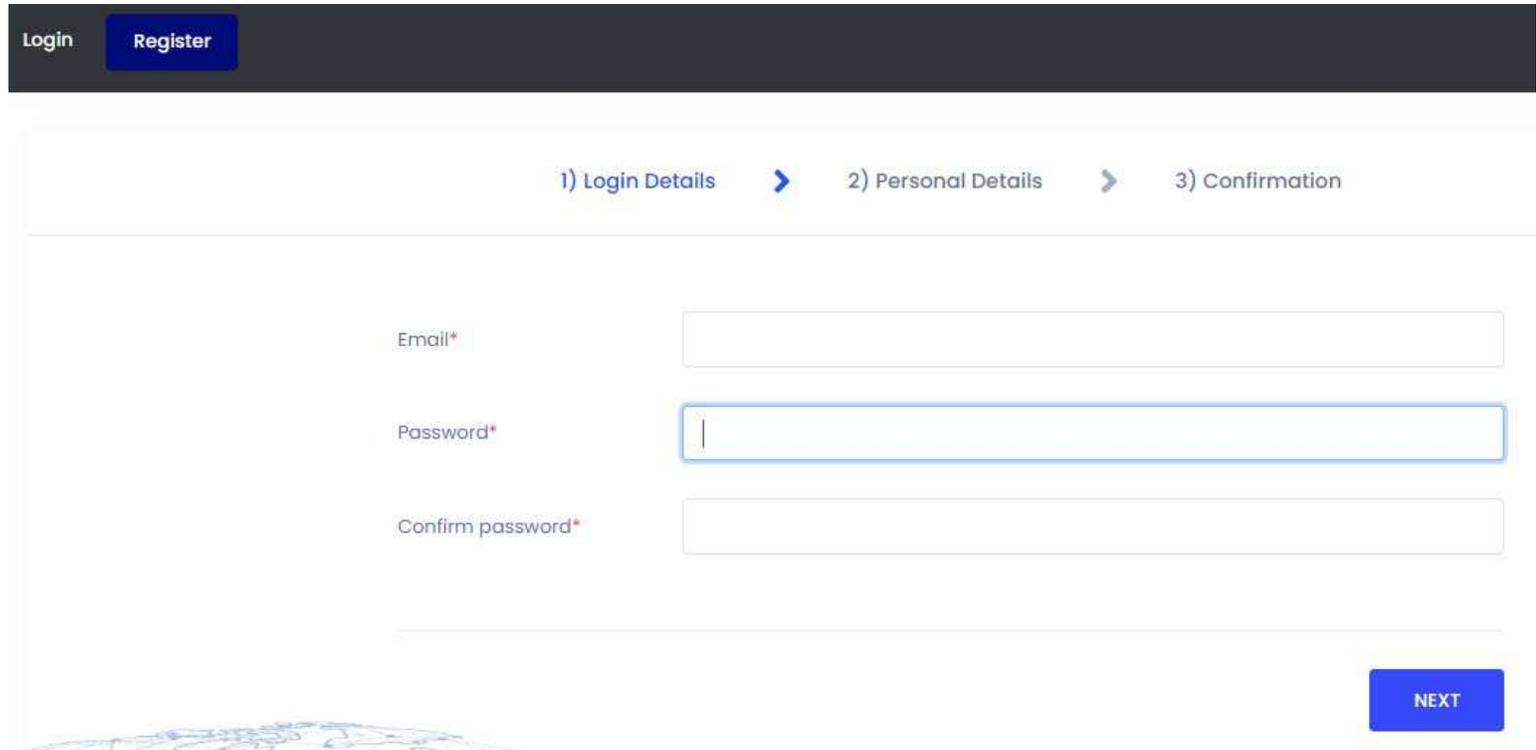
The screenshot shows the 'Student Verification Portal' for the University of Westminster. At the top, there are 'Login' and 'Register' buttons. A purple banner reads 'Welcome to the University of Westminster Portal' with a background image of graduates. Below this, a section titled 'Use the Student Verification Portal to:' lists four services with icons: 1. View electronic qualification and student status documents (document icon with lock). 2. Order printed copies of qualification and student status documents (shopping cart icon with checkmark). 3. Share your electronic documents with third parties by creating connections (network icon). 4. Keep your personal details up to date by managing your profile (person icon with plus sign). On the right, a 'Login or Register' form contains fields for 'email address' and 'password', a 'Log in' button, and a 'Forgot my password' link.

How to Register an Account

Register: Login Details

- Enter Email* address
- Create password
- Confirm Password
- Click **Next**

*Choose any active email that you use. It will be key to being able to reset your password. If you change your email, remember to update your account with you new email- so you can maintain access to your academic documents.



The screenshot shows a registration interface with a dark header bar containing 'Login' and 'Register' buttons. Below the header, a progress indicator shows three steps: '1) Login Details' (active), '2) Personal Details', and '3) Confirmation'. The main form area contains three input fields: 'Email*', 'Password*', and 'Confirm password*'. The 'Password*' field is currently selected. A blue 'NEXT' button is located at the bottom right of the form area.

Register: Personal Details

- First Name
- Last Name
- Student ID Number- 8 digits, do not include the w.
- Date of Birth

1) Login Details > 2) Personal Details > 3) Confirmation

First Name* Michael

Last Name* Michael

Student ID Number* 123456

Date of Birth*

PREVIOUS NEXT

- Click **Next**

Registration continued

Login Register

1) Login Details > 2) Personal Details > 3) Confirmation

First Name*

Last Name*

Student ID Number*

Date of Birth*

PREVIOUS NEXT

June 2022

Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

Clear

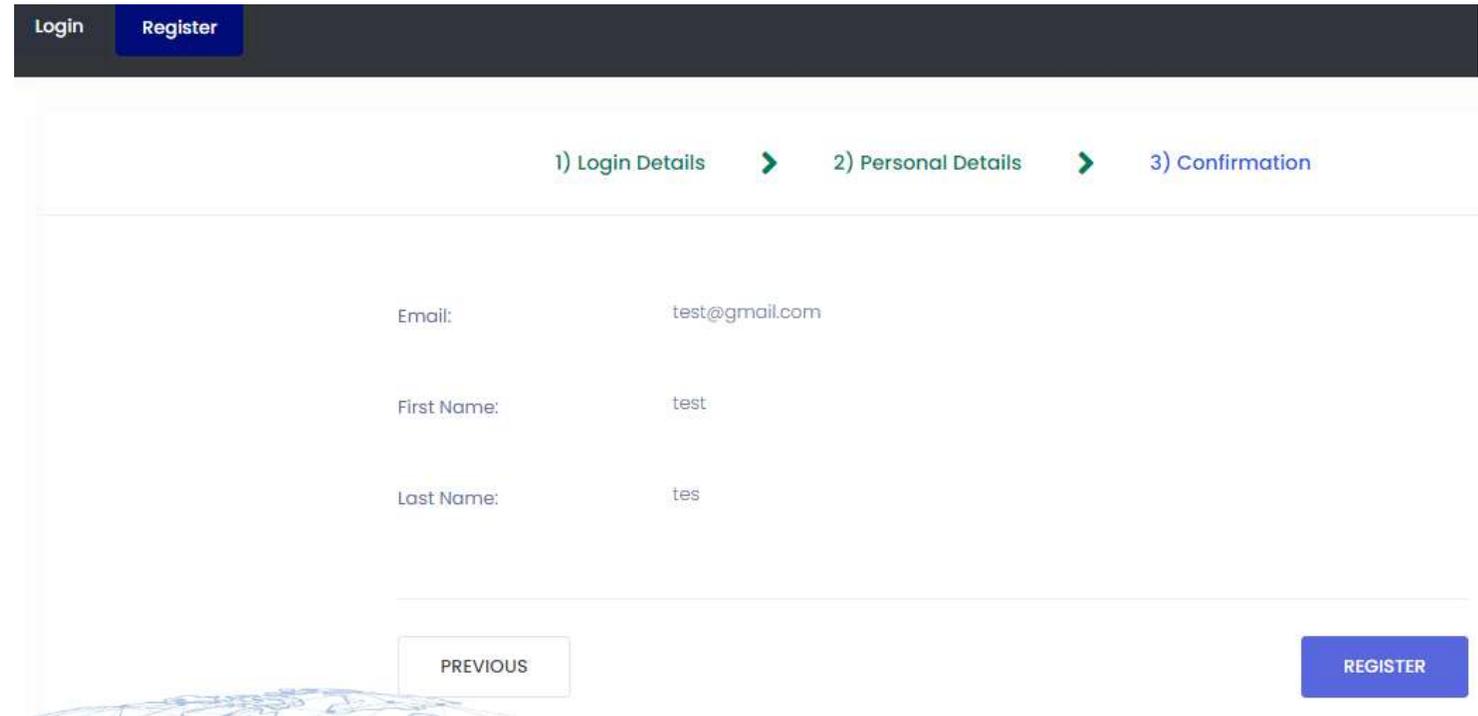
Register: Confirmation

- Check your details*
- Click **Register**
- Confirmation email will be sent to your email address for you to confirm and a link to log in.

*Please match your details, as held on our Student Records database. If there is any difference, the registration will be sent to a Pending authorisation queue. This will need to be manually checked by a Website administrator, who will either accept or deny the registration. We may contact you for more information to verify your identity.

If you get invalid characters and can't proceed- check for unrequired spaces/ returns in the text fields and remove them.

Register- check details



The screenshot shows a web interface for registration confirmation. At the top, there is a dark navigation bar with 'Login' and 'Register' buttons. Below this, a progress indicator shows three steps: '1) Login Details', '2) Personal Details', and '3) Confirmation', with '3) Confirmation' being the active step. The main content area displays the following details:

Email:	test@gmail.com
First Name:	test
Last Name:	tes

At the bottom of the form, there are two buttons: 'PREVIOUS' on the left and 'REGISTER' on the right.

LOGIN

- **Username** – this is your email address.
- Email address – This can be changed from within your profile.
- **Password** – This can be changed from within your profile.

Click Log in

Click **“Forgot my password”** to recover your password if your password is incorrect

- Locked out? Wait until the system automatically unlocks you or contact **Support** (the link at the bottom of each web page.)

[Privacy](#) [FAQ](#) [Cookies](#) [Terms](#) [Support](#)

Always Log Out before closing your browser.

The screenshot shows the University of Westminster Portal login interface. At the top, there are 'Login' and 'Register' buttons. Below this is a purple banner with the text 'Welcome to the University of Westminster Portal' and a background image of graduates. The main content area is titled 'Use the Student Verification Portal to:' and features four icons with corresponding descriptions: 1. A document with a lock icon: 'View electronic qualification and student status documents.' 2. A shopping cart icon: 'Order printed copies of qualification and student status documents.' 3. A network of people icon: 'Share your electronic documents with third parties by creating connections.' 4. A person with a plus sign icon: 'Keep your personal details up to date by managing your profile.' On the right side, there is a 'Login or Register' form with an email input field containing 'TEST@GMAIL.COM', a password input field with a lock icon, a 'Log in' button, and a 'Forgot my password' link.

Dashboard

You are on the main page



You can click on **Dashboard** if you want to back to the main page

To view your documents, click **View**

The screenshot shows the University of Westminster Portal dashboard. At the top, there is a navigation bar with the following items: **Dashboard** (highlighted in blue), Documents, Store, Orders, and Connections. Below the navigation bar is a large purple banner with the text "Welcome to the University of Westminster Portal" and a background image of graduates. The dashboard is divided into four main sections:

- Documents:** "You have documents for 1 qualification(s). View, report and order documents." Includes a document icon and a **VIEW** button.
- Orders:** "Free delivery on all orders." Includes a shopping cart icon and an **ORDER** button.
- Connections:** "You have 0 active connections and 0 pending connections." Includes a network icon and a **MANAGE** button.
- Profile:** "Manage your personal details, social media and addresses." Includes a person icon and a **MANAGE** button.



Viewing your documents



Here you can view your eDocuments including;

Certificate – if you have an award

Transcript –if you studied on a taught course

Verification letter- this is an official confirmation of an award, years of study and other details.

If you need to share your e-documents with a Third party, such as an employer- they will see the same view, from the Third Party portal.

A Third Party can scan the QR code present on your Certificate or Transcript- this is a security measure to ensure the e-documents are genuine.

