

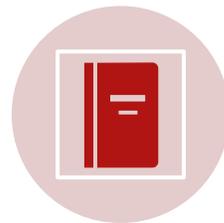


# DIGITAL CERTIFICATES WEB USER JOURNEY GUIDE

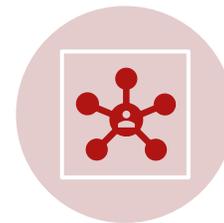
STUDENT PORTAL

# Sharing Documents Guide

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



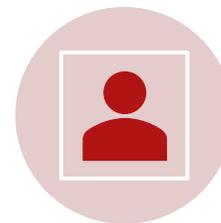
Graduates in or after 2022 can view electronic versions (in secure e-documents) of qualification and status documents which can be downloaded or printed.



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

# Go to website

<https://student.westminster.ac.uk>

## LOGIN

(You will need to have created an account)

- ▶ • **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 'Student Verification Portal' login page. At the top, there are 'Login' and 'Register' buttons. Below 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 descriptions: 1. A document with a lock icon: 'View electronic qualification and student status documents.' 2. A shopping cart with a checkmark icon: 'Order printed copies of qualification and student status documents.' 3. Three people icons: 'Share your electronic documents with third parties by creating connections.' 4. A person icon with a plus sign: '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.

# Main Dashboard Navigation

Share your e-Doc with Third party

- ▶ Go to the main page > [Dashboard](#)
- ▶ Click **Connections** > [Manage](#)

UNIVERSITY OF  
WESTMINSTER



Navigation menu: [Dashboard](#) | [Documents](#) | [Store](#) | [Orders](#) | [Connections](#)

### Welcome to the University of Westminster Portal



<h4>Documents</h4> <p>You have documents for 1 qualification(s) View, report and order documents</p>  <a href="#">VIEW</a>	<h4>Orders</h4> <p>Free delivery on all orders</p>  <a href="#">ORDER</a>
<h4>Connections</h4> <p>You have 1 active connections and 0 pending connections</p>  <a href="#">MANAGE</a>	<h4>Profile</h4> <p>Manage your personal details, social media and addresses</p>  <a href="#">MANAGE</a>

## Share your e-Doc with Third party

You can share your academic documents with a prospective employer or education institution.

They can view and QR scan your items for official verification of the award.

Click **Add Connection**

Complete the details in the pop up box.

Decide (expiry date) how long you want to make available your eDocument to view by 3rd party.

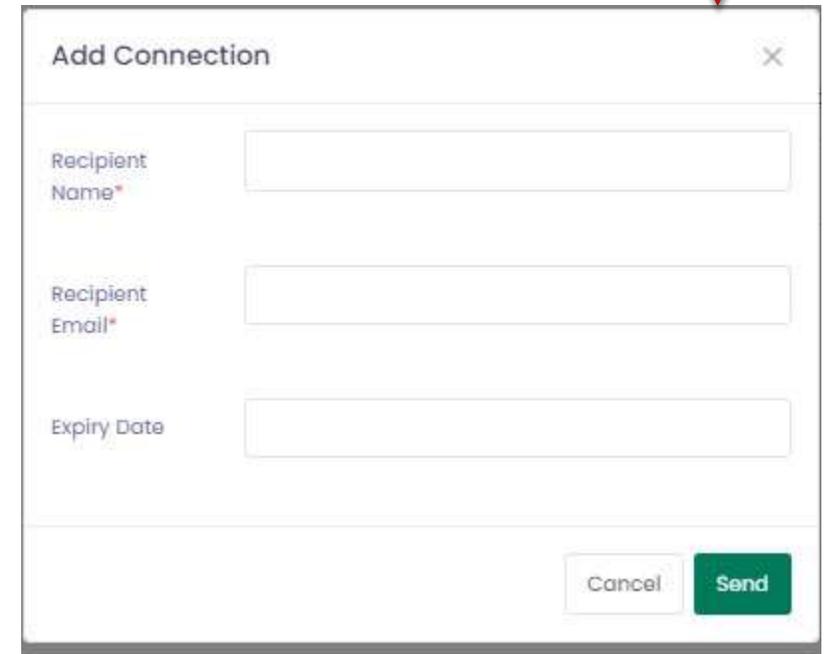
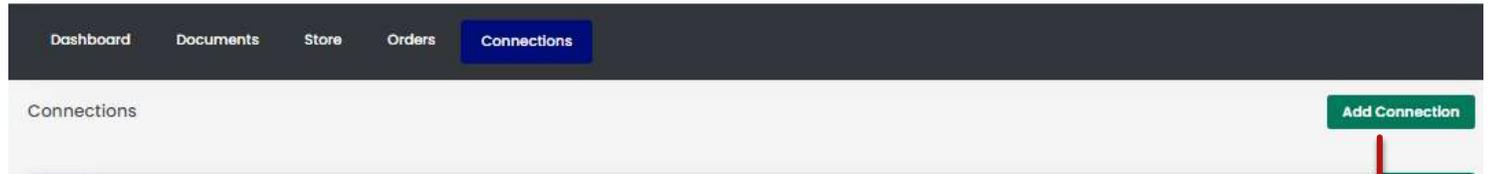
You can remove the connection at any time.

Click **Send**

## Creating a connection with a Third Party

UNIVERSITY OF  
WESTMINSTER

Hi KE



Add Connection

Recipient Name\*

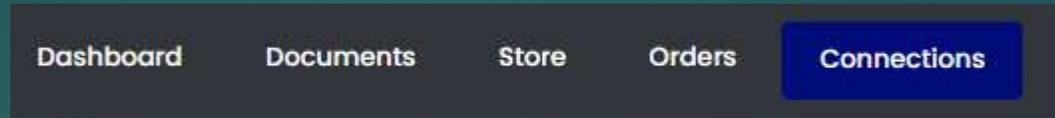
Recipient Email\*

Expiry Date

Cancel Send

Here you can choose what eDocuments you want to share with the 3<sup>rd</sup> party.

# Selecting what to share



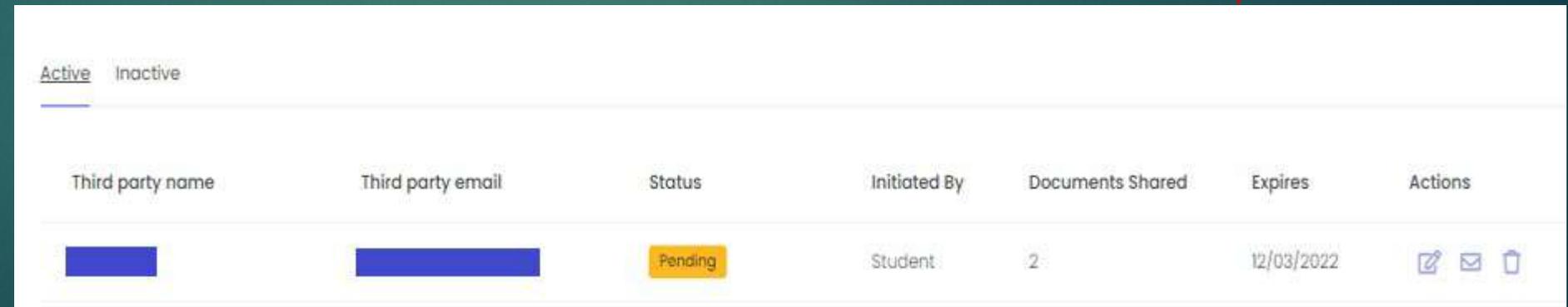
Click Share Documents

Your chosen recipient will be sent a link. They will create an account to view for a connection fee, the documents you shared.



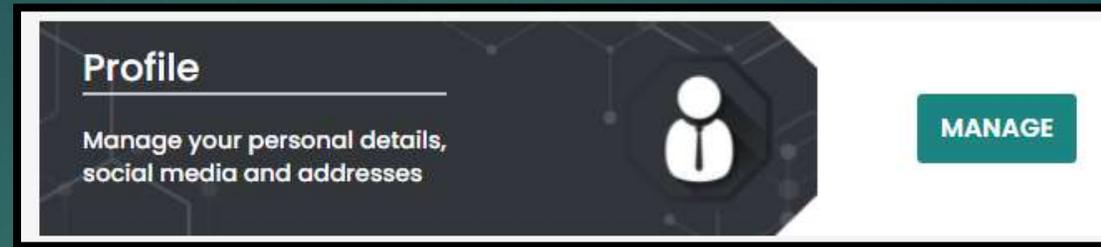
Once they have viewed your items, the status will move to active.

You will receive an email confirming the connection has been viewed.



You can then delete the connection or wait until it expires at the date you set.

# Editing your profile



All the following items can be edited in the user profile:

- Photo (upload your photo)
- Personal details
- Additional Contact information
  - Phone numbers
  - Email addresses
  - Social media
- Addresses
- Change password
- Click Save 

A screenshot of a user profile editing interface. On the left is a profile card with a circular photo placeholder containing the letters "KB", a blue "Enrolment Numbers" button, a blue "Personal Details" button, and links for "Additional Contact Information", "Addresses", and "Change Password". On the right is a "Personal Details" form with input fields for "First Name\*", "Middle name", "Last Name\*", "Date Of Birth\*" (with the value "24/03/1997"), "User name\*", "Phone number", and "Email address\*". A teal "Save" button with a checkmark is at the bottom right. A red arrow points from the "Photo (upload your photo)" item in the list to the photo placeholder in the screenshot.

# Finished? Logout !

Always logout by using the logout button which is found by clicking on your name or profile photo (Initial if no photo is uploaded) at the top right of the web page.

