



DIGITAL CERTIFICATES WEB USER JOURNEY GUIDE

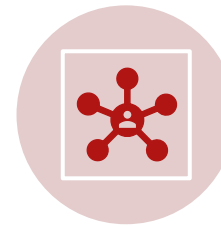
STUDENT PORTAL

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>

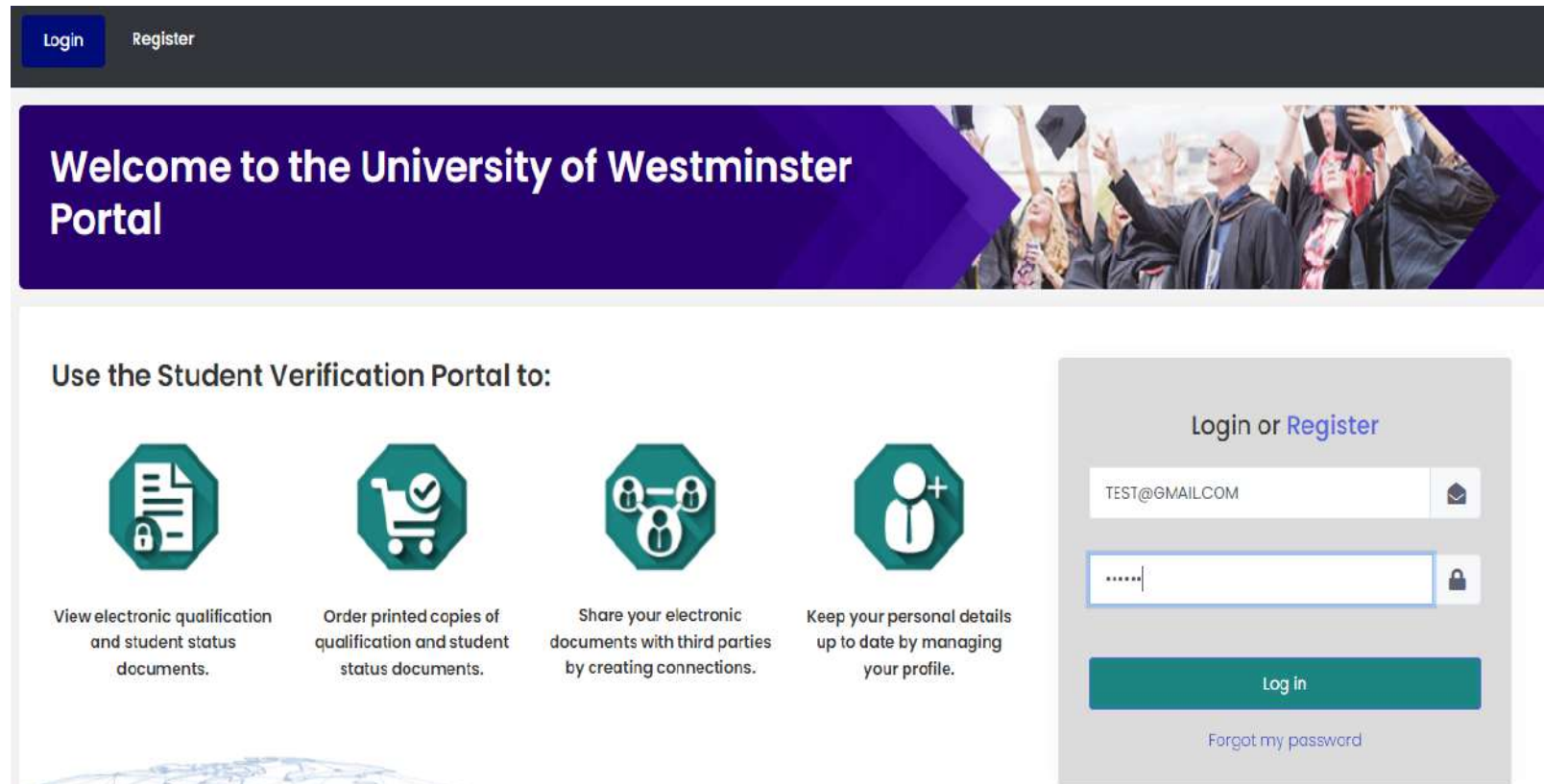
LOGIN

(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' for the University of Westminster. At the top, there are 'Login' and 'Register' buttons. Below this is a large 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 for 'View electronic qualification and student status documents.' 2. A shopping cart with a checkmark icon for 'Order printed copies of qualification and student status documents.' 3. A network of three people icons for 'Share your electronic documents with third parties by creating connections.' 4. A person with a plus sign icon for 'Keep your personal details up to date by managing your profile.' On the right side, there is a 'Login or Register' section 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.

Share your e-Doc with Third party

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

Main Dashboard Navigation



The screenshot displays the University of Westminster Portal dashboard. At the top, the university's name is shown alongside a shopping cart icon, a language selector (HI, KE), and a user profile icon. Below this is a navigation bar with links to Dashboard, Documents, Store, Orders, and Connections. The main content area features a purple banner with the text "Welcome to the University of Westminster Portal" and a photo of graduates. Below the banner are four dashboard cards: Documents (with a document icon and a lock, stating "You have documents for 1 qualification(s)"), Orders (with a shopping cart icon, stating "Free delivery on all orders"), Connections (with a network icon, stating "You have 1 active connections and 0 pending connections"), and Profile (with a person icon, stating "Manage your personal details, social media and addresses"). Each card has a corresponding action button: VIEW, ORDER, MANAGE, and MANAGE.

UNIVERSITY OF WESTMINSTER

Dashboard Documents Store Orders Connections

Welcome to the University of Westminster Portal

Documents
You have documents for 1 qualification(s)
View, report and order documents  [VIEW](#)

Orders
Free delivery on all orders  [ORDER](#)

Connections
You have 1 active connections and 0 pending connections  [MANAGE](#)

Profile
Manage your personal details, social media and addresses  [MANAGE](#)

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

Dashboard Documents Store Orders **Connections**

Connections

Add Connection

Add Connection [X]

Recipient Name*

Recipient Email*

Expiry Date

Here you can choose what eDocuments you want to share with the 3rd party.

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.

Selecting what to share

DashboardDocumentsStoreOrdersConnections

Share DocumentsConnections

[redacted] [redacted] [redacted] - Bachelor of Engineering - 10203266-01-M5JM

☒ Certificate - Certificate (15423720 - BECSS01F/BENG_10) - 56048078-01-WPF6

☐ Individual Letter - Letter (15423720 - BECSS01F/BENG_10) - 20354195-01-4JCE

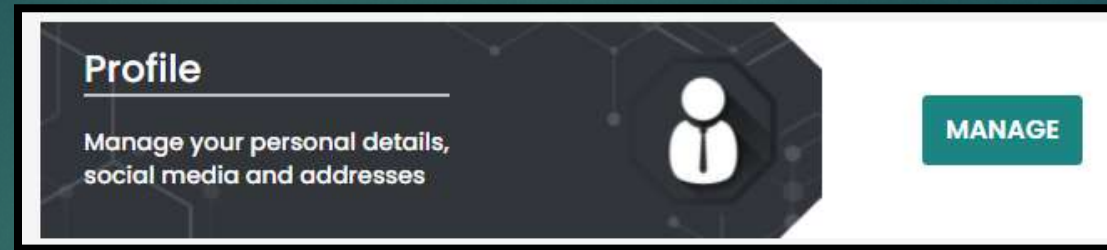
☒ Transcript - Transcript (15423720 - BECSS01F/BENG_10) - 38845741-01-8L5P

Share Documents

ActiveInactive

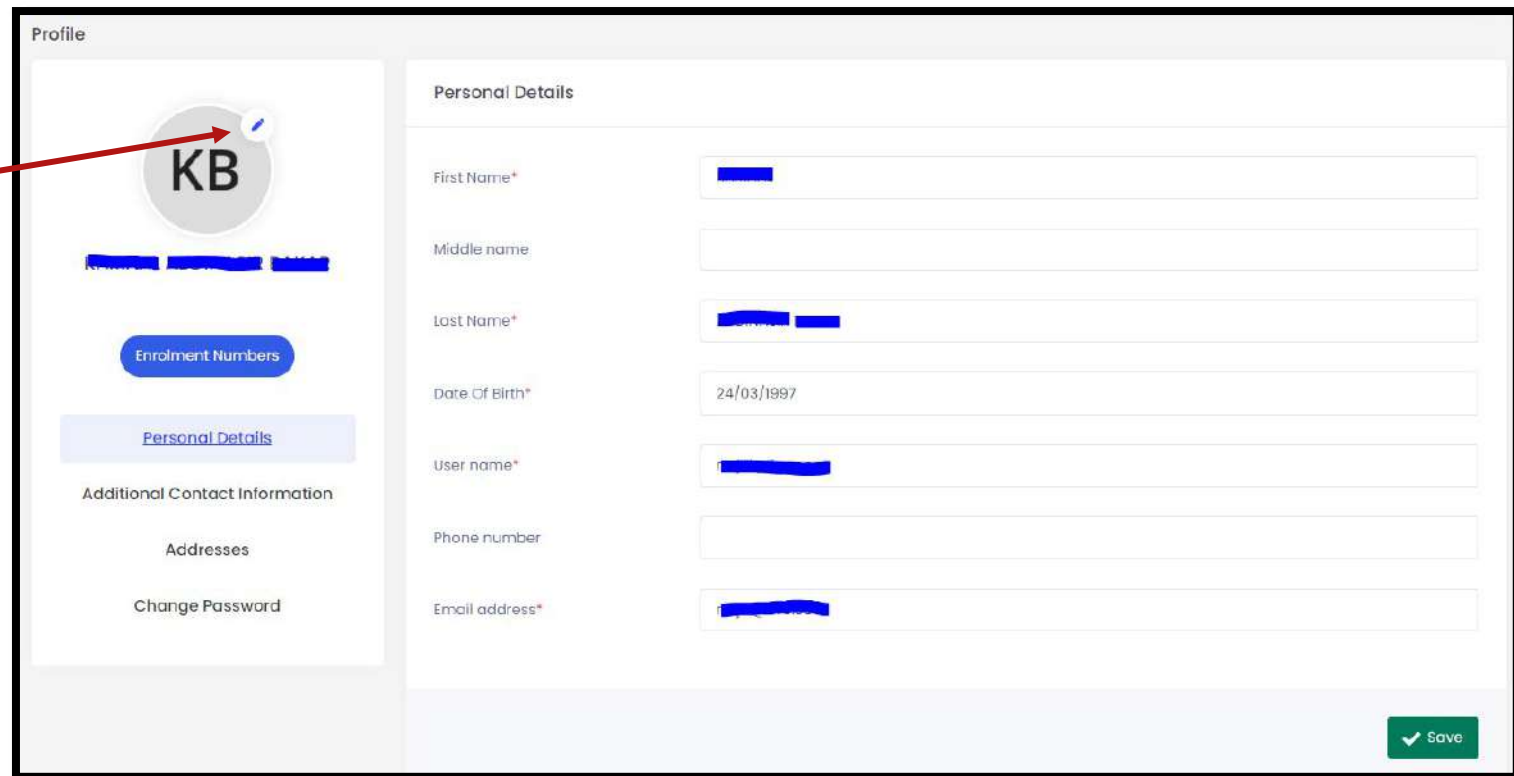
Third party name	Third party email	Status	Initiated By	Documents Shared	Expires	Actions
[redacted]	[redacted]	Pending	Student	2	12/03/2022	

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 management interface. On the left is a sidebar with a profile picture placeholder (a circle with "KB" and a pencil icon), a blue "Enrolment Numbers" button, a blue "Personal Details" button, and links for "Additional Contact Information", "Addresses", and "Change Password". The main area is titled "Personal Details" and contains form 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 green "Save" button with a checkmark is at the bottom right.

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.

