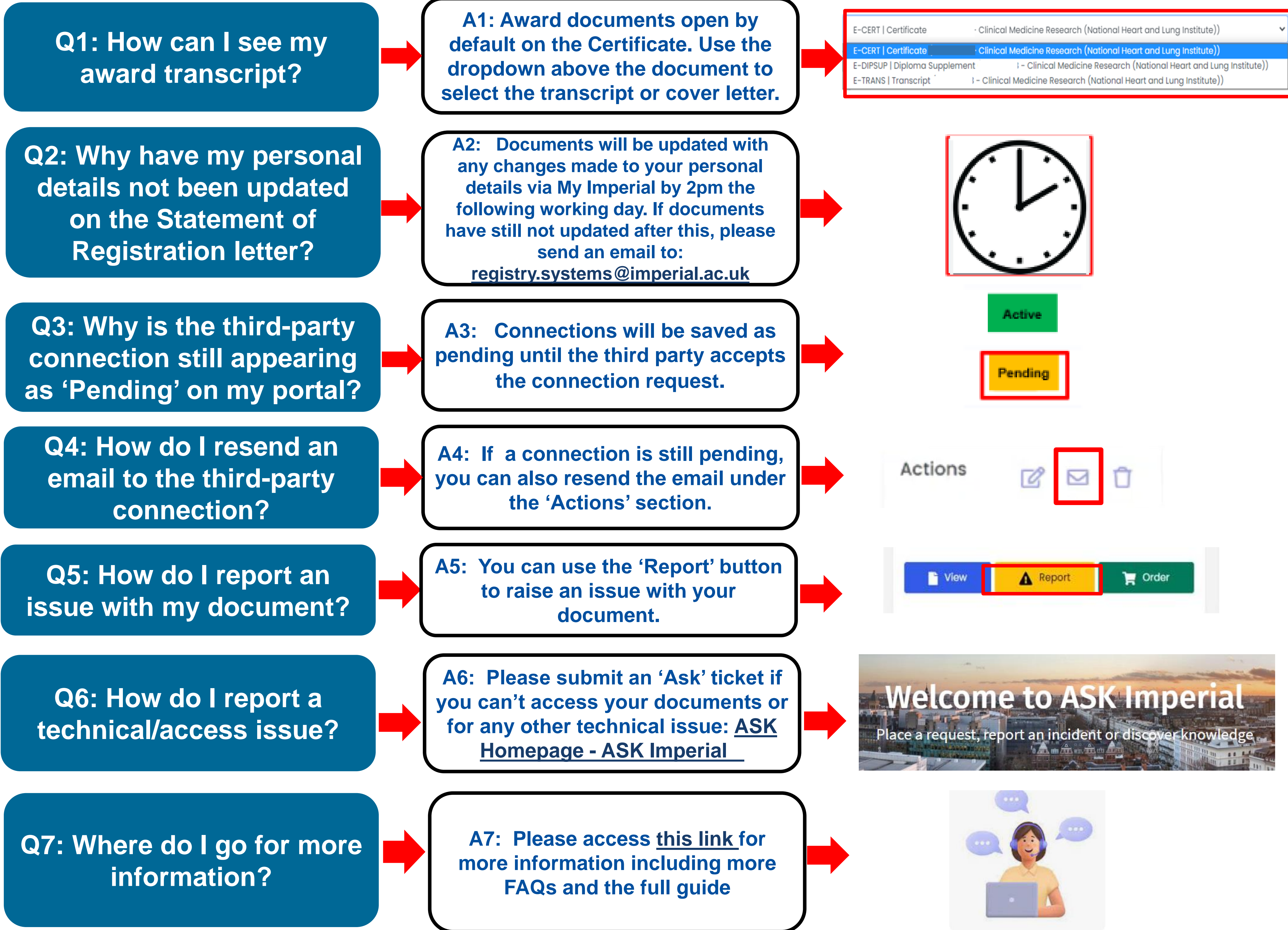


This document is aimed at current students and Alumni who have graduated since 2020. It will guide you through the process of using the 'My Documents' tile on 'My Imperial' website to access your official college documents, such as letters, transcripts, and certificates, or share a document with a third party.

- Links to content:**
- [1. Frequently asked questions](#)
  - [2. How to view your documents](#)
  - [3. How to download or print your documents](#)
  - [4. How to report an issue with your document](#)
  - [5. How to share your documents](#)

### Frequently Asked Questions:





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### How to view your documents:

1



Log into My Imperial via <https://my.imperial.ac.uk/> and click on the 'My documents' tile.

2



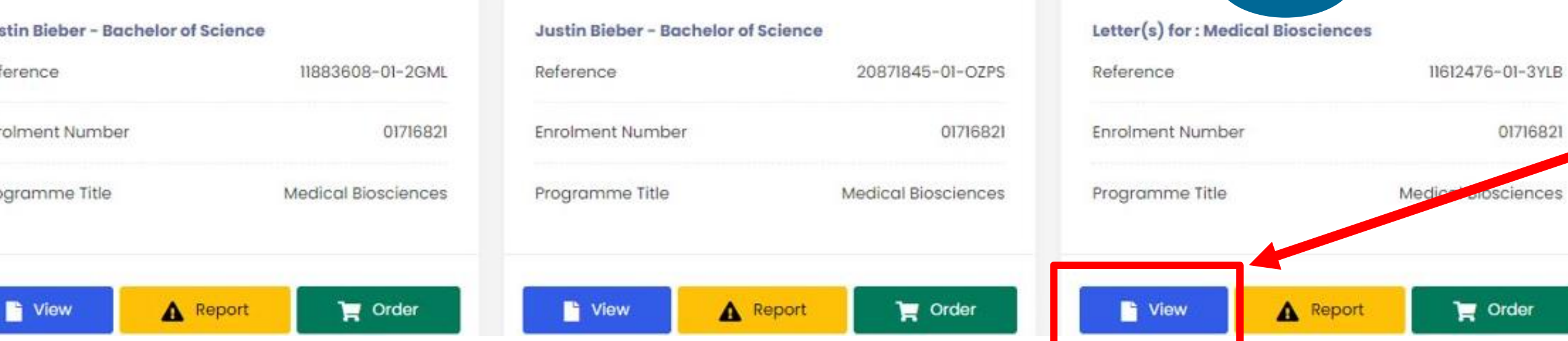
Click 'Student Login' and enter your Imperial username and password.

3



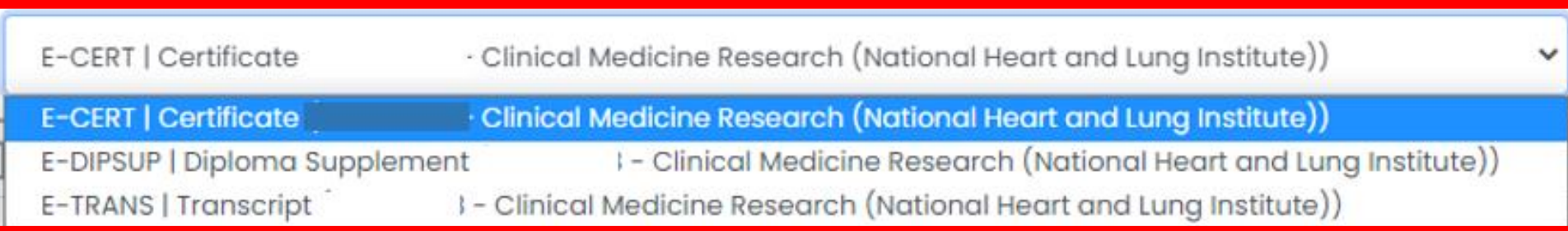
Click on the view button next to 'Documents' tile.

4



Click 'View' on the document you wish to view.

5



Use the dropdown option to switch in between award documents.

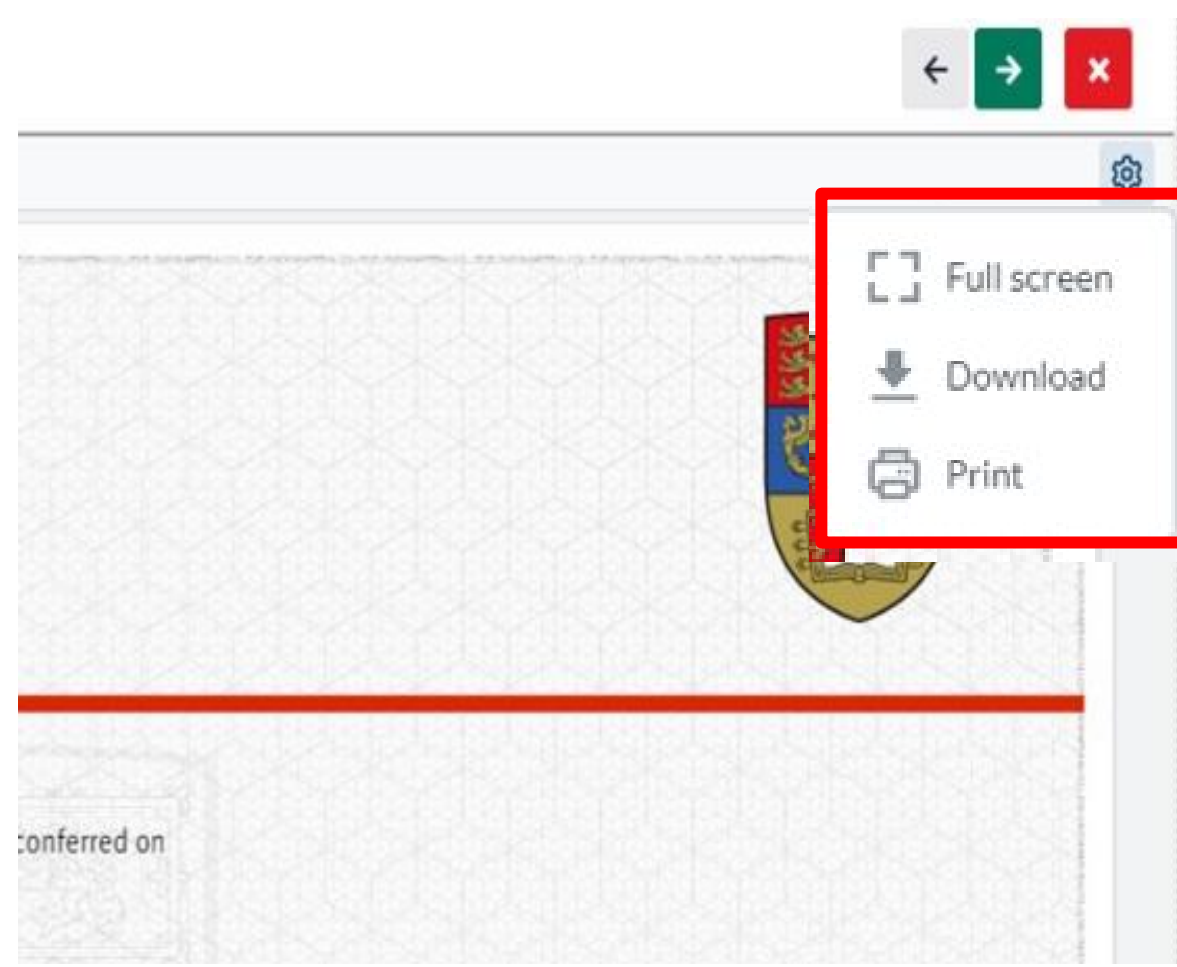
Award documents open by default on the Certificate. Use the dropdown highlighted here to select the transcript or cover letter.



### 'My Documents' on 'My Imperial'

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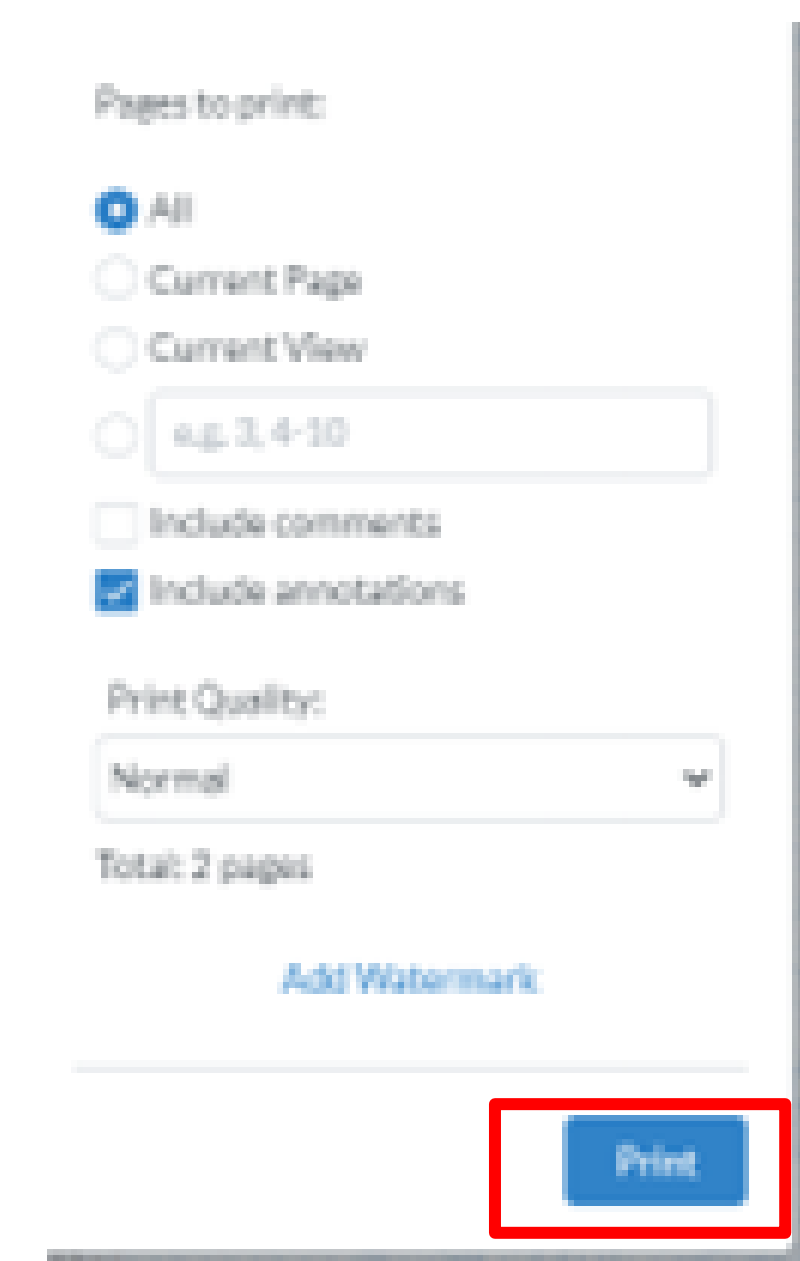
#### How to download or print your documents:



6

Click on the cog icon to select the 'Full screen', 'Download' or 'Print' options.

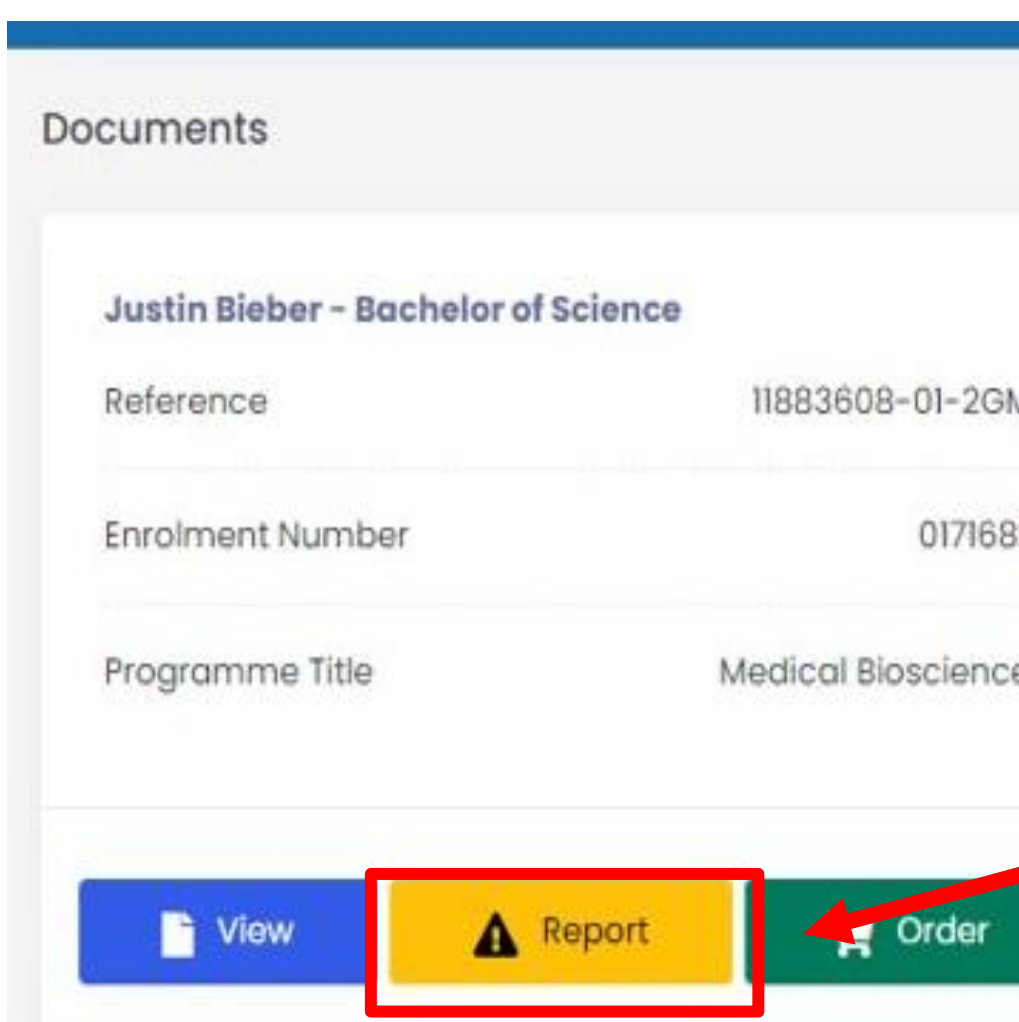
It is possible to download or print the document, but some organisations will not accept this online version. In this situation you can share the documents with the third party. This is covered later in the guide.



7

If document is too large, instead select 'Print' to print to PDF which will create a smaller file. Select 'Print' on the cog menu and click 'Print' again.

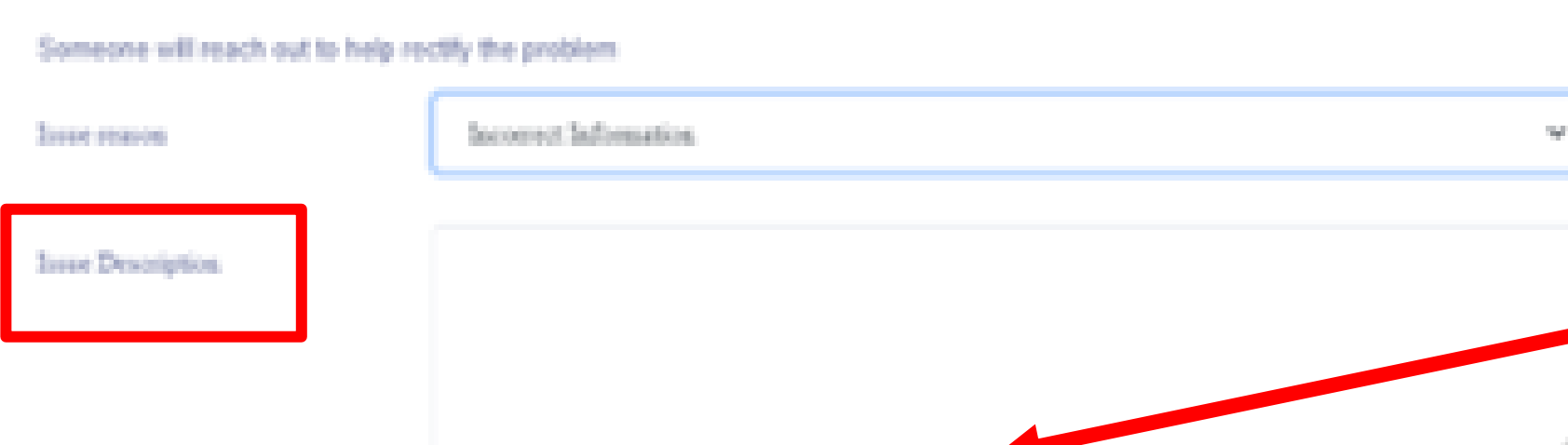
#### How to report an issue with your documents:



8

Click on the yellow 'Report' button to report and issue.

Documents will be updated with any changes you made via My Imperial by 2pm the following working day. If documents have still not updated after this, please send an email to: [registry.systems@imperial.ac.uk](mailto:registry.systems@imperial.ac.uk).



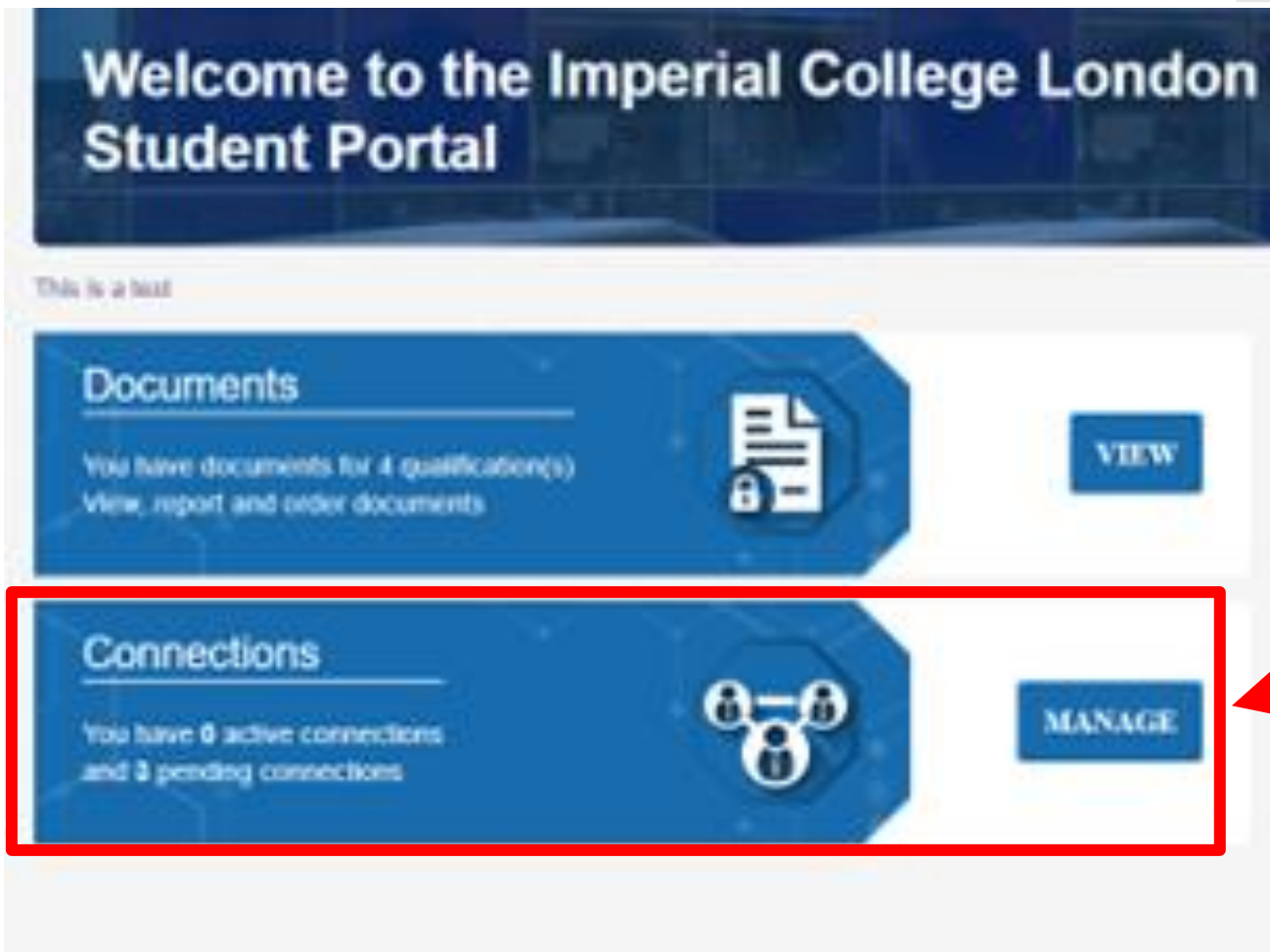
9

Provide as much information as possible on the issue experienced.

### ‘My Documents’ on ‘My Imperial’

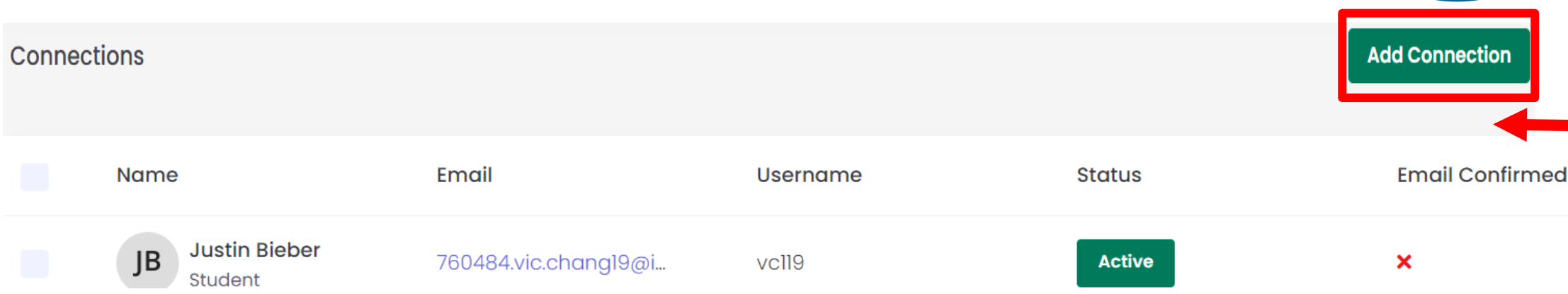
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#### How to share your documents:



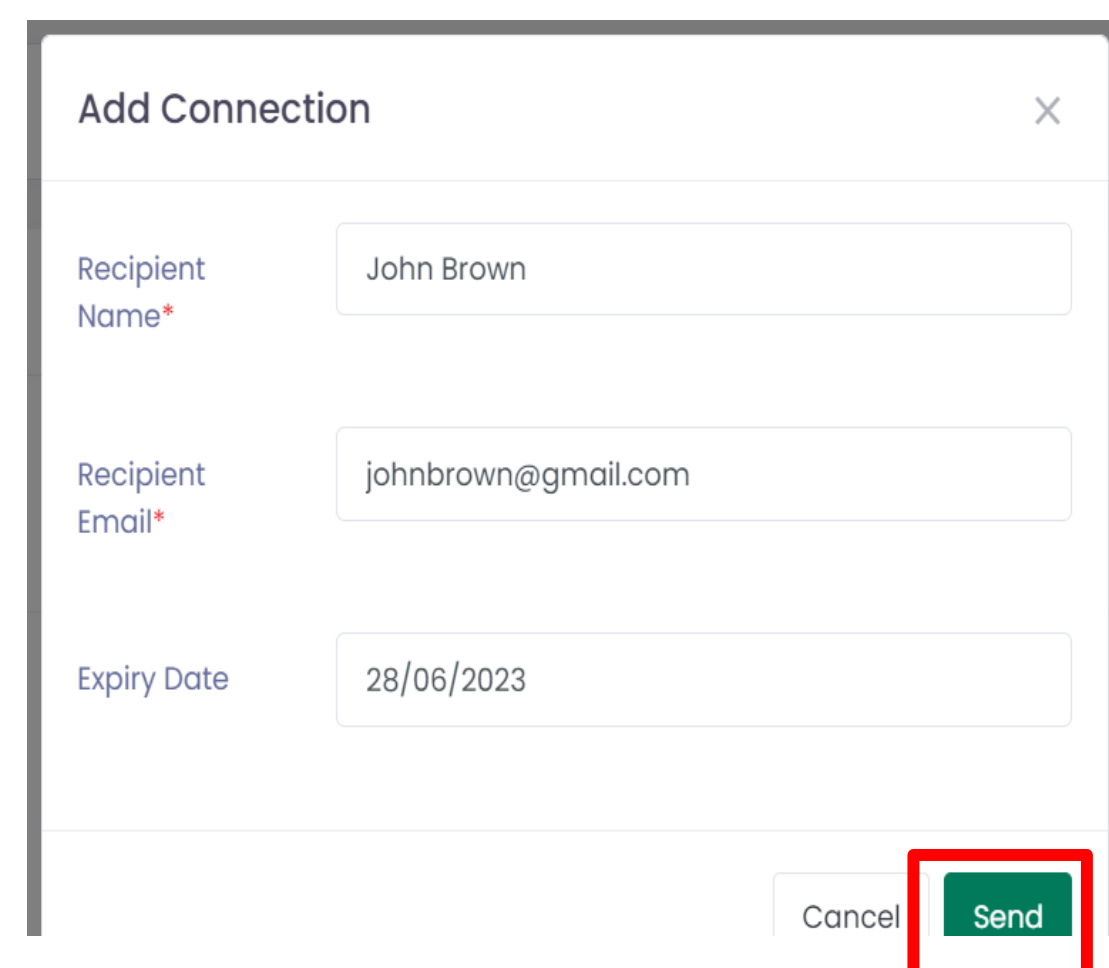
1

Click on the ‘Manage’ button next to ‘Connections’ tile.



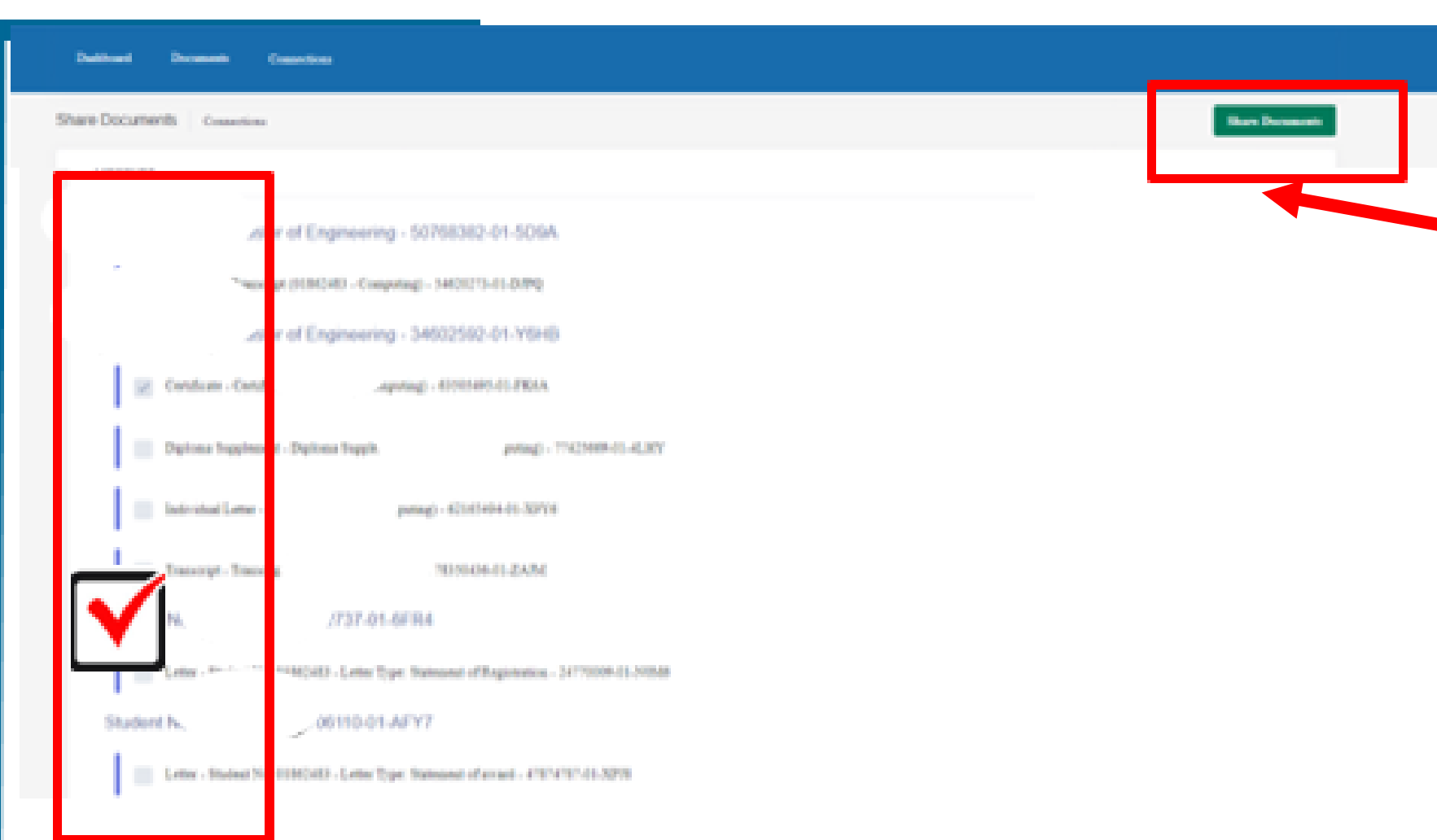
2

To add a new connection, click ‘Add Connection’.



3

Fill in the person’s name, email address and how long you wish them to have access to your documents and select ‘Send’.



4

Tick the documents that you wish the person to view and then click ‘Share documents’.



5

Using the radio buttons under the ‘Actions’ section, you can edit the connection (documents shared, expiry date), delete it or resend an email.