Imperial College London

Digital Certificates (DC) Web Student User Guide

This User Guide is aimed at current student and Alumni who have graduated since 2020.

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Contents

Version 2
11/05/2023

Imperial College London

Approval And Amendments

Version	Author	Date of Change	Approver	Date Approved

Introduction

The purpose of this documents is to help you access official college documents such as:

- Your **Statement of Registration letter**, which confirms your basic personal and programme details and your enrolment status with the College. It is designed for opening a bank account, obtaining council tax exemption and many other situations where you need to prove you're a student with us.
- Your **Statement of Award letter**, which confirms your basic personal, programme registration and award details.
- Your **Pre award Transcript**, which is a record of all your final module results and will be available following publication of your results to My Imperial (My Student Record).
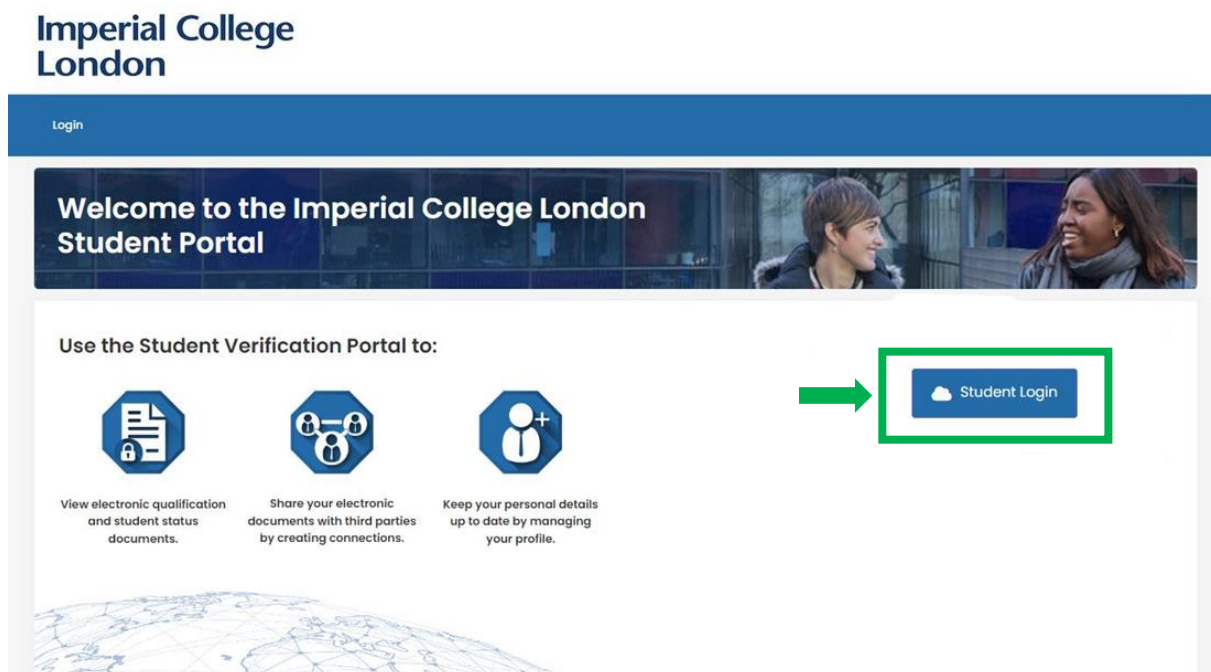
Key Web Links

MyImperial	https://my.imperial.ac.uk/
Access e-Documents	https://student-edocuments.imperial.ac.uk/Account/LoginViaAzure
Student Records	https://www.imperial.ac.uk/student-records-and-data/for-current-students/request-an-official-document/
3rd Party Verification Guidance	https://www.imperial.ac.uk/student-records-and-data/for-current-students/information-about-higher-education-degree-datacheck-hedd/
Student Hub	https://www.imperial.ac.uk/student-hub/
ICT Support Request	https://servicemgt.imperial.ac.uk/

Imperial College London

How to access my documents – View, Print, Download

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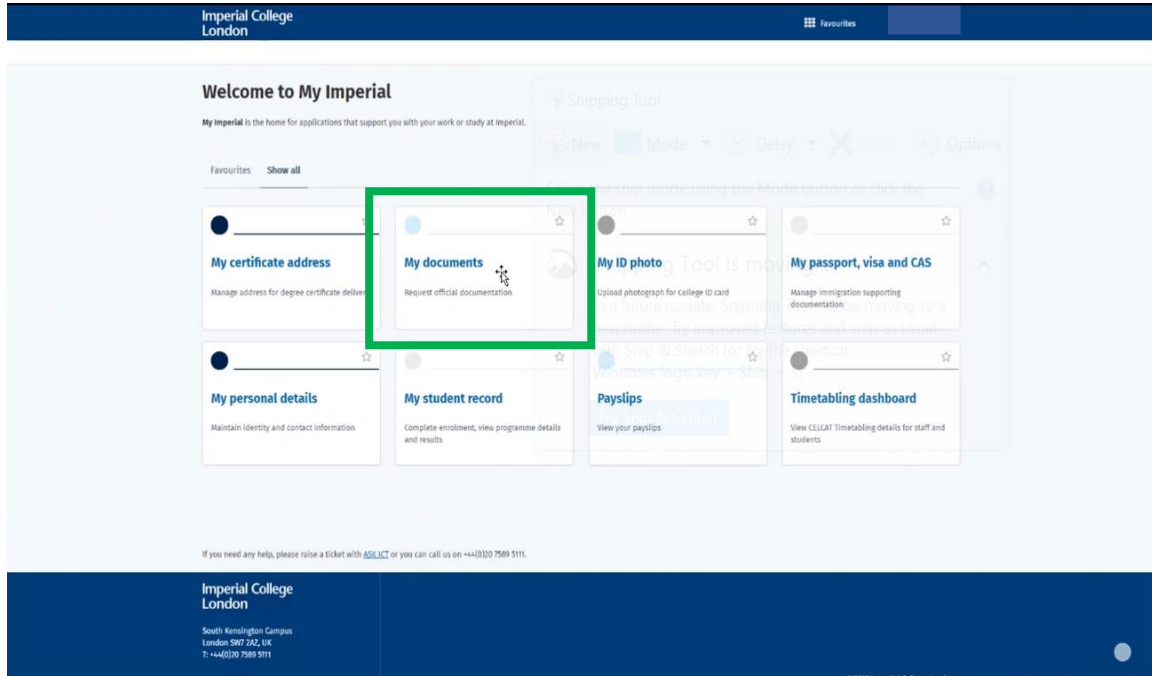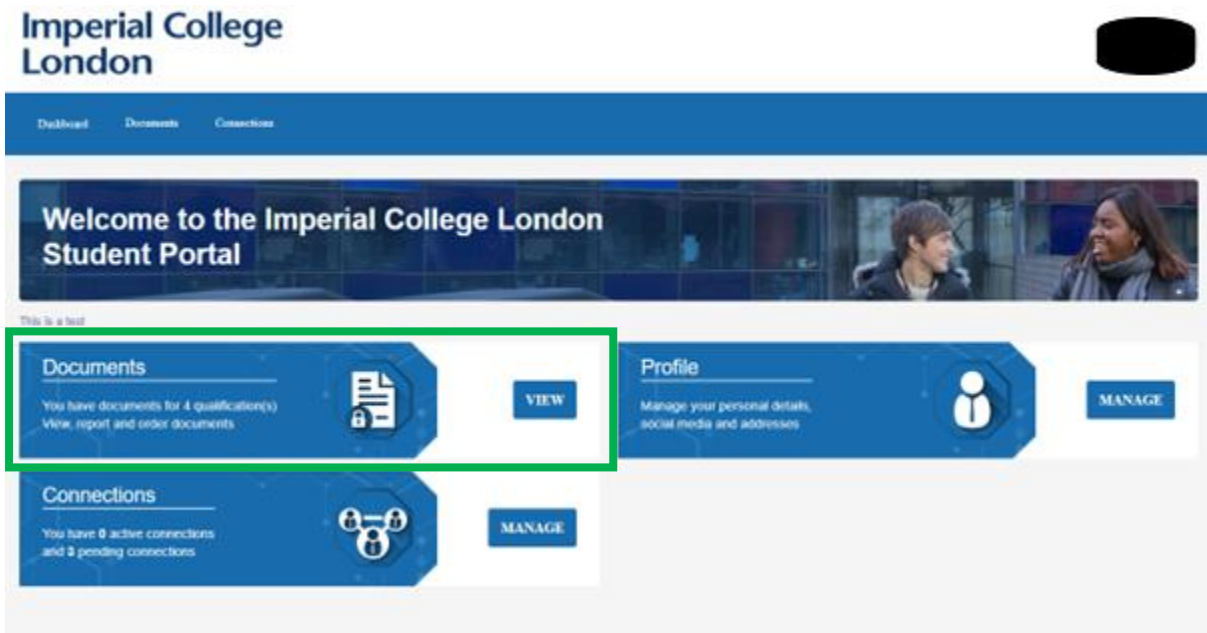

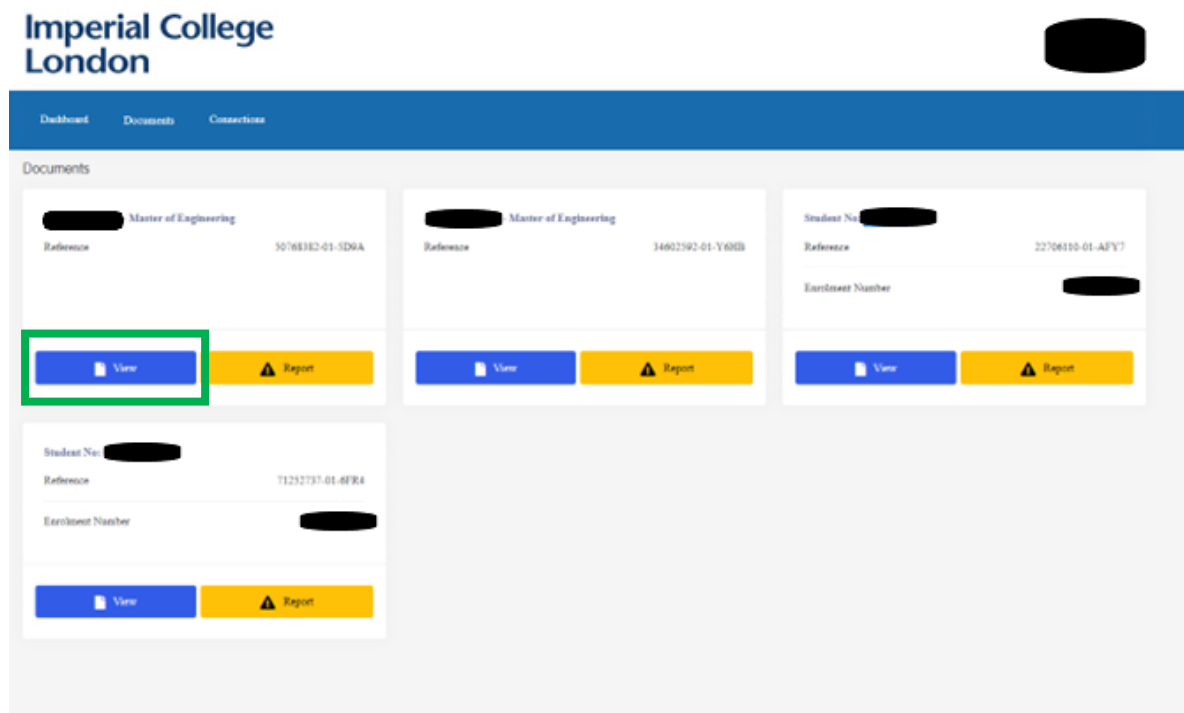2. This will take you to a login page. Select 'Student Login'

Imperial College London

3. Enter your Imperial username and password
4. This will take you to your personalised Student Portal. Select the view button adjacent to the Documents tile

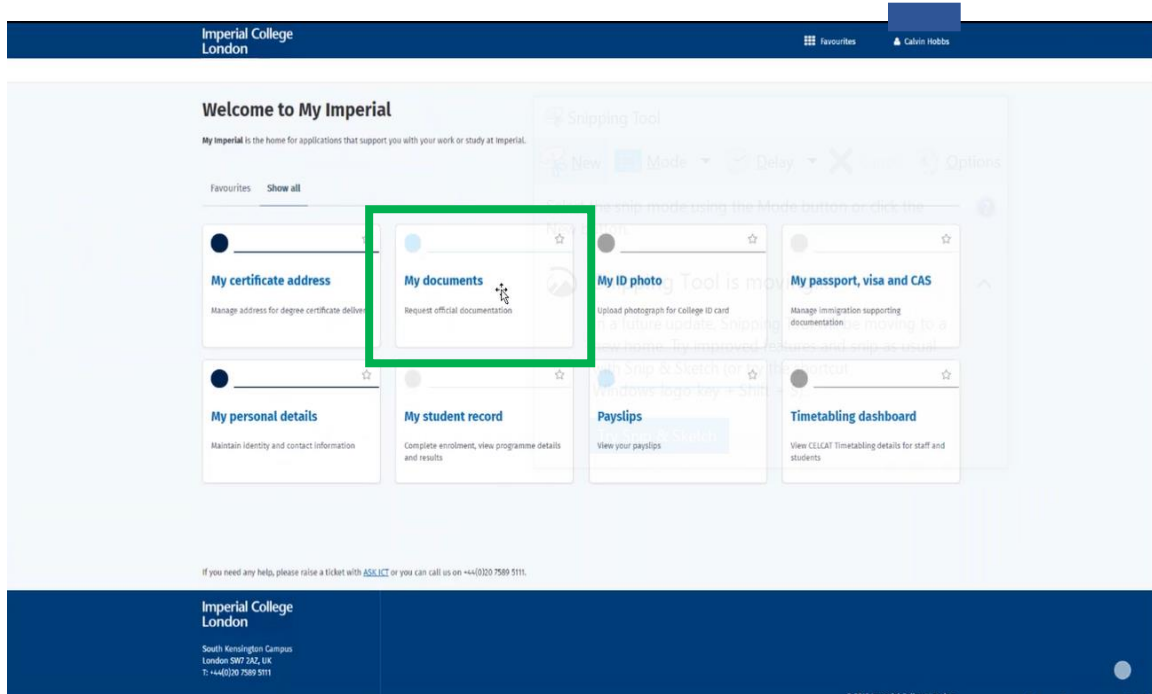5. This will display all available documents. Click the view button on the document you wish to view
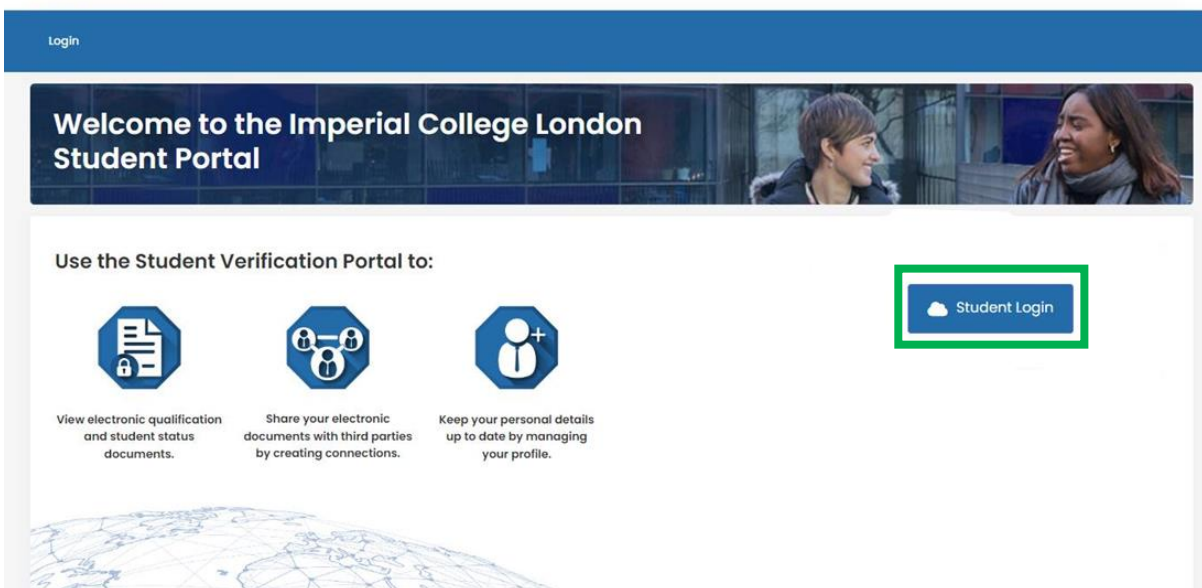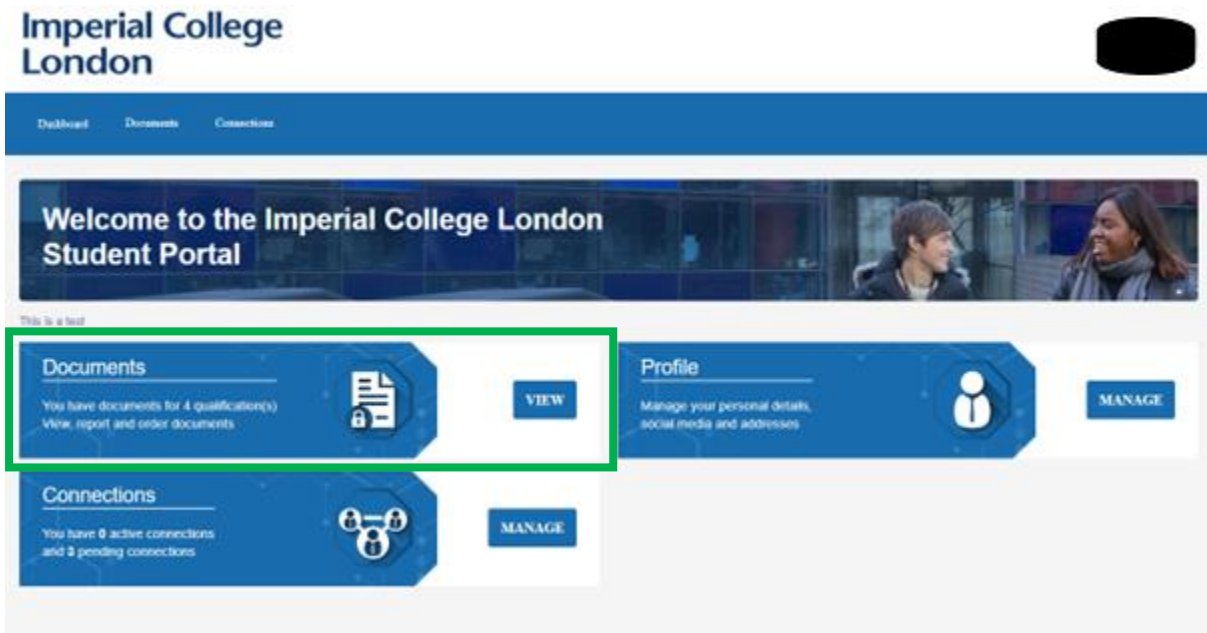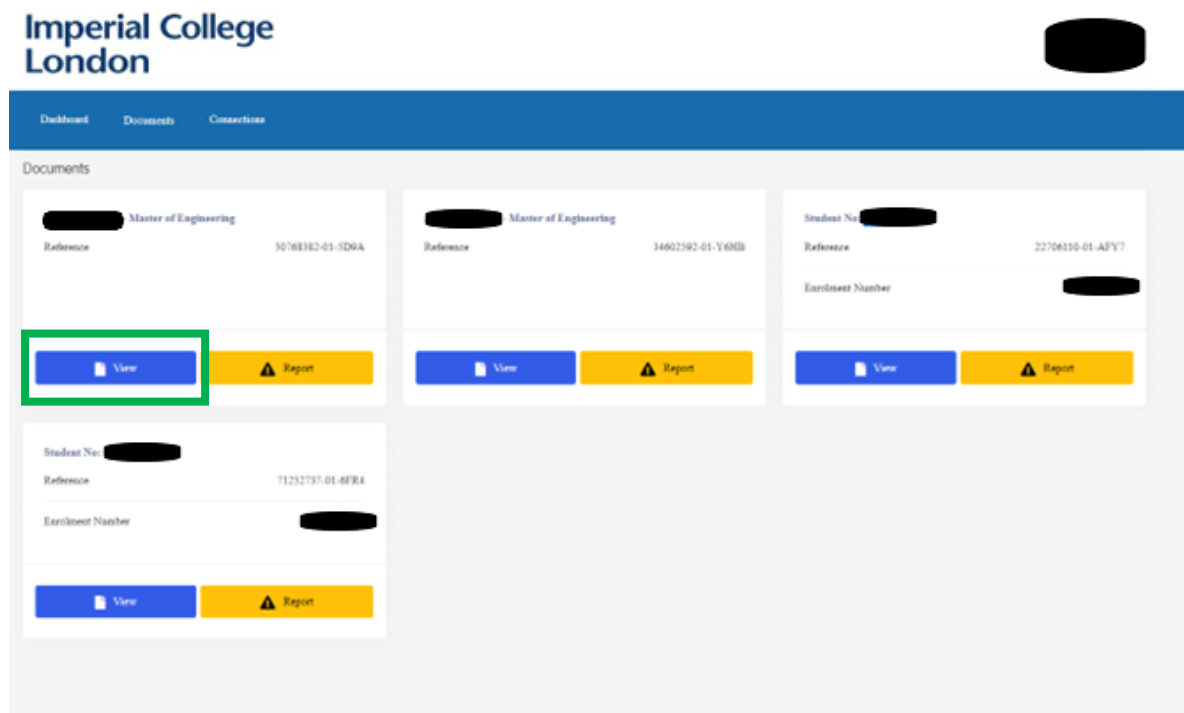
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6. Select the cog on the right-hand side of the screen and this will give you the option to view the document full screen, download, or print a copy

Version 2
11/05/2023

Imperial College London

Viewing all award documents

To view all the award documents for your degree (Cover Letter, Certificate, and Transcript).

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

2. This will take you to a login page. Select 'Student Login'

3. Enter your Imperial username and password
4. This will take you to your personalised Student Portal. Select the view button adjacent to the Documents tile


5. This will display all available documents. Click the 'view' button under the award document.

Version 2
11/05/2023

6. This will bring up one of the award documents. In this example you are viewing the certificate.

   To view the other award documents such as transcript and cover letter, select the dropdown above the document. Select the document you wish to view to switch between the different award documents.
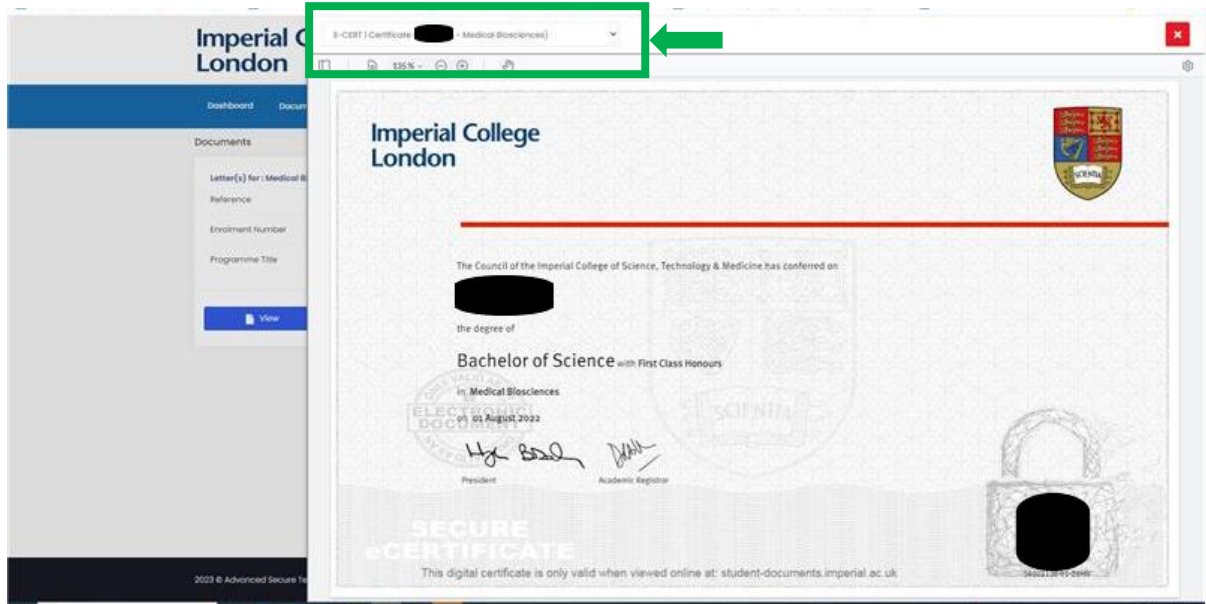

Please note: You won't be able to select the individual document types (cover letter, certificate, and transcript) separately for your awarded qualification from this page.
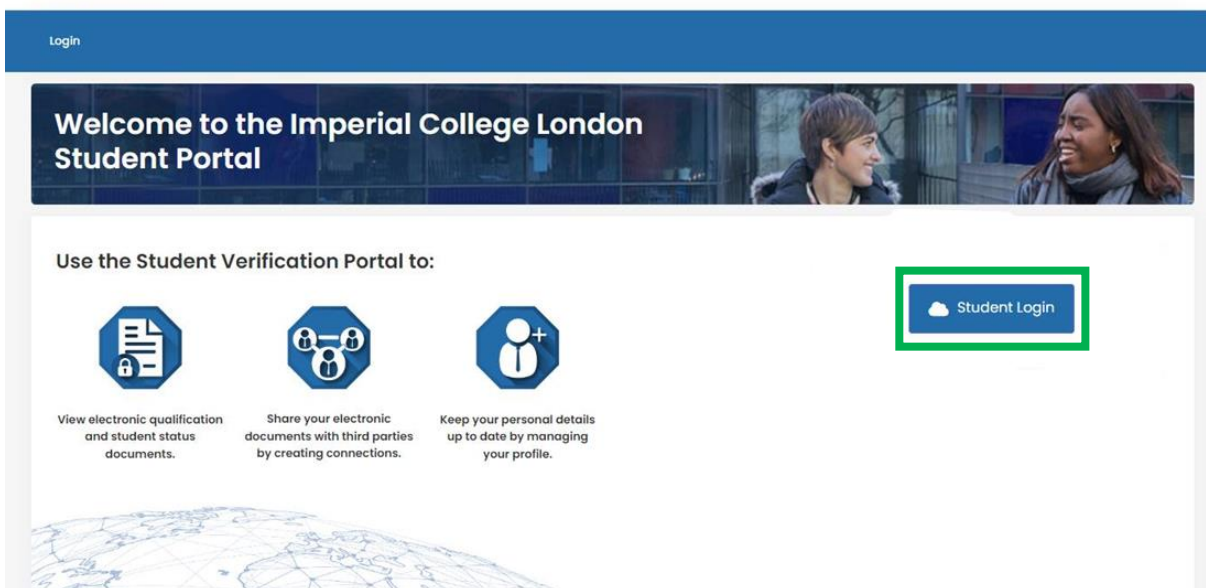
Imperial College London
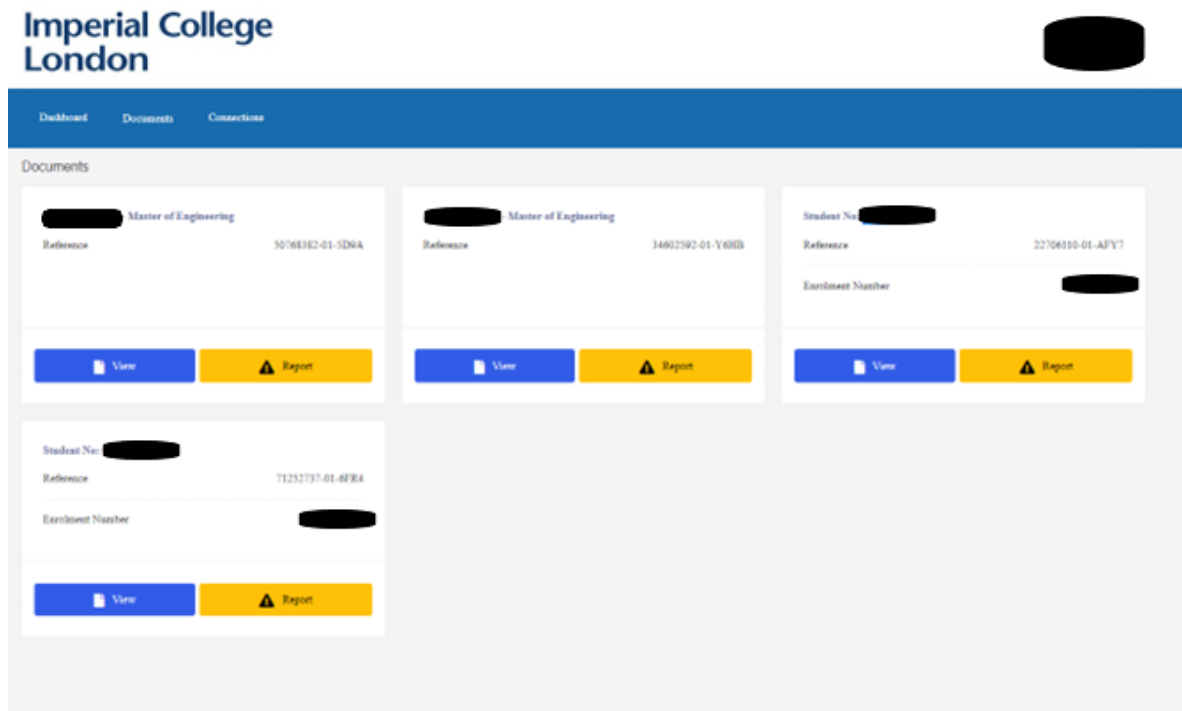
How do I reduce the size of my downloaded document

You may need a smaller file size to upload to an external site

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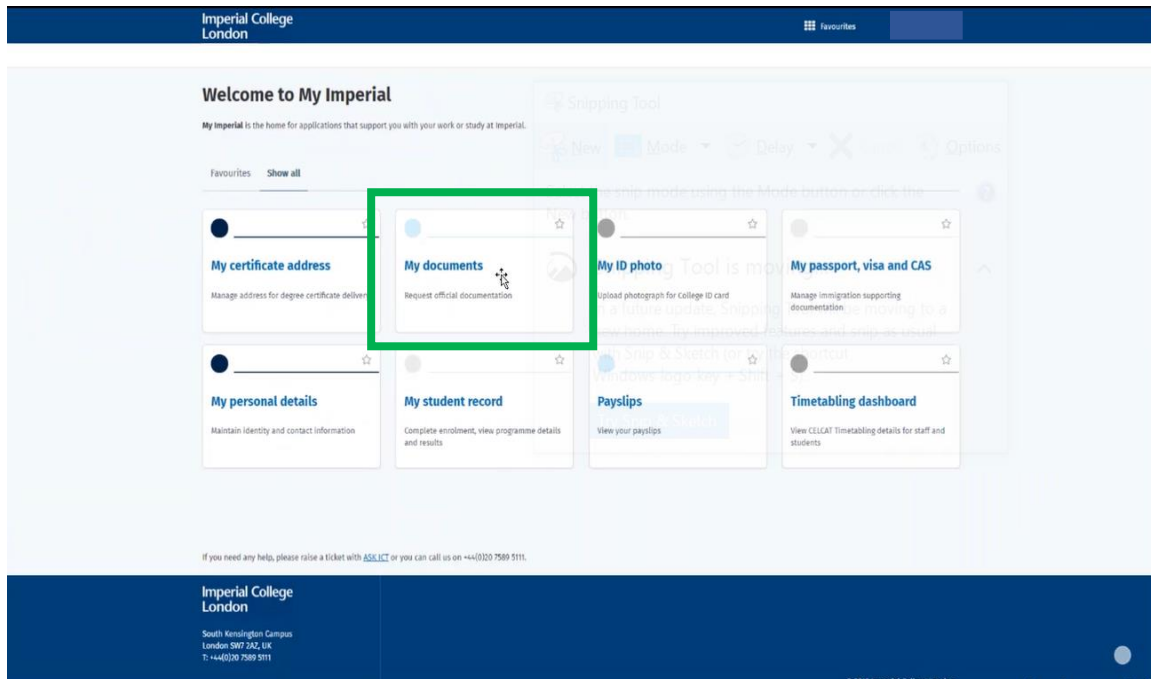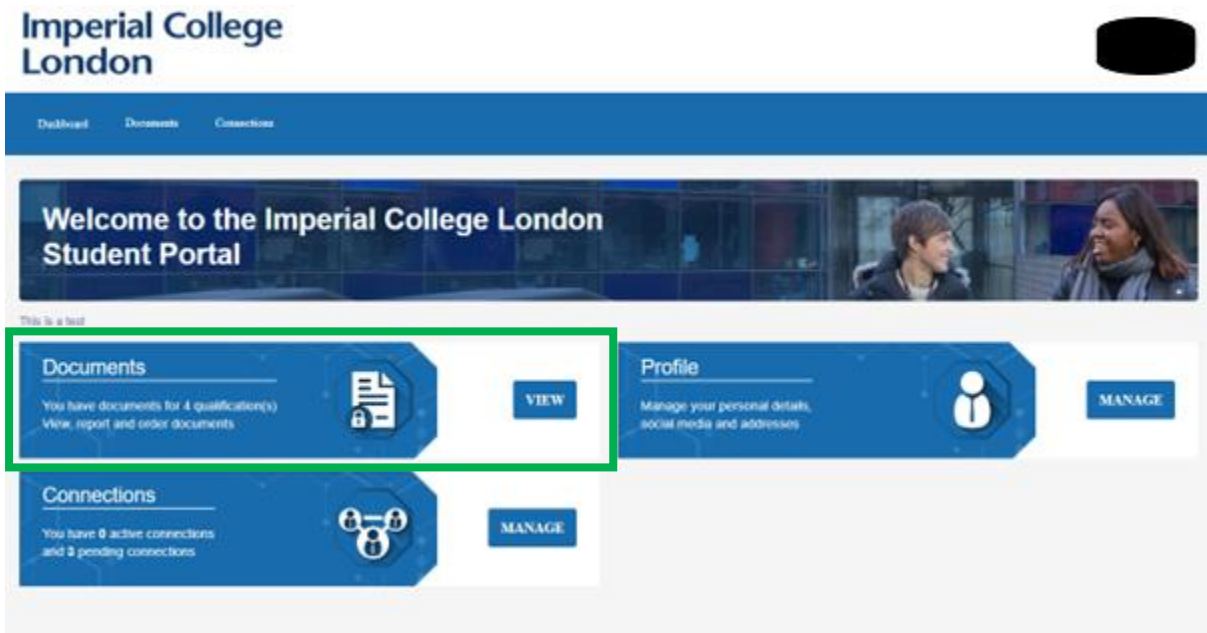

2. This will take you to a login page. Select 'Student Login'
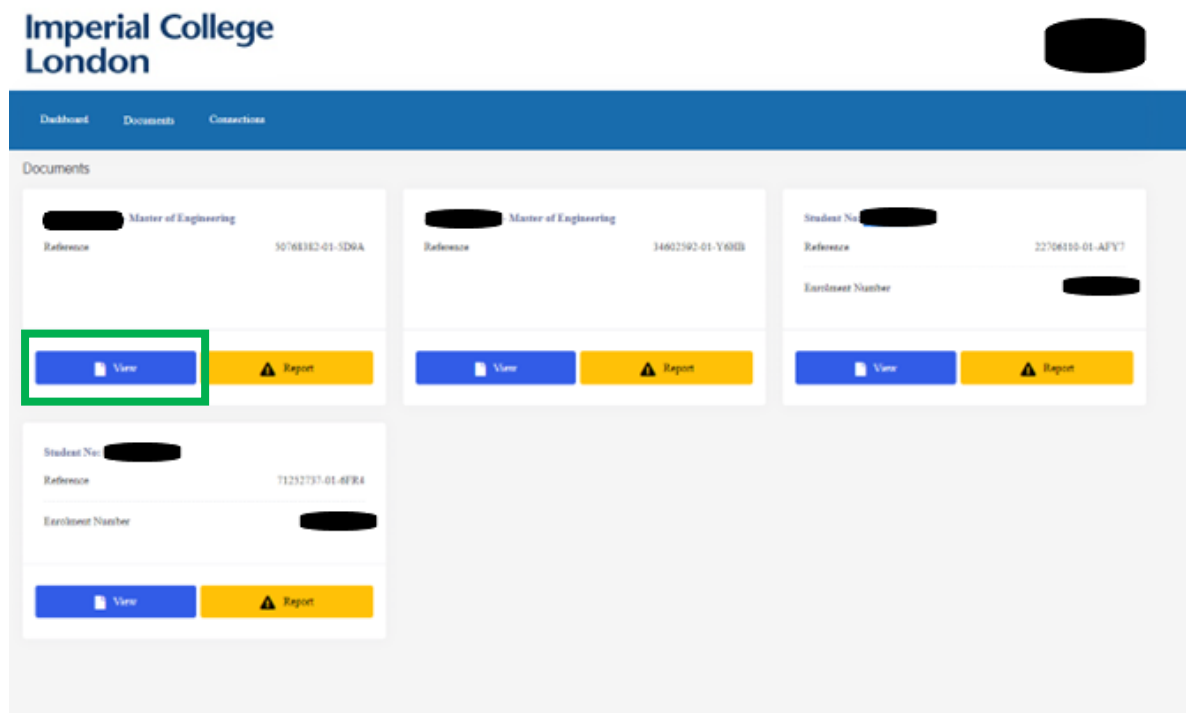
3. Enter your Imperial username and password
4. This will take you to your personalised Student Portal. Select the view button adjacent to the Documents tile
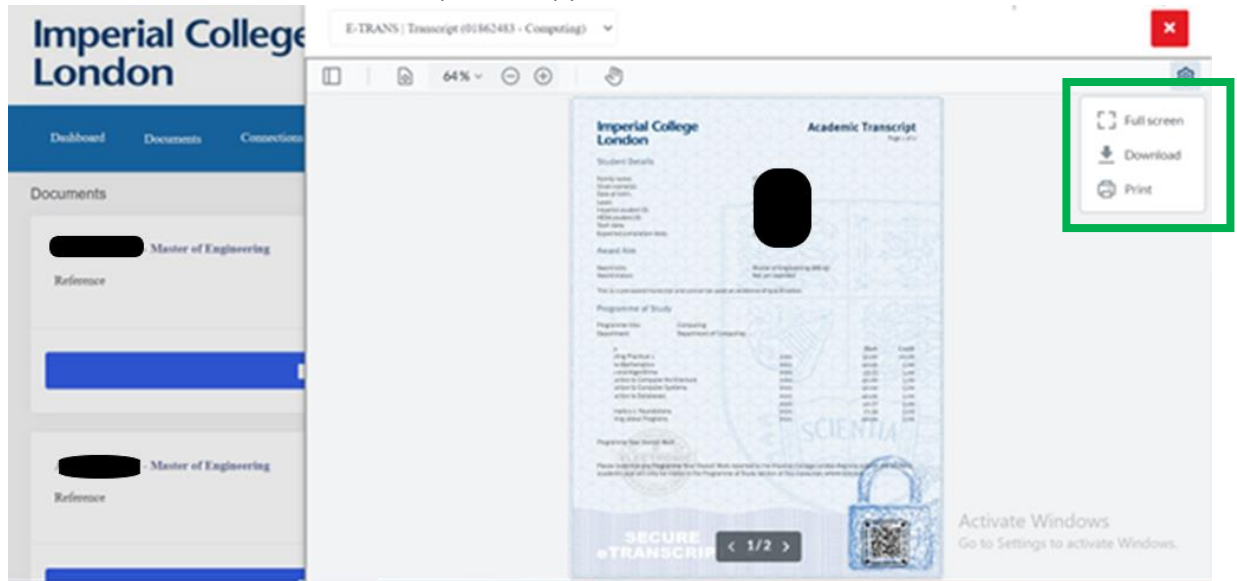

5. This will display all available documents. Click the view button on the document you wish to view
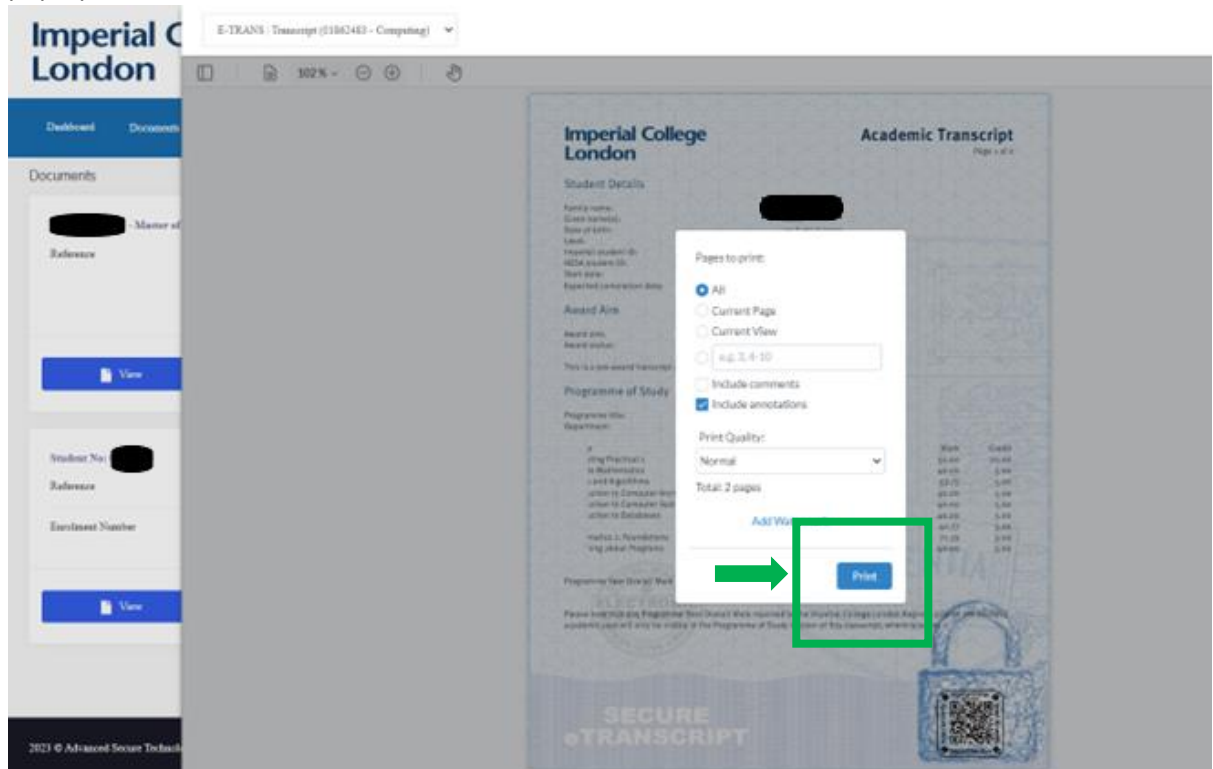
Version 2
11/05/2023

Imperial College London

6. Select the cog on the right-hand side of the screen and this will give you the option to view the document full screen, download, or print a copy
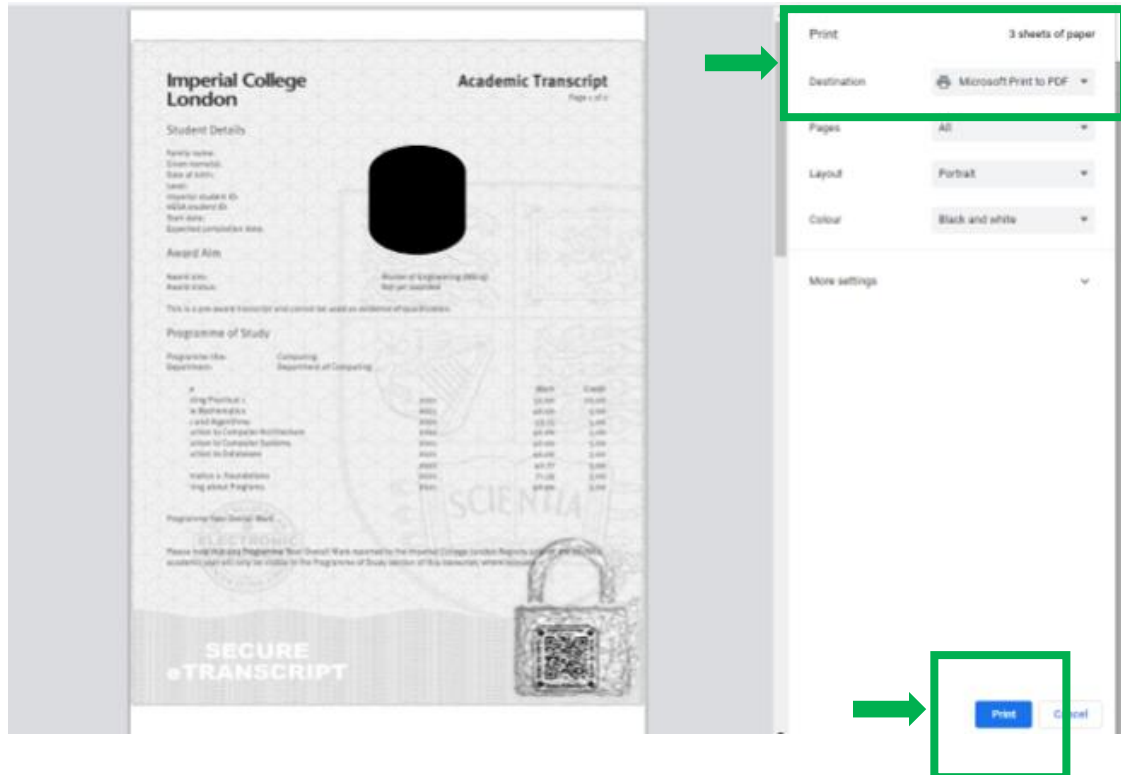

7. Should the download size of the PDF be too large, instead select "Print" and select print in the pop-up

Imperial College London

8. In Destination, select "Microsoft Print to PDF" from the drop-down. If this is not immediately visible, select more in the drop down and select Microsoft Print to PDF and then click Print.


9. File can now be saved in a location of your choice.

Version 2
11/05/2023

Imperial College London

How do I report an issue with my document

Follow these steps if you noticed issues/incorrect information on your documents.

Note: If you have made a change to your personal details in My Imperial, the change will be reflected in your document the following weekday after 12pm.
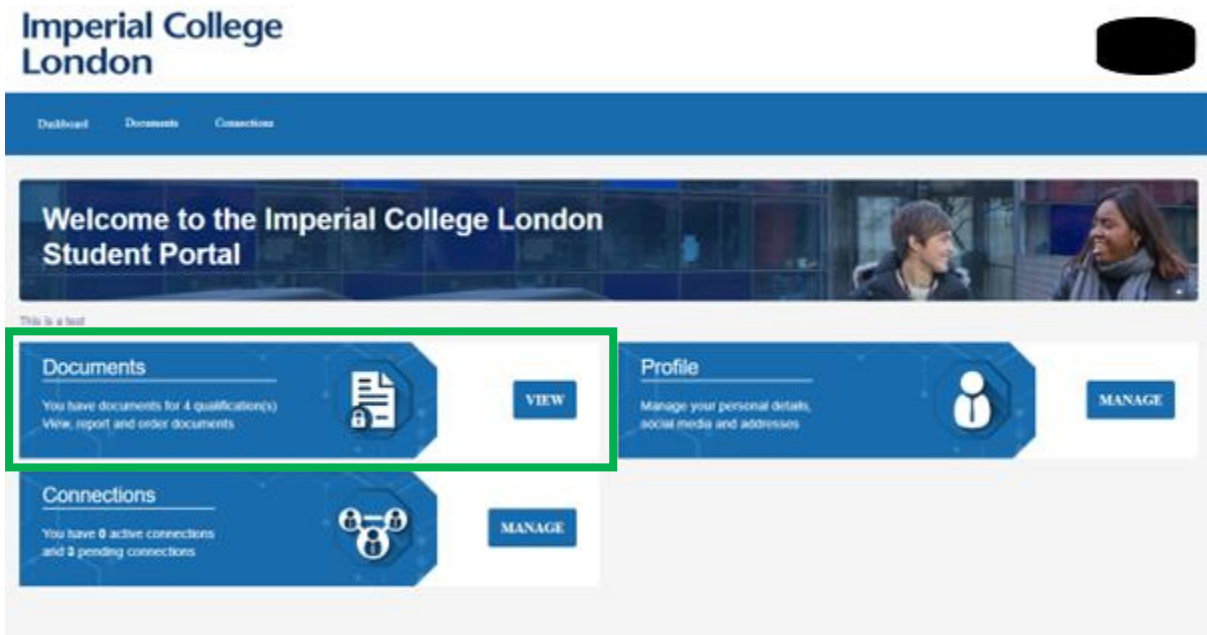
1. Log into My Imperial via https://my.imperial.ac.uk/ and click on the My documents tile
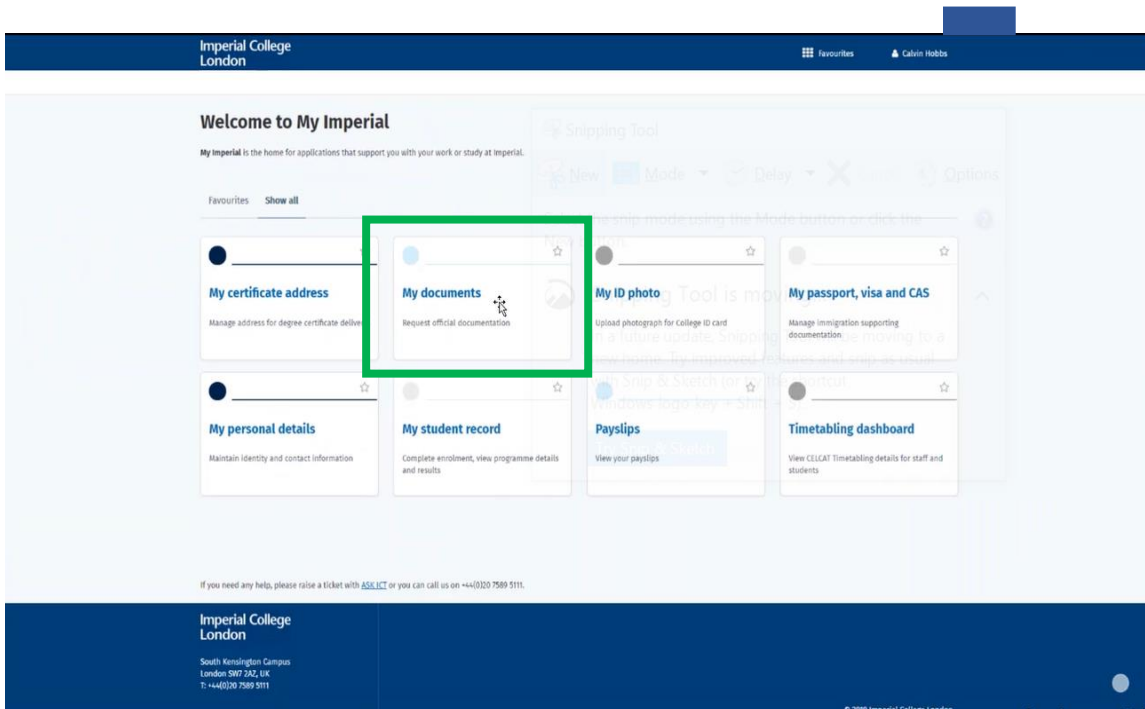
2. This will take you to a login page. Select 'Student Login'
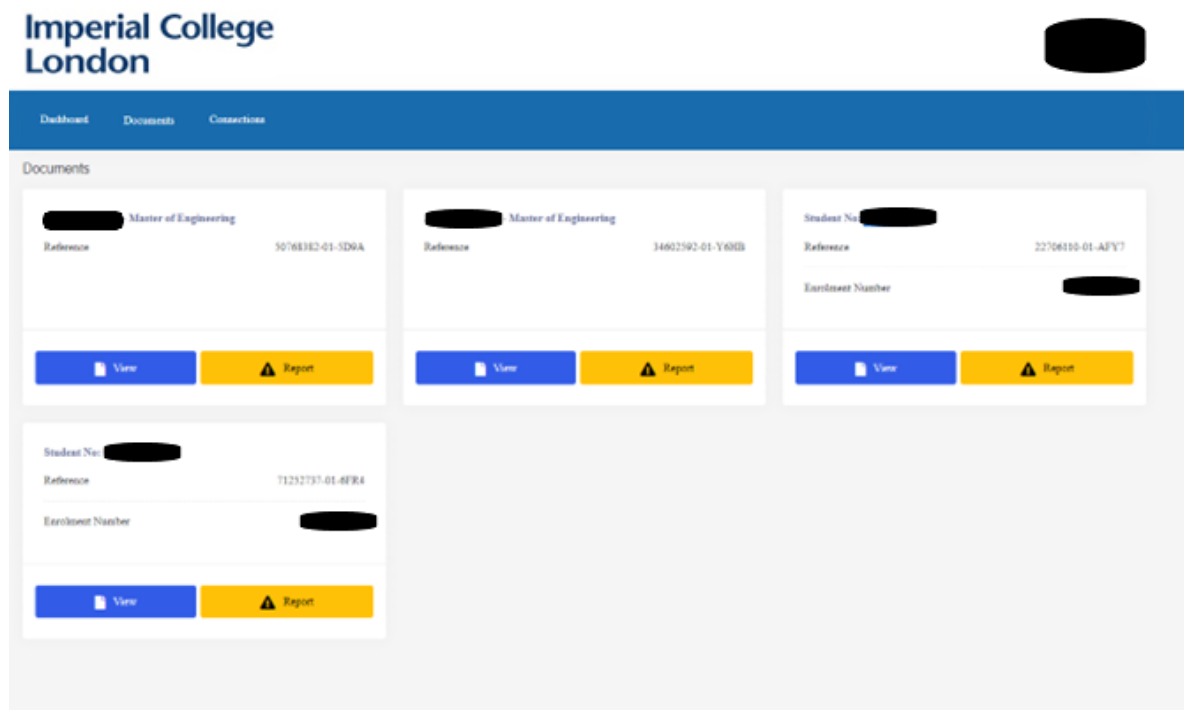
Version 2
11/05/2023
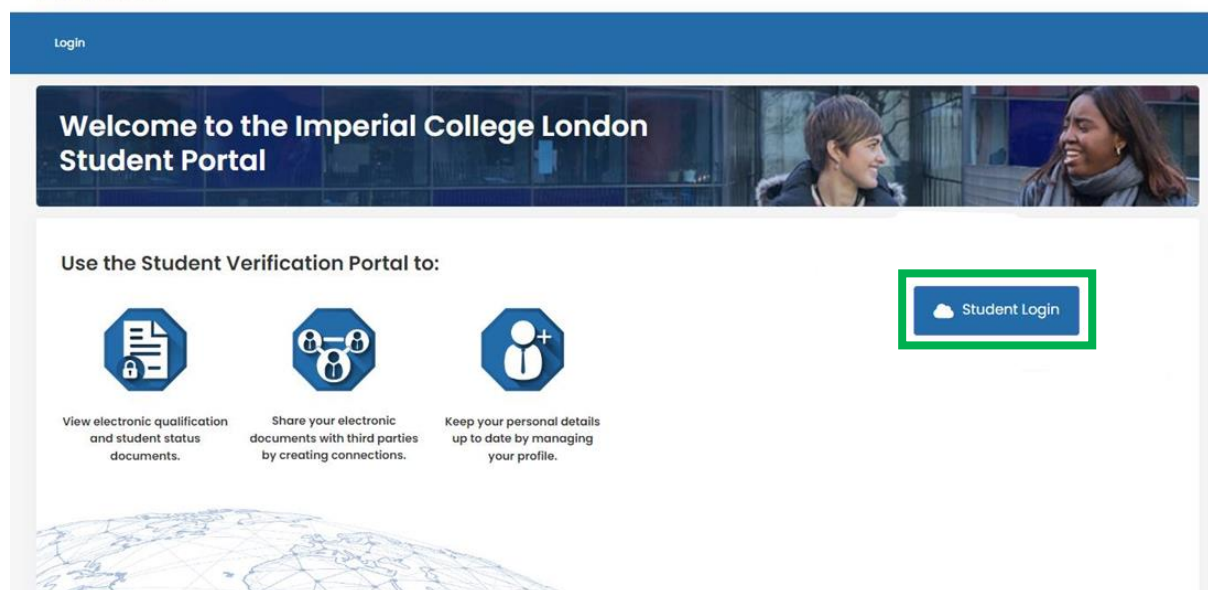
Imperial College London

3. Enter your Imperial username and password
4. This will take you to your personalised Student Portal. Select the view button adjacent to the Documents tile
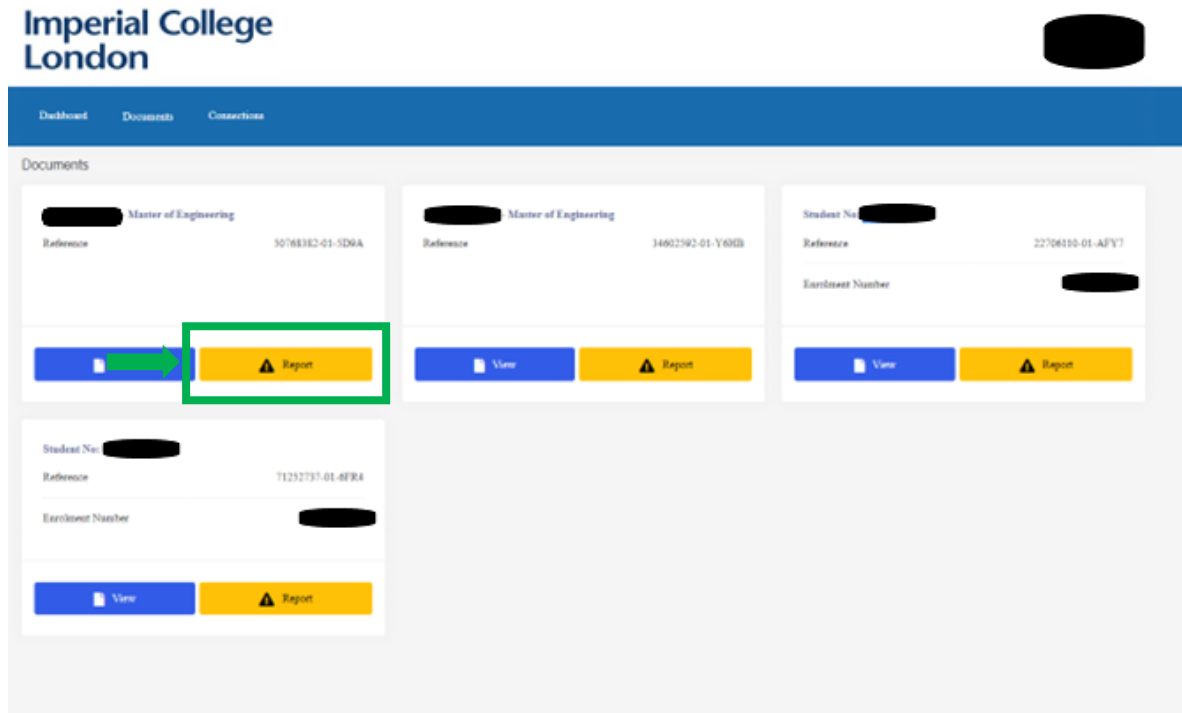

5. This will display all available documents. Click the view button on the document you wish to view
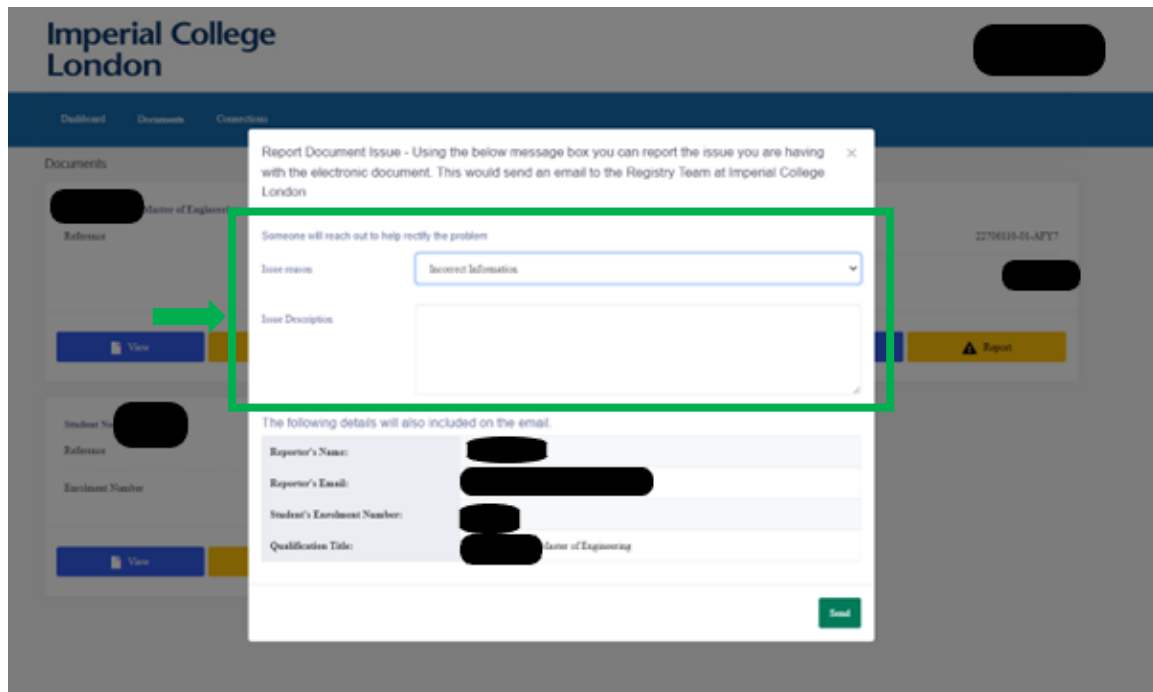
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6. If there is a mistake which requires correction, exit the preview screen and click on the yellow report button on the incorrect document

7. A form will appear to complete, select "Incorrect Information". In the issue description provide details of the error and what requires correction

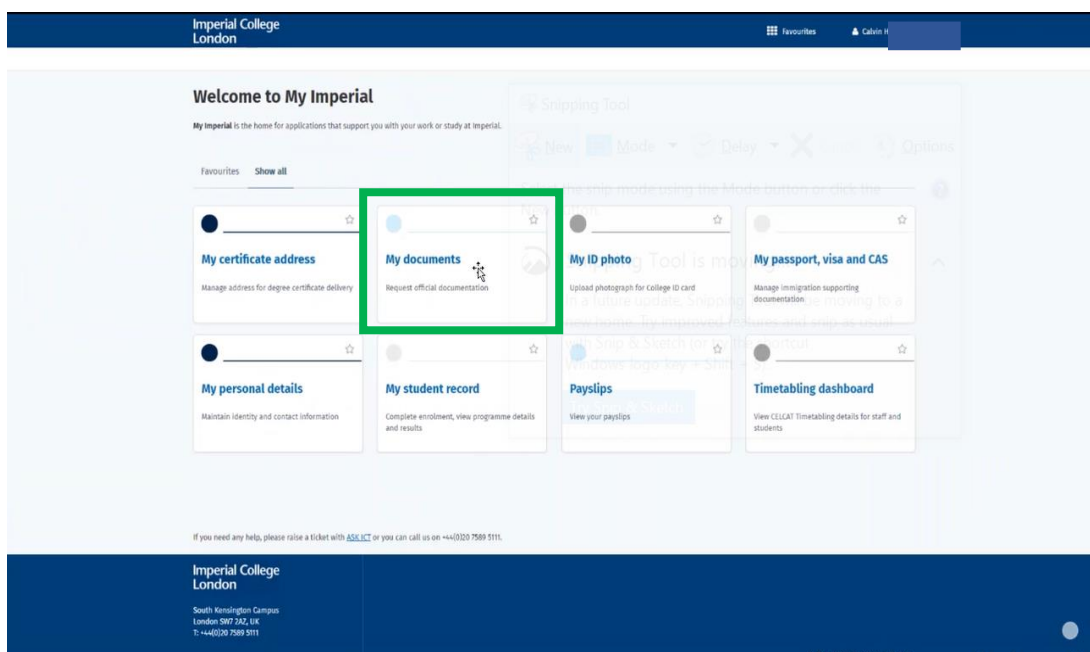**Imperial College London**

8. If you cannot view your document or other technical limitations, select "Technical Issue". In the issue description provide details of the issue

9. If you are experiencing issues which are not related to technical issues or data, please select "Other" and provide details in the issue descriptions

10. This will be passed to the relevant team to investigate and resolve for you.

Imperial College London

## How do I share my qualification documents with other people

The 3rd party can scan the QR codes on the documents that will prompt them to register their detail. You will then be notified to approve this third-party connection.

Alternatively, follow these steps if you want to share your qualification documents with third parties.

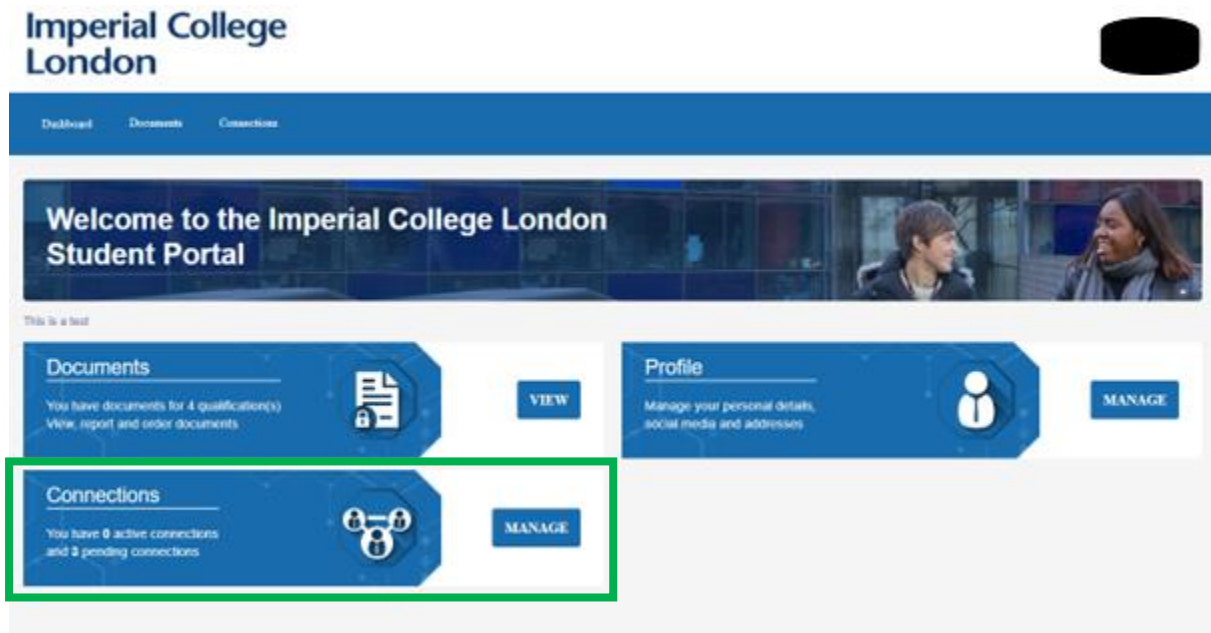1. Log into My Imperial via https://my.imperial.ac.uk/ and click on the My documents tile
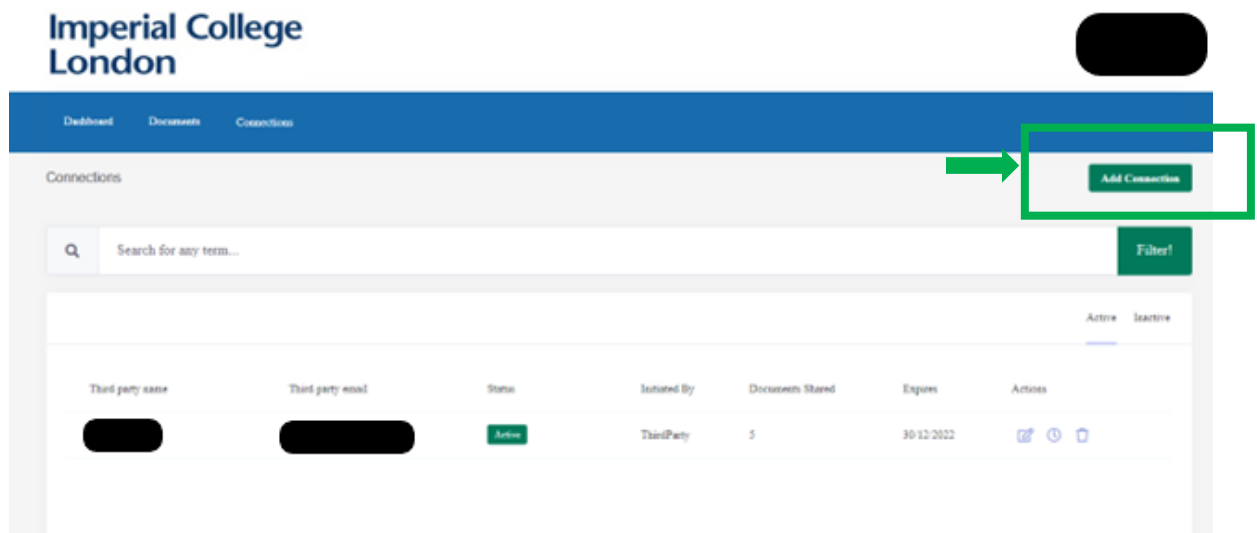

2. This will take you to a login page. Select 'Student Login'
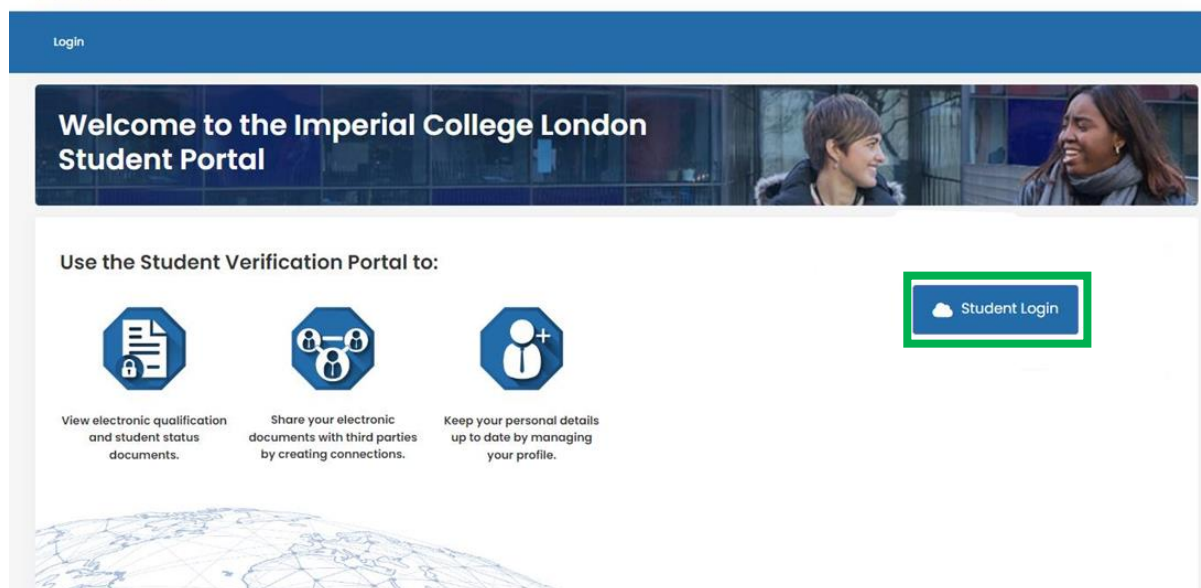
3. Enter your Imperial username and password

4. This will take you to your personalised Student Portal. Select the view button adjacent to the Documents tile
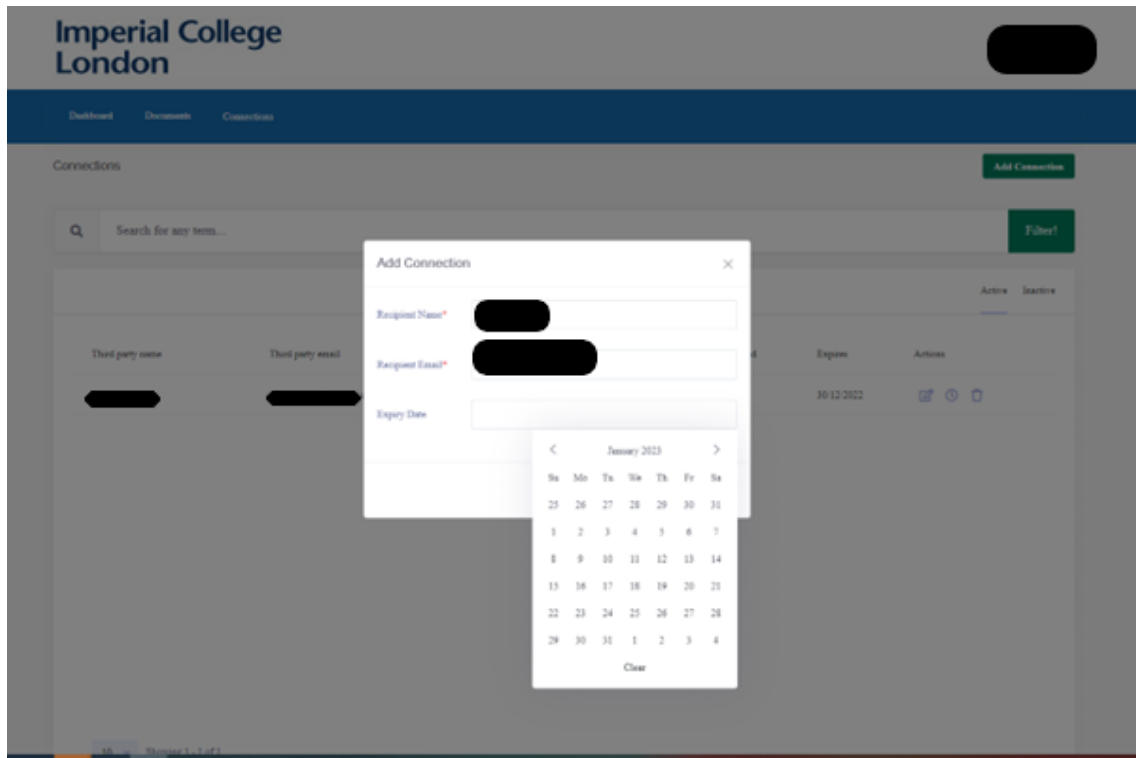

5. Click 'Add Connection'
   Any third parties you have already given access to will appear on this screen as active

Version 2
11/05/2023

Imperial College London

6. Fill in the person's name, email address and how long you wish them to have access to your documents and select 'Send Connection'. This will be saved and you will be taken into the records screen.
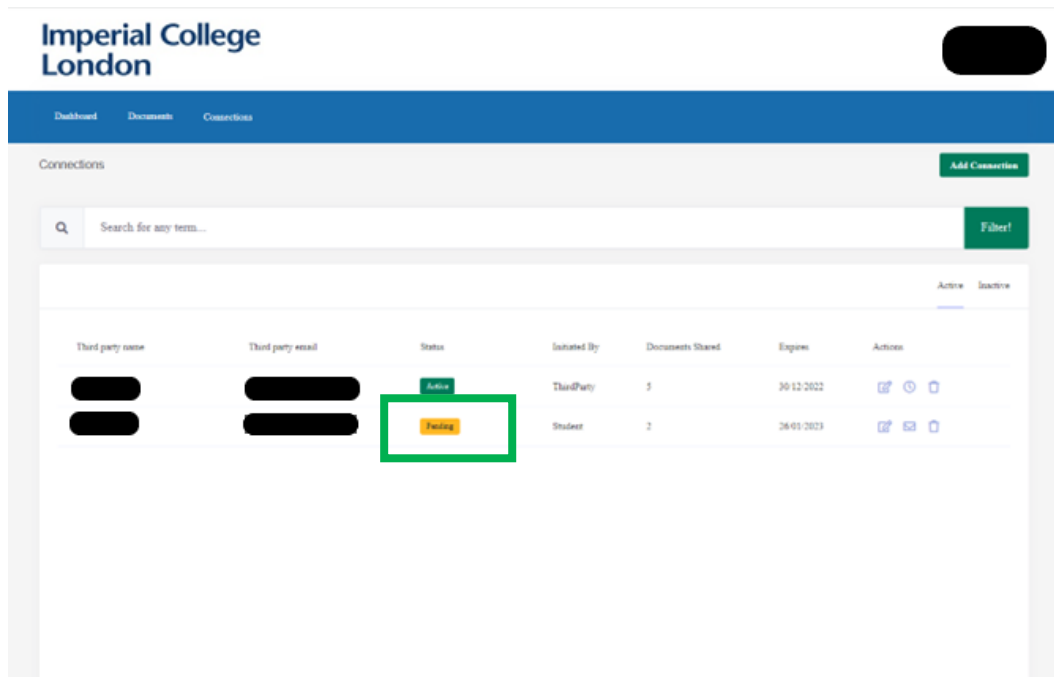

7. Put a tick against the documents that you wish the person to view and then click share documents

Version 2
11/05/2023
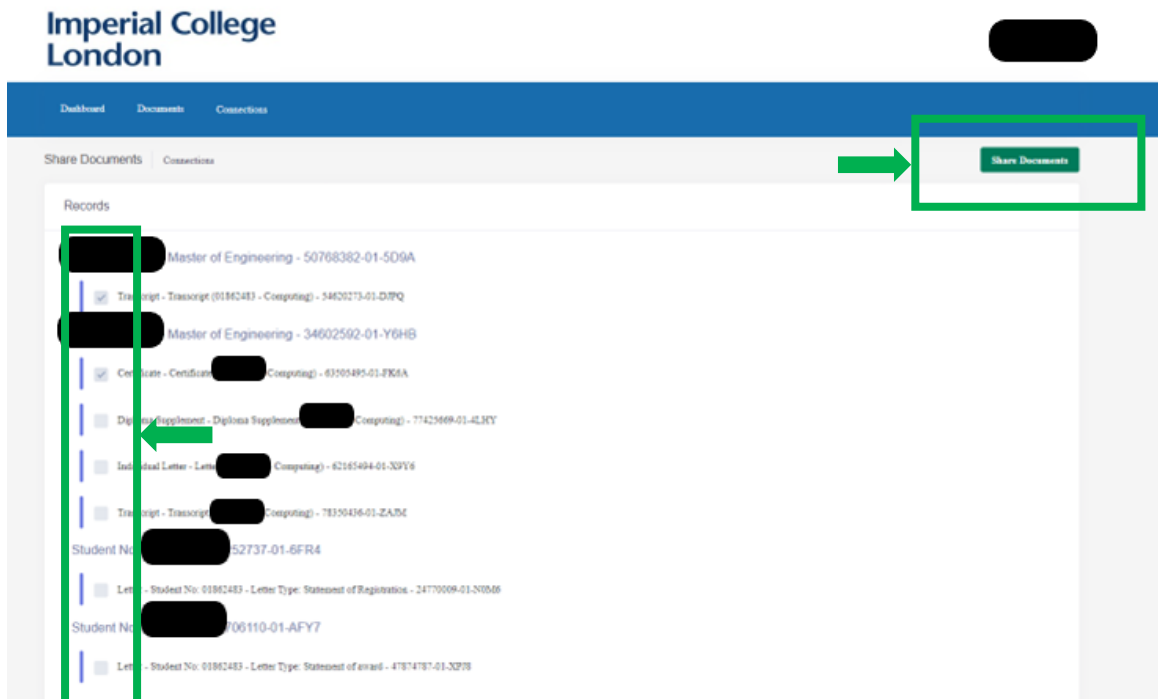
8. Connection will be saved as pending until the third party opens the connection request sent to their email

9. Using the radio buttons under the Actions section, you can edit which documents the person can see, when they should expiry and delete them if no longer wish to be a connection.
If a connection is still pending, you can also resend the email under the actions section
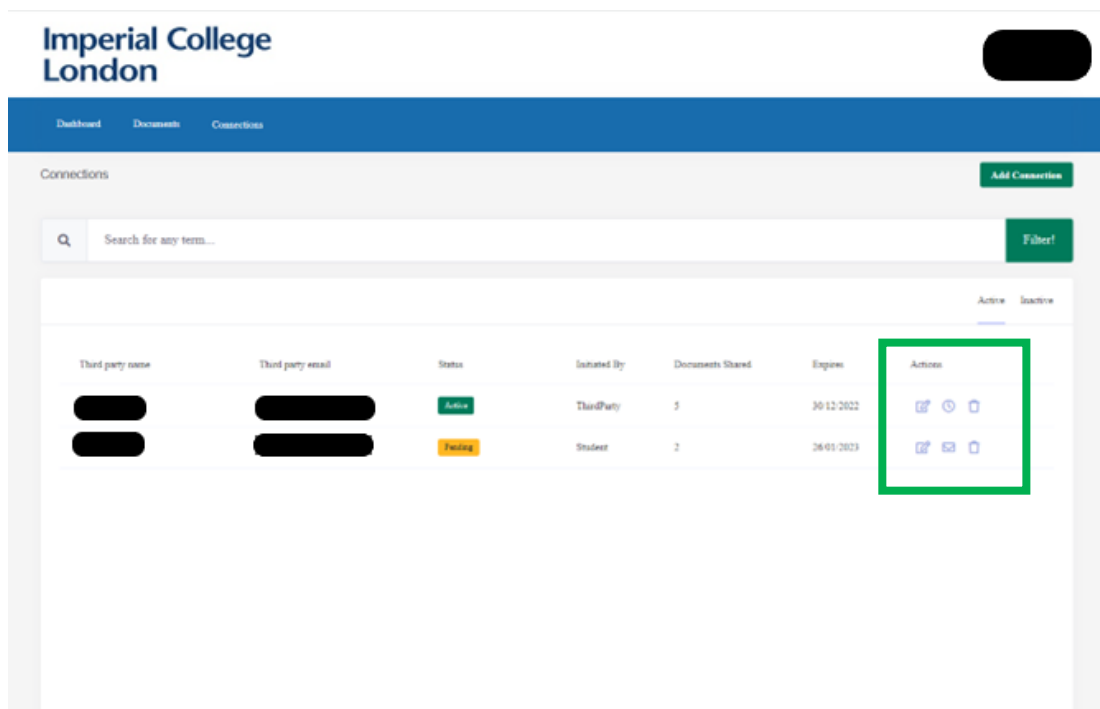
If you cannot view your connections or your connections are active and cannot see your documents, please log a ticket with ICT.

Version 2
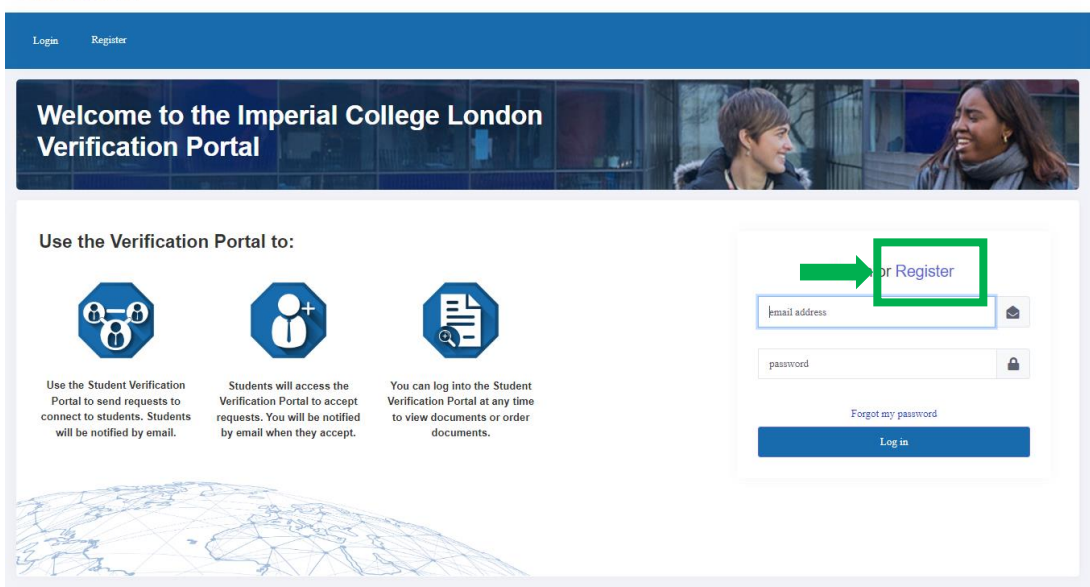11/05/2023

Imperial College London

How can my third party view the documents I have shared with them

If the third party has scanned the QR Code and registered, you (student) must approve the connection for the third party to view the documents.

For third parties you (student) have added yourself by following the steps in the previous section, the third party needs to follow these steps.

1. Third party will receive an email titled "Connection has been requested"
2. Email will contain a link for third party to register via
   https://dcwverify.imperial.ac.uk/Registration
3. Click on 'Register'

4. This will take the third party to a registration page – the third-party email address must match the email address the connection email was sent to

Imperial College London
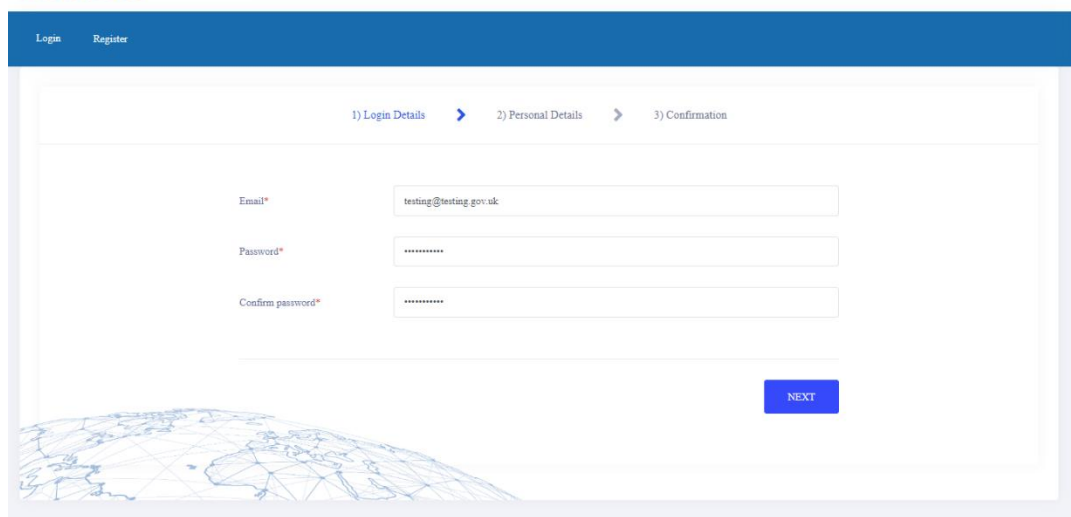
5. Continue to fill in registration details and click register

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Login   Register

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

Email: testing@testing.gov.uk

First Name: Testing2

Last Name: Testing1

PREVIOUS   REGISTER

6. Third party will receive a verification email upon registration. Click the link and this will take you back to the portal where you can log in with your details
7. Click 'Connections' tile which details how many active and pending connections with Students there are

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Hi, Testing2 TT

Dashboard   Connections   Search

Welcome to the Imperial College London Verification Portal

Features:
- Confirm Student Status
- Verify Qualifications Obtained
- View Electronic Verification Documents
- Order Printed Copies of Documents

Check a student document

Create a connection

CREATE

Connections

You have **0** active connections and **1** pending connections

MANAGE

Version 2
11/05/2023

Imperial College London

8. Third party will see that the connection has a status of pending. Select the tick under the Actions header to accept the connection request

9. Once the connection is active, select the magnifying glass underneath the Actions header

Version 2
11/05/2023

Imperial College London
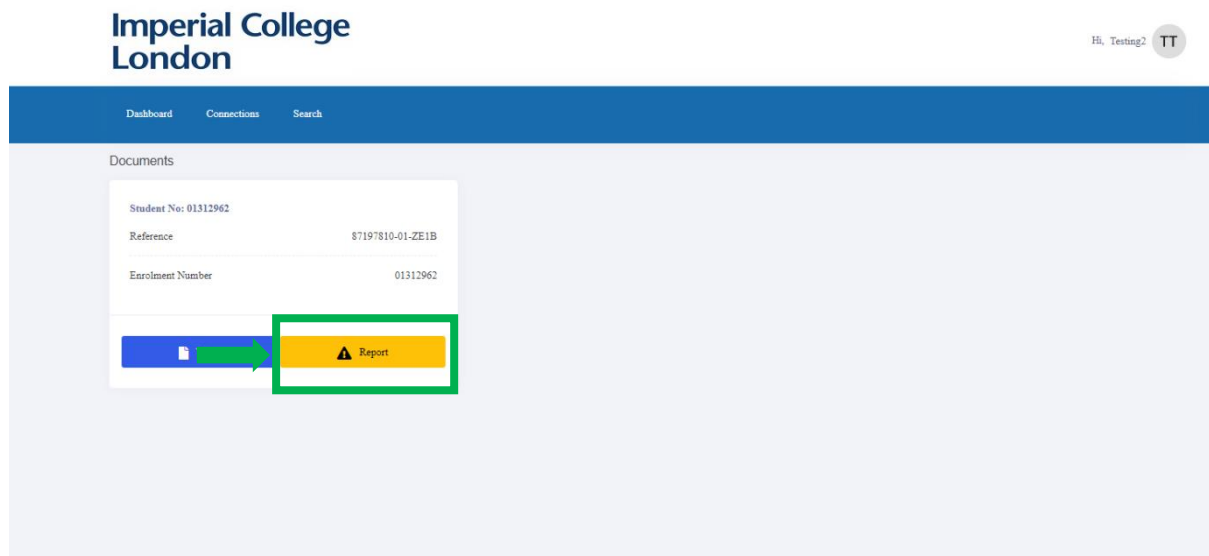
10. Click view and this will bring the document up on screen
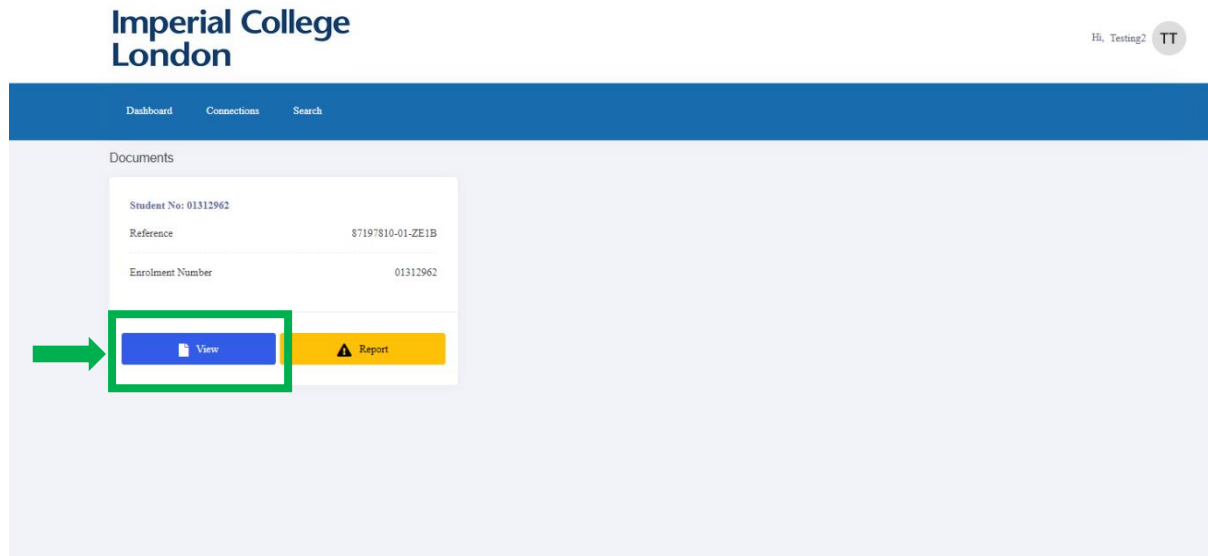
11. Click the cog on the right-hand side of the screen to download or print the document
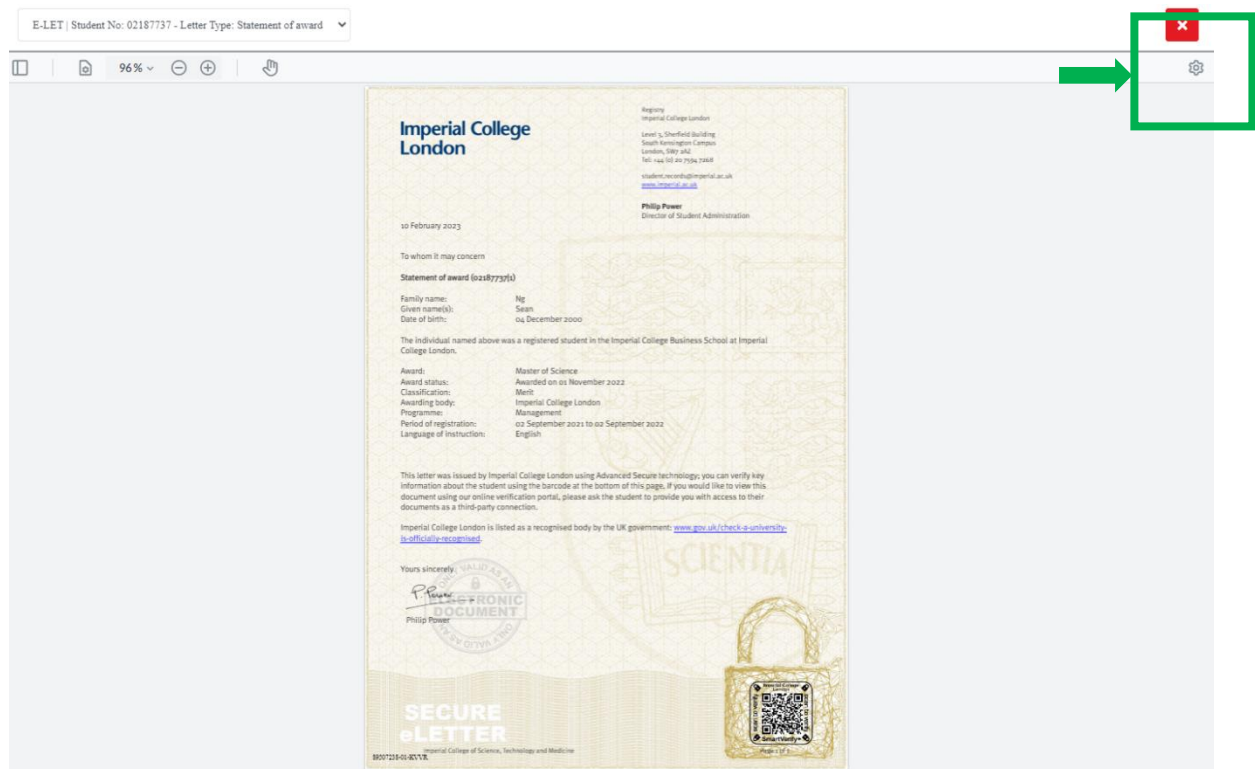
12. If the third party can access the documents screen, however cannot view the document, please log the issue via the report button

Access to documents have expiry dates set by the student.

Should the third party not be able to access a document, please confirm with the student if the document needs to be extended or is a technical issue which needs to be reported.