

This guide demonstrates how to access a copy of your degree certificate until your formal parchment can be issued using the University's new Student Verification System.

All 2020 graduates will be able to access their certificate and share this with third parties via this system. The University has a dedicated webpage where you can find more information on the 2020 graduations and this system that can be found here:

<https://www.strath.ac.uk/studywithus/graduation/accessingyourdigitalcertificate/>

To begin, you must register as a new user on the system.



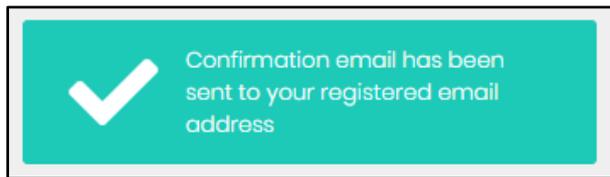
The details you enter here must match the details you provided when you registered to graduate.

Enter your email address and create and confirm a password, press next and enter your personal information.

Email*	<input type="text" value="test3student3@email.com"/>
Password*	<input type="password" value="*****"/>
Confirm password*	<input type="password" value="*****"/>

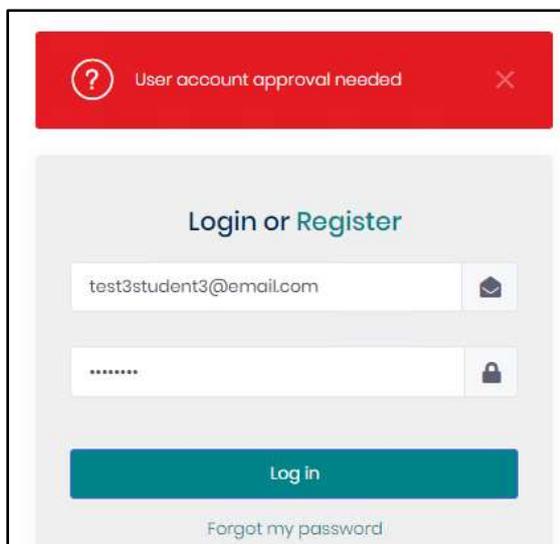
Press next.
Check all of the details are correct and press Register.

First Name*	<input type="text" value="Test3"/>
Last Name*	<input type="text" value="Student3"/>
Registration Number*	<input type="text" value="201633333"/>
Date of Birth*	<input type="text" value="01/05/1990"/>



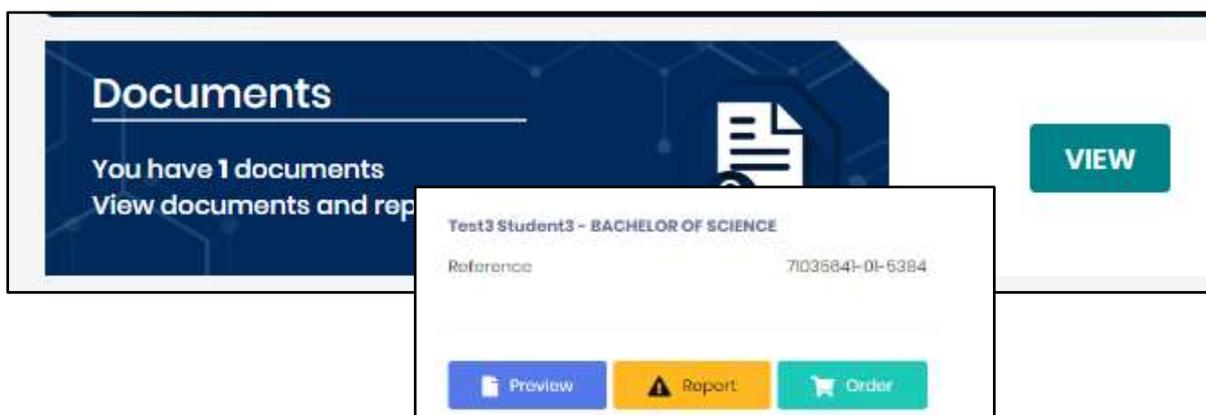
A confirmation email will be sent to you to confirm your email address. Once confirmed, a second email will be sent with a link that contains access to portal. Click the link and enter your email and password to continue.

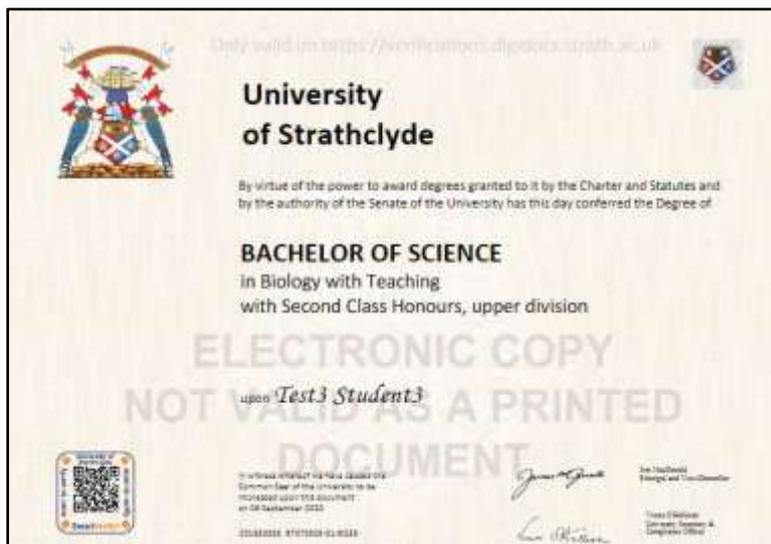
Login. If the below message appears on screen the information you have provided must be checked. The information provided at point of registering must match the details held on file for you with the University. Entering different or incorrect details could result in a delay in accessing the system which at peak times may take up to 2 working days to resolve.



If your account does not need approval you will be able to login immediately to the portal.

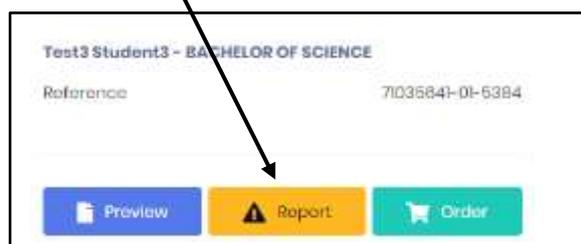
Your degree certificate is held within the documents section. Select view to open the certificate, and select preview to see it in full.





You can download and print a copy from the preview screen. However, this is an unverified copy and will be watermarked.

If there are any issues with your certificate you can use the report function to let the University know. Enter a description of the error and press send.



Use the dashboard button at the top of the screen to return to the homepage.



You may want to share your certificate with a third party, for example a University or employer. To do this, select manage and then add connection.



Enter the details for the third party. If you want them to only have access to your information for a limited time, set an expiry date and once complete, press send.

The 'Add Connection' form contains the following fields:

- Recipient Name*: Test Employer
- Recipient Email*: testemployer@demo.com
- Expiry Date: June 2020

Once the connection is added, press send and then select the document you wish to share and press the share documents button.

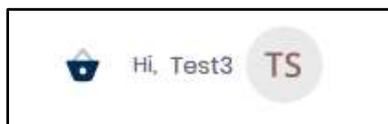


All shared documents will show as pending until the third party has logged in and viewed these.

Third party name	Third party email	Status	Initiated By	Documents Shared	Expires	Actions
Test Employer	testemployer@demo.com	Pending	Student	None	25/07/2020	  

You have now successfully viewed, printed (if required) and shared your certificate using the Student Verification Portal.

Log out of the system using the logout function at the top of the screen.



Congratulations class of 2020.