



Guidance for students

Third party guidance



DOCUMENTS

View your secure documents, including Certificates, Transcripts and Secure Letters.

VIEW SECURE DOCUMENTS



CONNECTIONS

Authorise employers or other third parties to access your qualification documents.

CONNECTIONS



ORDERS

Order Documents

Useful student info:



Third Party Registration



Third Party and Staff Login

Viewing documents

1. Click the small grey box displayed on your qualification. A menu will appear;
2. Under 'eDocuments', click to view your eTranscript, eCertificate or eGPA Certificate.
3. Click the small grey box displayed on your qualification. A menu will appear;
4. Under 'eDocuments', click to view your eTranscript, eCertificate or eGPA Certificate;
5. Click the download icon in the top left hand corner of the document and save to your local drive or USB. Once you have downloaded and saved the document, you will not be able to resave or print the document from your newly saved file;


Click the print icon in the top left hand corner of the document. You can only print the document directly from Verify.



The third party will only be able to view the documents that you have shared within the dates that you selected when setting up the connection. **If you forget to set permissions they will not be able to view your eDocument(s).**

1. Click 'Add Connection' and complete the details of the third party:
 - a. First Name
 - b. Last Name
 - c. Email
 - d. Company
 - e. Expiry Date - set a date of how long you would like the third party to be able to access your document(s)
2. By default, the system will share the available documents with the third party. Under the 'Document Permissions' section, untick the documents that you do not want to share;
3. Click 'Send'.

Once you have provided permission for a third party to view your eDocument(s), the third party will be required to create a password to register an account to view your document(s).

1. Click the small grey menu box displayed on your qualification, a menu will appear;
 
2. Under 'Order', click 'Order Documents';
3. Select the quantity of documents you wish to (max 5 per order);
4. Select a 'Reprint Reason'. Selecting 'Other' will enable you to leave a comment or instruction. This is useful for orders to third parties such as World Education Services (WES). If you require a WES form to be completed, please email the form to verifyforms@contacts.bham.ac.uk once you have placed your order;
5. Click 'Add to basket' and enter your billing address on the 'Billing' tab. Click 'Next';
6. On the 'Delivery' tab, enter a preferred delivery address (this can be different to your billing address) and click 'Next';
7. On the 'Delivery Options' tab, select your delivery option:
 - a. Royal Mail: 2nd Class or Std. Air Mail
 - b. DHL: track your order via DHL (a charge of £30.00 will apply at checkout);
8. On the 'Confirm' tab, enter your payment details (if required) and complete your order.

Please allow 10 working days for your order to be processed and allow extra time for delivery.

- Students can login to Verify with their University of Birmingham credentials (full student email address and password). Alumni must use their @alumni.bham.ac.uk address.
- If you have forgotten your credentials, please contact IT Services who will be able to reset your password for you. <https://universityofbirmingham.service-now.com/itportal>
- If you have a query about your documents or order, please email the Document Production Team, Registry: securedocuments@contacts.bham.ac.uk
- Your eCertificate will be uploaded to your Verify account within 3-4 days of your graduation or, if your qualification does not involve a graduation ceremony, shortly after the exam board decision
- The University does not scan documents via email or certify transcripts. Please ensure that the name on your student record is correct prior to your graduation. You can check how your name will appear by going to the Personal Details Section of Online Registration.
- You may experience difficulties when seeking employment if the name on your documents does not match your passport/identification document.
- Marks will display as 'NO RESULT' on your transcript until marks have been through an exam board and officially released.

Please visit our FAQ page: <https://verify.bham.ac.uk/faq>

To register as an Employer or Partner University, click the 'Third Party Registration' menu option and follow the steps to register with Verify.
Once you have registered, you will be able to view electronic degree documents from any students who have set up connections with you to:

- Verify their attendance at UoB;
- View eVersions of their degree documents that can be used to securely verify a student's qualification.

Viewing documents

1. Click the 'Connections' menu option on the dashboard;
2. Click the small grey box displayed on the connection that you wish to view. A menu will appear, click 'View';
3. Click the small grey box on the qualification. A menu will appear; select the document that you want to view i.e. View eTranscript.

If you have not registered but a student creates a connection with you, you will receive a notification from emodule-notifications@contacts.bham.ac.uk asking you to register.

Download & print documents

1. When viewing a document, click the download icon in the top left hand corner of the document and save to your local drive or USB. Once you have downloaded and saved the document, you will not be able to resave or print the document from your newly saved file;
2. Click the print icon in the top left hand corner of the document. You can only print the document directly from Verify.

Please note the watermark will always remain on the eVersion of a document for security purposes.