

Middlesex University Digital Documents – Student User Guide

The Middlesex University Digital Document portal has been designed to enable you to view your certificate and diploma supplement, print a personal copy and share your digital documents with third parties such as employers and other universities. It does not take the place of your printed certificate and diploma supplement and these will still be posted out to you.

Student Registration




Go to <https://digitaldocs.mdx.ac.uk/Account/Login>

Middlesex University

Login Register

Welcome to Middlesex University Digital Documents

Use the Digital Documents portal to:

-  View electronic qualification.
-  Share your electronic documents with third parties by creating connections.
-  Keep your personal details up to date by managing your profile.

Login or Register

email address

password

Log in

[Forgot my password](#)

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[About](#) [Privacy](#) [FAQ](#) [Cookies](#) [Terms](#) [Support](#)

To use the portal for the first time you must register as a new user. You can do this by clicking on **Register** (by either of the **blue arrows** indicated on the page). You should use your personal email address to register to use the Digital Documents Portal. As you will have access to these documents for life, and your Middlesex University email address will cease to exist around 12 months after obtaining your award, it is best to use an email address that you will always have access to. If you become locked out you can either wait until the system automatically unlocks you or contact support using the details provided on the support link at <https://digitaldocs.mdx.ac.uk/Pages/Support> Click NEXT.

1) Login Details



2) Personal Details



3) Confirmation

Personal Email Address*

joebloggs@hotmail.com

Password*

••••••••

Confirm password*

••••••••

NEXT

Enter your personal details, these must match the details we hold for you on the university system. In the first name field you must enter your first and any middle names you have. If you do not have a surname please enter a full stop. The fields are case sensitive and if your details do not match then access to the system may be delayed. Click NEXT.

1) Login Details



2) Personal Details



3) Confirmation

First Name*

Joe

Last Name*

Bloggs

Middlesex Student ID*

M001234567

Date of Birth

12/01/2000



PREVIOUS

NEXT

Check that your details are correct then click REGISTER. If you need to amend any details click on PREVIOUS.

[1\) Login Details](#) > [2\) Personal Details](#) > [3\) Confirmation](#)

Personal Email Address:

joebloggs@hotmail.com

First Name:

Joe

Last Name:

Bloggs

Middlesex Student ID:

M001234567


Date of Birth:

12/01/2000

PREVIOUS

REGISTER


A confirmation email will be sent to the email address you have provided. The email contains a link for you to confirm your email address. If you have not received this please check your spam/junk folders.




LoginRegister

Welcome to Middlesex University Digital Documents


Use the Digital Documents portal to:



View electronic qualification.



Share your electronic documents with third parties by creating connections.



Keep your personal details up to date by managing your profile.

Login or Register

Confirmation email has been sent to your registered email address

digitaldocs@mdx.ac.uk

Log in

[forgot my password](#)

If the details entered do not match the information held by the university they your account registration must be checked and approved. This can take up to five working days.

If no approval is required you will be able to login to the portal immediately.




Once your account is confirmed or has been approved you will receive an email confirmation that you are now able to login to the portal.

Middlesex University


Login


Welcome to Middlesex University Digital Documents

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Login or Register

email address 

password 

Log in

[Forgot password](#)

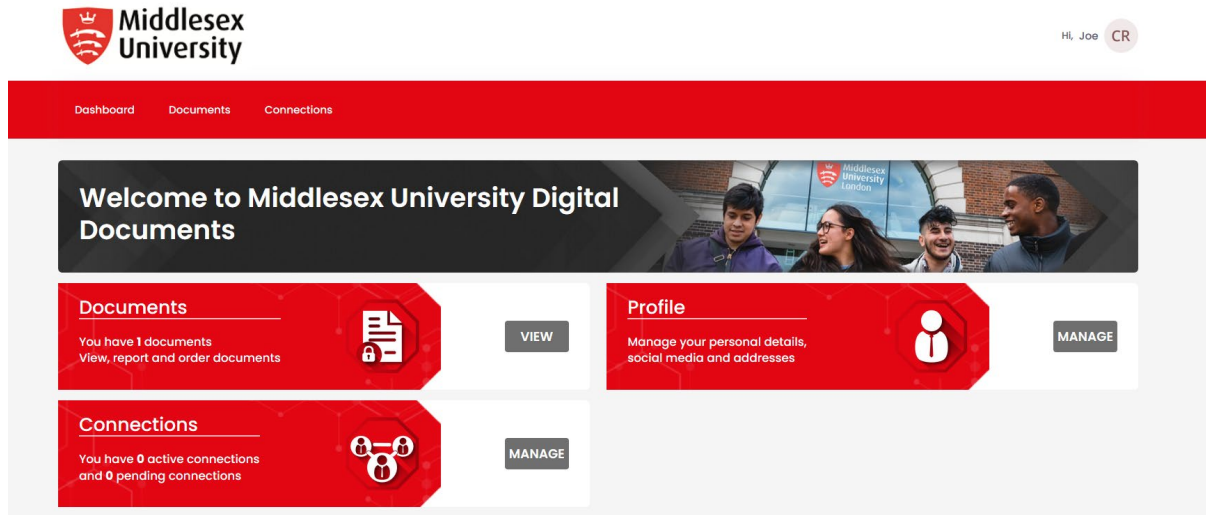
advanced security 2020 © DSSL v1.0.6.522

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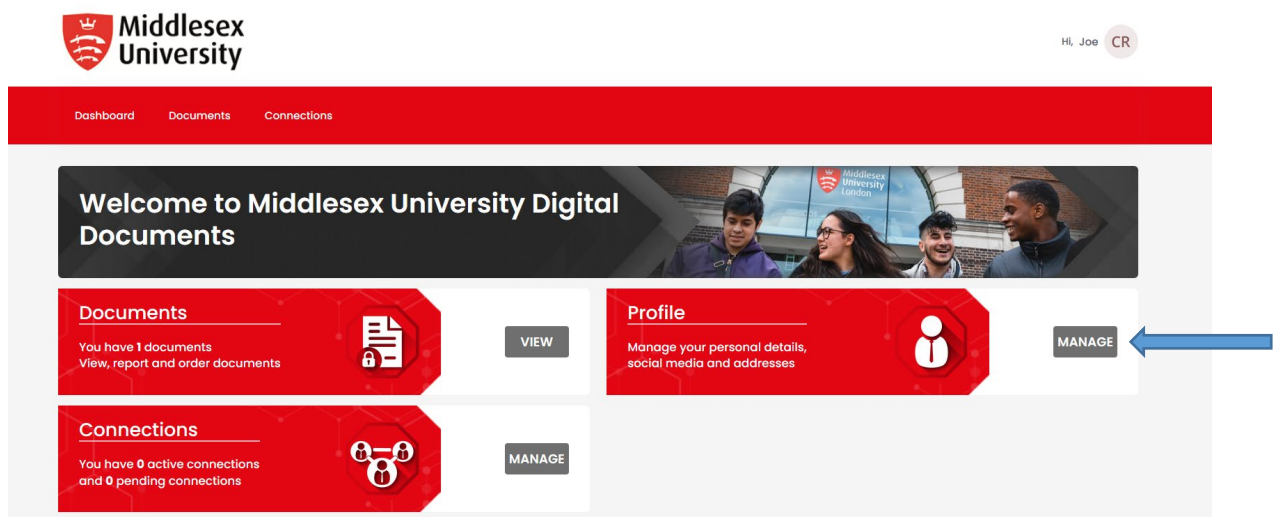
Enter your email address and password and click on Login (either of the blue arrows). You are now ready to use the portal.

Dashboard

This screen is called your Dashboard. From here you can view your Documents, manage Connections with third parties and manage your Profile.




Profile



On this screen you can update your name, email address, DOB and telephone number. On the right left hand side there are also the options to add in additional contact information, addresses (remember these do not update any addresses the university holds for you nor will they be accessed by the university) and you can also change your password. Click on MANAGE next to the blue arrow.

Profile



Joe Bloggs

Enrolment Numbers

Personal Details

Additional Contact Information

Addresses

Change Password

Personal Details

First Name*

Middle name

Last Name*

Date Of Birth*

User name*


Phone number

Email address*


[Save](#)

Viewing Documents

To view your digital documents click on VIEW next to the Documents tab.




Middlesex University

Hi, Joe 


Dashboard Documents **Connections**

Welcome to Middlesex University Digital Documents




Documents

You have 1 documents
View, report and order documents

[VIEW](#)


Profile

Manage your personal details, social media and addresses

[MANAGE](#)

Connections

You have 0 active connections
and 0 pending connections

[MANAGE](#)

All of the digital documents that are held for you are shown on this screen. Click the blue Preview button to view the document.

Documents

180573 - Master of Arts

Reference

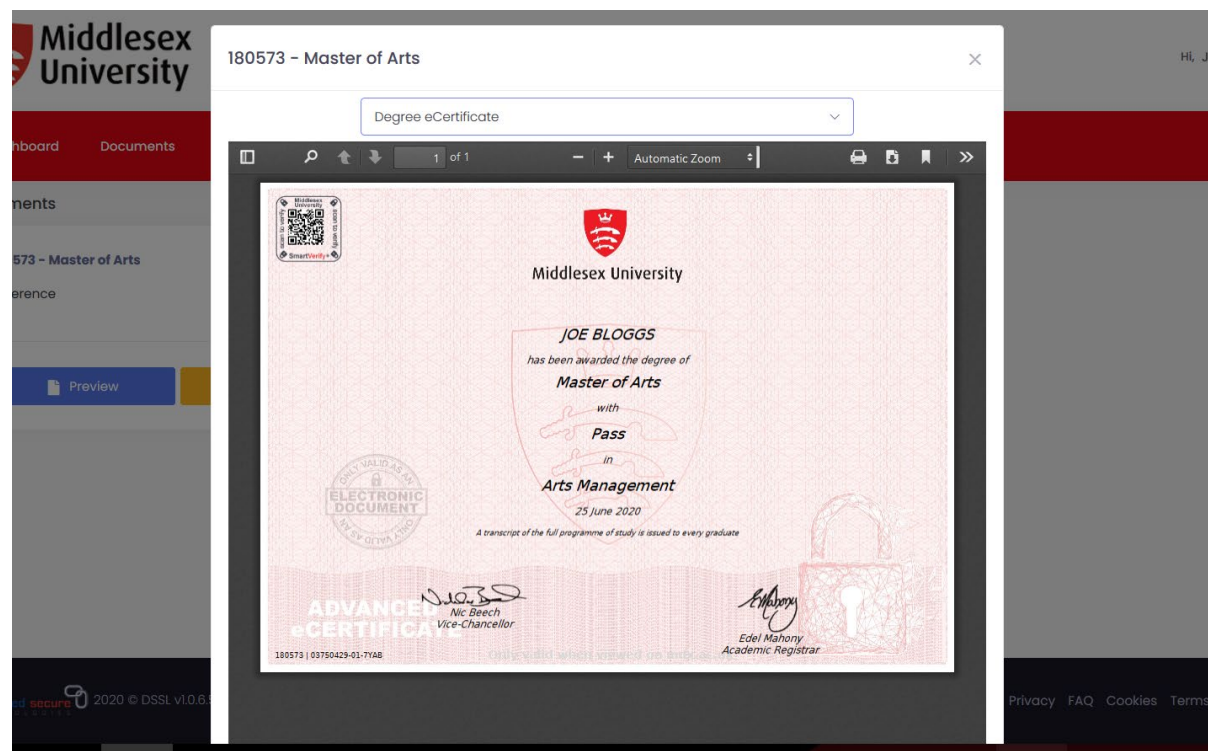
58067549-01-5DZ5

Rectangular Snip

Preview

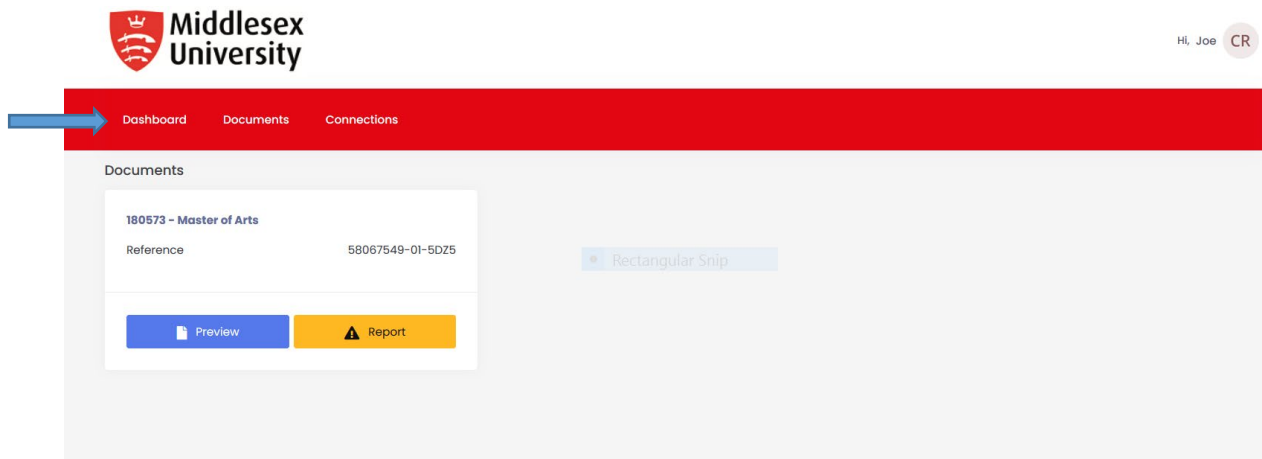
Report

Your certificate or diploma supplement will render in a new window and will look different to the printed versions. You are able to print and download a PDF copy of your digital certificate and diploma supplement from this window. You can also report any problems with your certificate or diploma supplement by clicking on the yellow report button and giving a description of the problem.



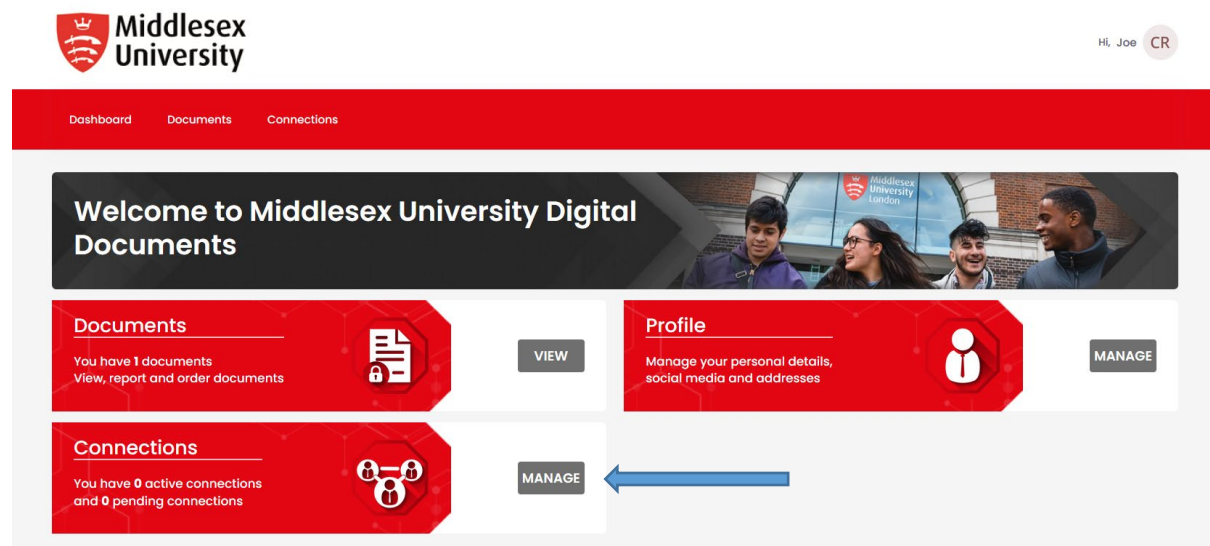
The screenshot shows a web browser window displaying a digital certificate from Middlesex University. The certificate is titled "180573 - Master of Arts" and is a "Degree eCertificate". It features the university's crest and text stating that "JOE BLOGGS has been awarded the degree of Master of Arts with Pass in Arts Management" on "25 June 2020". The certificate includes a QR code in the top left corner, a circular "ELECTRONIC DOCUMENT" seal, and signatures of "Nic Beech, Vice-Chancellor" and "Edel Mahony, Academic Registrar". A large padlock icon is visible in the bottom right corner of the certificate area. The background shows the Middlesex University dashboard with navigation links for Dashboard, Documents, and Connections.

Click on the Dashboard tab to return to the home screen



Connections

You can create Connections to share your certificate or diploma supplement with third parties such as other Universities, employers and background checking agencies. To do this click on the MANAGE button next to Connections.



Click Add Connection to enter the third party who you would like to view your certificate or diploma supplement.

Connections

Add Connection



Search for any term...


Filter!

Active Inactive

Third party name	Third party email	Status	Initiated By	Documents Shared	Expires	Actions
------------------	-------------------	--------	--------------	------------------	---------	---------

No records found

Add the recipient's name and email. If you wish to limit the time a third party has to view your certificate or diploma supplement enter a date in the expiry date field. After this date third parties will no longer be able to access your certificate or diploma supplement.

 Middlesex
University

Hi, Joe CR

Connections



Search for any term...

Add Connection

Filter!

Active Inactive

Third party name	Third party email	Status	Initiated By	Documents Shared	Expires	Actions
------------------	-------------------	--------	--------------	------------------	---------	---------

Add Connection



Recipient Name*

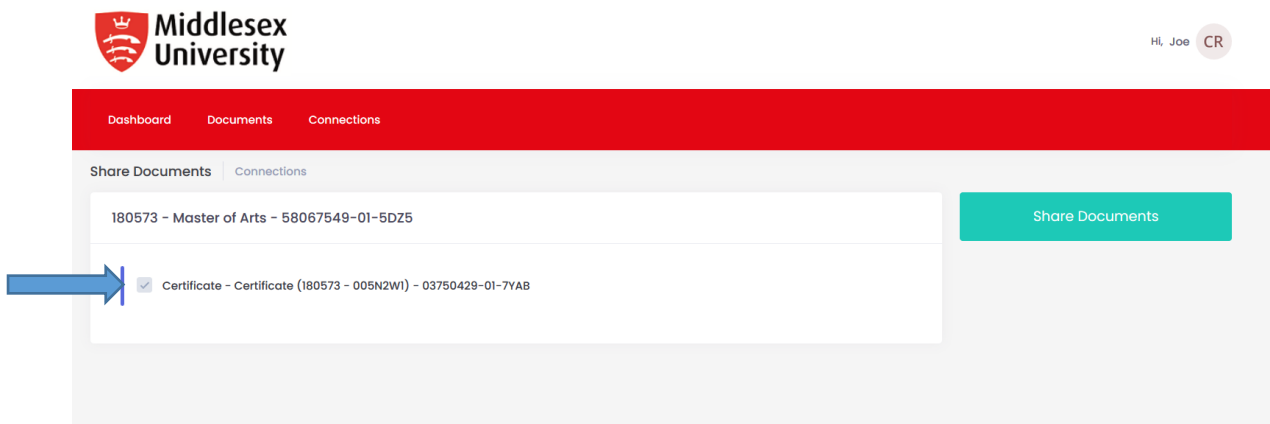
Recipient Email*

Expiry Date

Cancel

Send

Click on the document you want to share (blue arrow) and then click the green Share Documents button.



Middlesex University

Hi, Joe CR

Dashboard Documents Connections

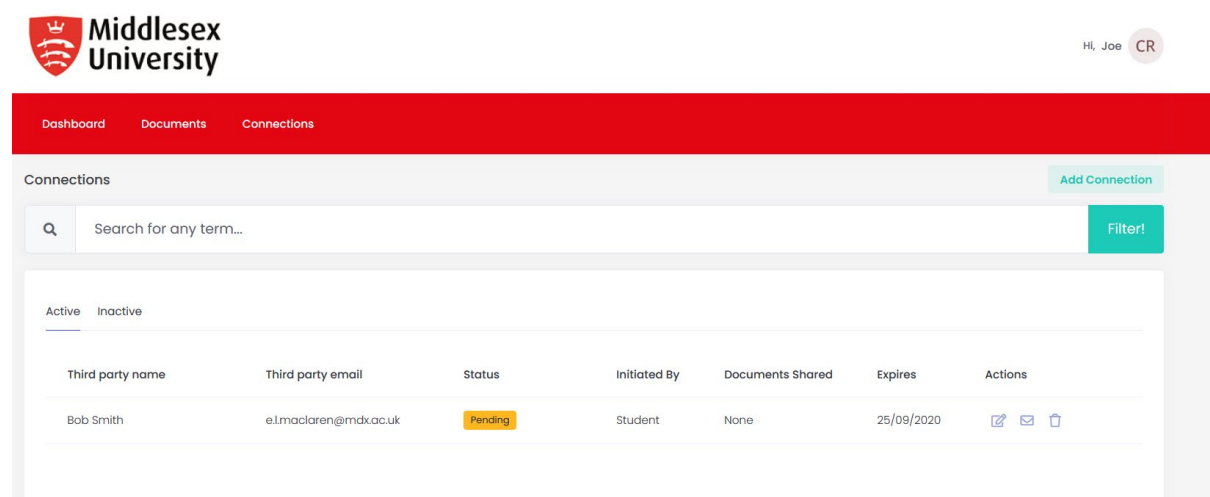
Share Documents | Connections

180573 - Master of Arts - 58067549-01-5DZ5

Share Documents

☒ Certificate - Certificate (180573 - 005N2W1) - 03750429-01-7YAB

All Connections which have been initiated by you will show as pending until they have been viewed by the third party. Under the Actions tab you can also choose to edit permissions (paper and pen icon), resend your Connection email (envelope icon) or cancel the Connection (bin icon).



Middlesex University

Hi, Joe CR

Dashboard Documents Connections

Connections

Add Connection

Search for any term... Filter!

Active Inactive

Third party name	Third party email	Status	Initiated By	Documents Shared	Expires	Actions
Bob Smith	e.lmaclaren@mdx.ac.uk	Pending	Student	None	25/09/2020	

Under the Connections tab you can also view any Connections that have been initiated by a third party and need to be accepted by you.







Connections

Add Connection

 Search for any term...

Filter!

Active Inactive

Third party name	Third party email	Status	Initiated By	Documents Shared	Expires	Actions
certificates@mdx.ac.uk	Emma MacLaren	Pending	ThirdParty	None	11/10/2020	  
Bob Smith	e.lmaclaren@mdx.ac.uk	Pending	Student	None	25/09/2020	  

Click on the tick icon under the Actions tab to accept the Connection. You can then choose the digital document to share with the third party. Your Connection will then become active.







Connections

Add Connection

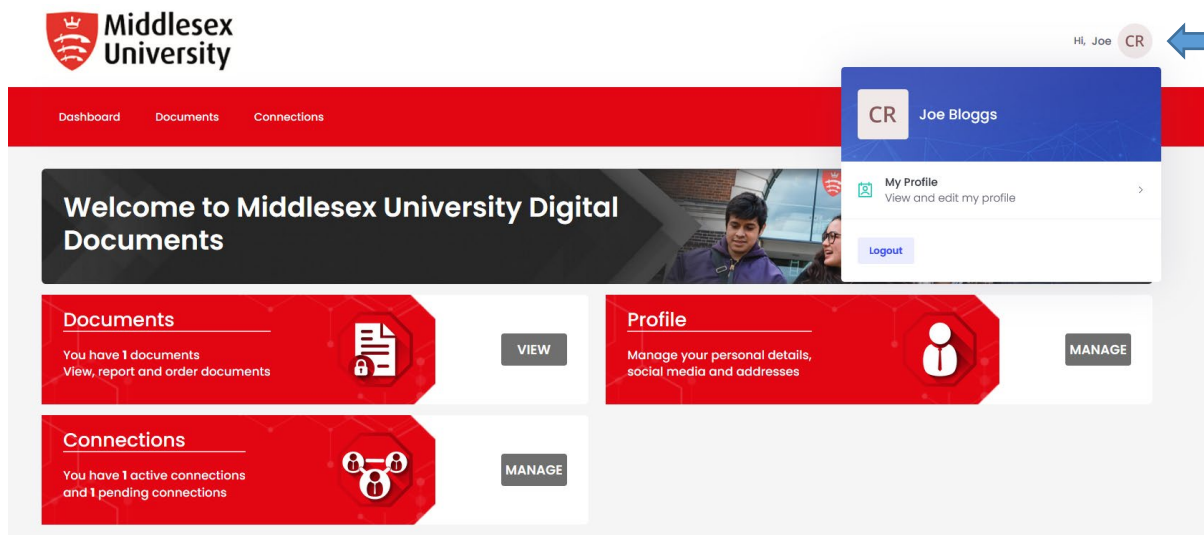
 Search for any term...

Filter!

Active Inactive

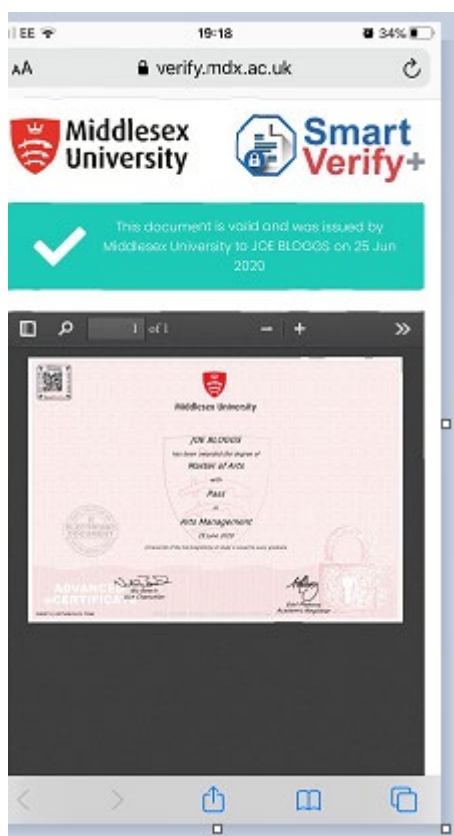
Third party name	Third party email	Status	Initiated By	Documents Shared	Expires	Actions
certificates@mdx.ac.uk	Emma MacLaren	Active	ThirdParty	1	11/10/2020	  
Bob Smith	e.lmaclaren@mdx.ac.uk	Pending	Student	None	25/09/2020	  

To Logout of your account click next to your name (by the blue arrow).



Smart Verify

Middlesex University Digital Documents have a QR code on them which will verify whether the document is genuine or has been cancelled. You can verify a printed copy of the digital document by scanning the QR code – you will be redirected to <https://verify.mdx.ac.uk/>



If the document is genuine a tick will appear in the top right hand corner with the graduates details and the date of issue. If the document is not genuine a cross will appear.