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

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.

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.

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.

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.

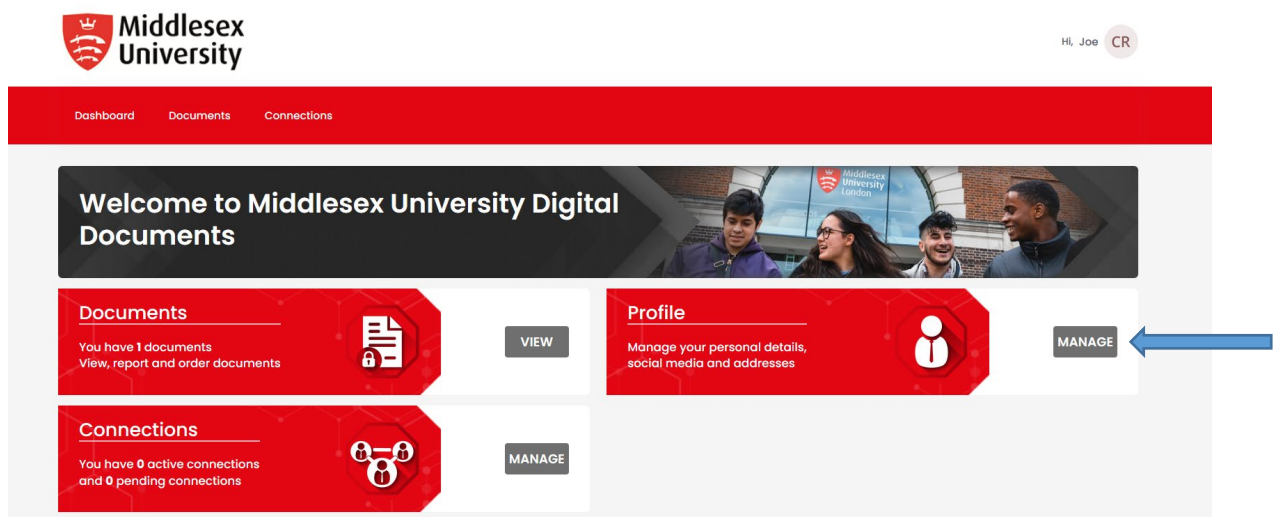Enter your email address and password and click on Login (either of the blue arrows). You are now ready to use the portal.

Dashboard

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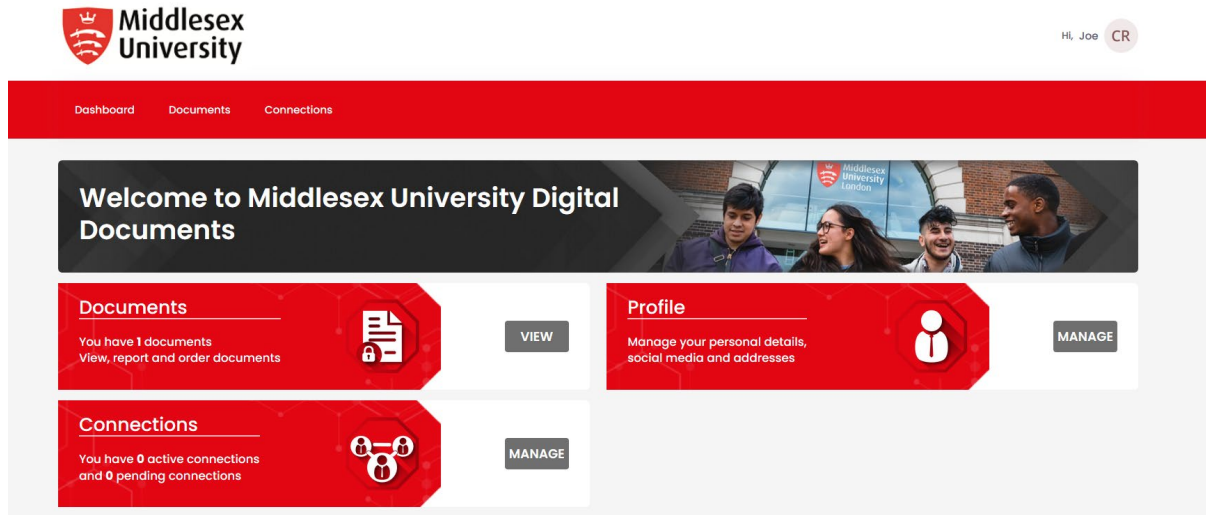
Profile

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.

Viewing Documents

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

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

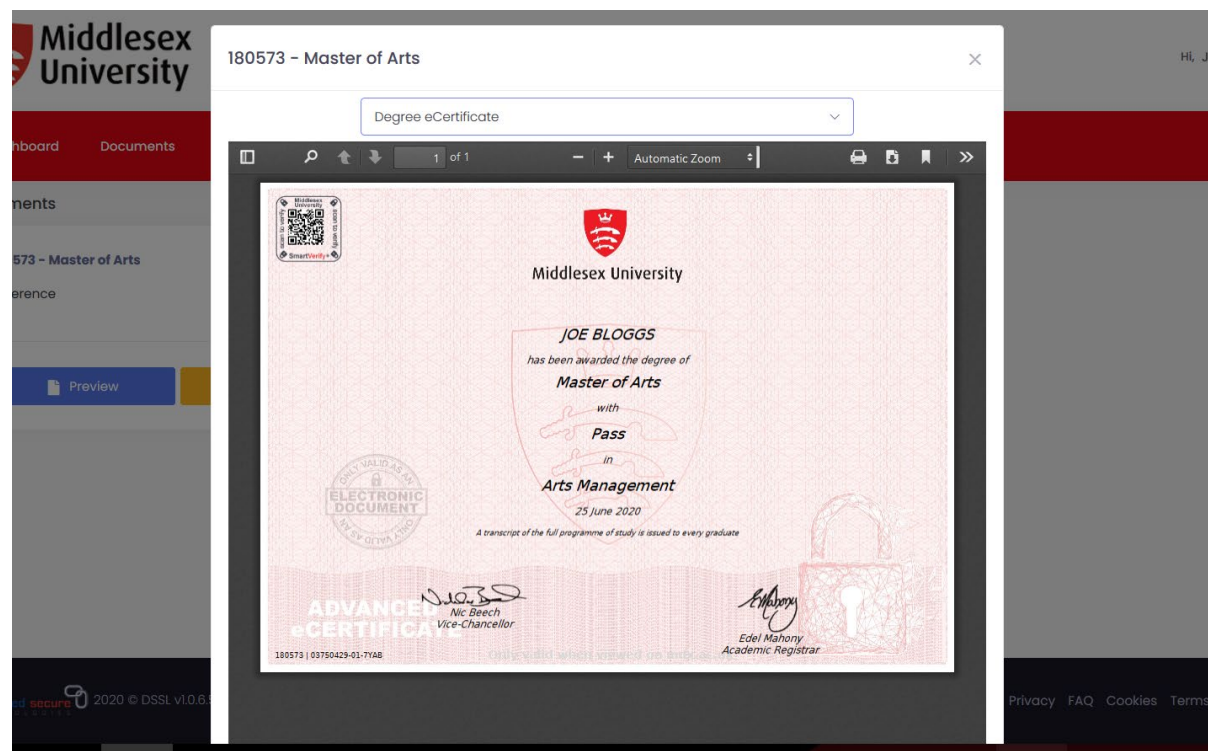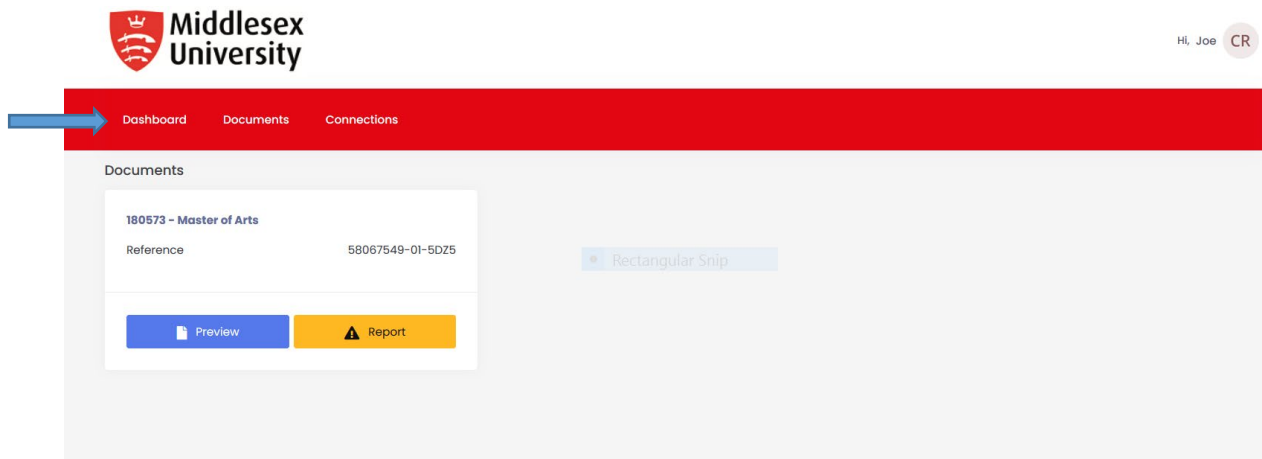Your certificate or diploma supplement will render in a new window and will look different to the printed versions. You are able to print and download a PDF copy of your digital certificate and diploma supplement from this window. You can also report any problems with your certificate or diploma supplement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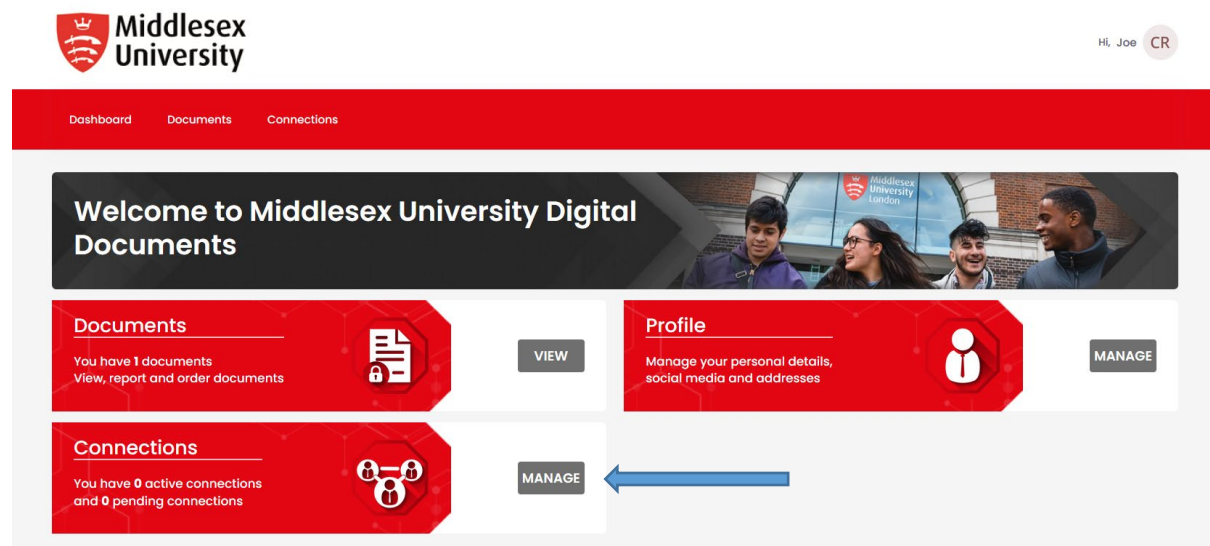
Click on the Dashboard tab to return to the home screen

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.

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.
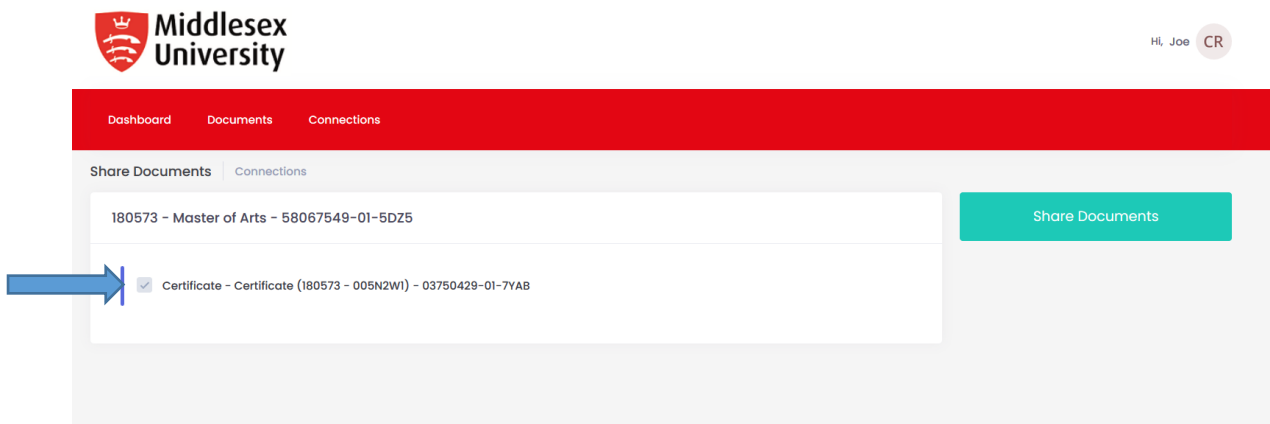
Click on the document you want to share (blue arrow) and then click the green Share Documents button.
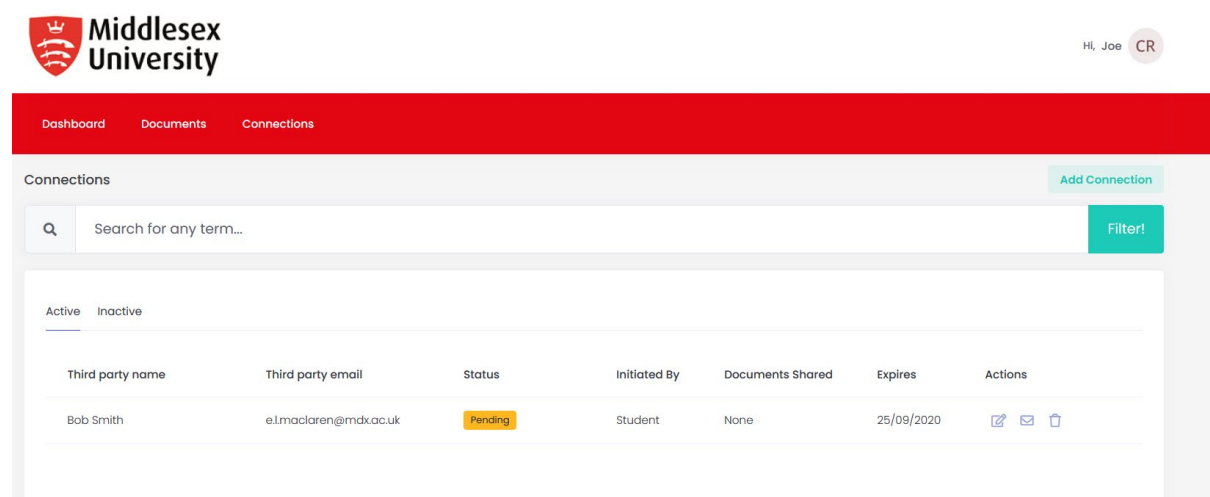
All Connections which have been initiated by you will show as pending until they have been viewed by the third party. Under the Actions tab you can also choose to edit permissions (paper and pen icon), resend your Connection email (envelope icon) or cancel the Connection (bin icon).

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

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.

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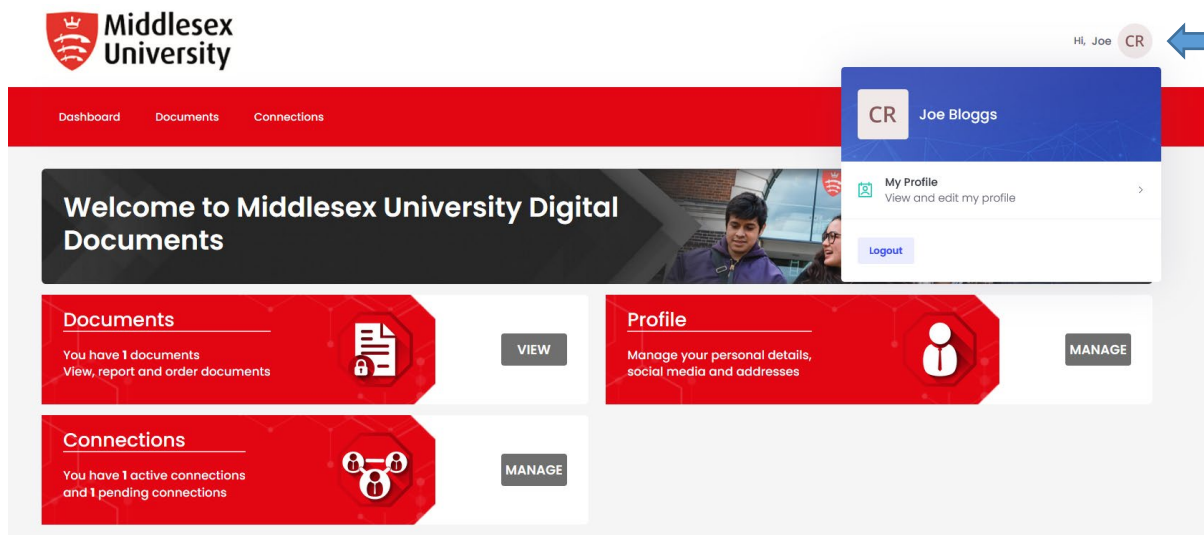
Smart Verify

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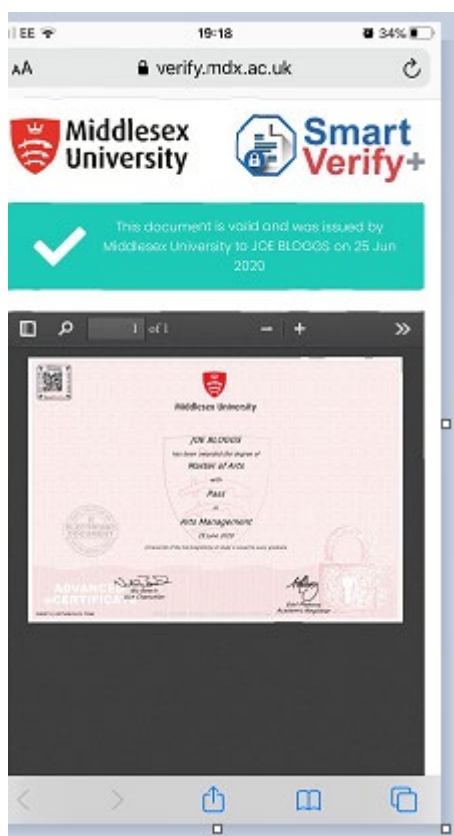
If the document is genuine a tick will appear in the top right hand corner with the graduates details and the date of issue. If the document is not genuine a cross will appear.