

## Middlesex University Digital Certificates - Third Party User Guide

The Middlesex University Digital Document portal has been designed for students registered on the Portal to send connections via email to allow 3<sup>rd</sup> Parties (employers, recruitment agencies etc.) to view an electronic version of their qualification certificate. On receipt of such a request, you will need to register which will allow you secure access to a students' document. The connection has a default expiry time, however you can request an extension if you wish. You can also send connection requests to other Middlesex University students by using the student's email address.

### Third Party Registration


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

The screenshot displays the Middlesex University Document Verifications portal. At the top, a red navigation bar contains 'Login' and 'Register' links, with a blue arrow pointing to 'Register'. Below this is a banner with the text 'Welcome to Middlesex University Document Verifications' and a photo of four students. The main content area is titled 'Register to create an account, then use the Verification Portal to:' and features three steps: 1. Send requests to connect to students (notified by email), 2. Students access the portal to accept requests (notified by email), and 3. Log into the portal to view shared documents. To the right is a 'Login or Register' form with fields for 'email address' and 'password', a 'Log in' button, and a 'Forgot my password' link. A blue arrow points to the 'Login or Register' header of the form.

To use the portal for the first time you must register as a new user. You can do this by clicking on **Register** (either of the **blue arrows** indicated on the page). Enter your Username (email address) and a password of your choosing, this can be changed from within your profile. If you become locked out you can either wait until the system automatically unlocks you (this is configurable and varies between customers) or contact support using the details provided on the support link. The email address is case sensitive. Click NEXT.

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 **Middlesex University**

Login Register

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

Email\*

Password\*

Confirm password\*


NEXT

Enter your first name and surname and click NEXT.

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 **Middlesex University**

Login Register

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

First Name\*

Last Name\*

PREVIOUS NEXT

Then click REGISTER. If you need to amend any details click on PREVIOUS.

The screenshot shows a web browser window with the URL `verifications.mdx.ac.uk/registration`. The page features the Middlesex University logo at the top left. A red navigation bar contains the links "Login" and "Register". Below this, a progress indicator shows three steps: "1) Login Details", "2) Personal Details", and "3) Confirmation", with arrows indicating the flow. The "1) Login Details" section is active, displaying a form with the following fields: "Email:" with the value `thirdparty@mdx.ac.uk`, "First Name:" with the value `Emma`, and "Last Name:" with the value `Jones`. At the bottom of the form, there are two buttons: a white "PREVIOUS" button and a blue "REGISTER" button.

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.

The screenshot shows a web browser window with the URL `verifications.mdx.ac.uk/account/login?RegistrationComplete=true`. The page has a dark header with the text "Welcome to Middlesex University Document Verifications" and a background image of four students. Below the header, the text "Register to create an account, then use the Verification Portal to:" is displayed. There are three icons representing different steps: 1. An envelope icon with the text "Send requests to connect to students. Students will be notified by email." 2. An envelope icon with a checkmark and the text "Students will access the Verification Portal to accept requests. You will be notified by email when they accept." 3. A document icon with the text "Log into the Verification Portal at any time to view documents which have been shared with you." On the right side of the page, there is a red box titled "Login or Register". Inside this box, a green checkmark icon is followed by the text "Confirmation email has been sent to your registered email address". Below this, there is a text input field containing `thirdparty@mdx.ac.uk` and a password input field with masked characters. A black "Log in" button is at the bottom of the red box, and a link "Forgot my password" is located below the button.

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.


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Apps DC Web | Home DC Web | Account ~... DC Web | Account ~...


Login Register

## Welcome to Middlesex University Document Verifications


Register to create an account, then use the Verification Portal to:



Send requests to connect to students. Students will be notified by email.





Students will access the Verification Portal to accept requests. You will be notified by email when they accept.



Log into the Verification Portal at any time to view documents which have been shared with you.

Login or Register

email address 

password 

Log in

[Forgot my password](#)

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 the Dashboard. From here you can make or view Connections with Middlesex graduates.

Dashboard Connections

## Welcome to Middlesex University Document Verifications

Features:

- Confirm Student Status - Coming Soon!
- Verify Qualifications Obtained
- View Electronic Verification Documents
- Order Printed Copies of Documents - Coming Soon!

Connect

Create a connection



CREATE

Connections

You have 0 active connections and 0 pending connections



MANAGE

To create a connection with a graduate click on the CREATE tab.

The screenshot shows the Middlesex University logo in the top left corner. In the top right, it says "Hi, Emma RS". Below the logo is a navigation bar with "Dashboard" and "Connections". The "Connections" section is active. A modal window titled "Add Connection" is open in the center. It contains two input fields: "Recipient Name\*" and "Recipient Email\*", both with red asterisks indicating they are required. At the bottom of the modal are "Cancel" and "Send" buttons. In the background, the "Connections" page is visible, showing a search bar, "Add Connection" and "Filter!" buttons, and a table with columns: Student name, Student email, Status, Initiated By, Documents Shared, Expires, and Actions. The table has tabs for "Active" and "Inactive".


Enter the name and email address of the graduate you would like to make a Connection with. An email will be sent to the graduate to accept or reject the connection.

The screenshot shows the "Connections" page with a red header bar containing "Dashboard" and "Connections". Below the header, there is a search bar, "Add Connection" and "Filter!" buttons, and tabs for "Active" and "Inactive". The "Active" tab is selected. Below the tabs is a table with the following data:

Student name	Student email	Status	Initiated By	Documents Shared
▶ Joe Bloggs	graduation@mdx.ac.uk	Pending	ThirdParty	None

Your connection request will show as pending until the graduate accepts or rejects your request.


Connections Add Connection



Search for any term...


Filter!

Active Inactive

Student name	Student email	Status	Initiated By	Documents Shared
 Joe Bloggs	graduation@mdx.ac.uk	Active	ThirdParty	1

If the graduate accepts your Connection request the status will change to Active. To view the shared documents click on the small blue arrow next to the graduates name.





Connections Add Connection



Search for any term...

Filter!

Active Inactive

Student name	Student email	Status	Initiated By	Documents Shared
<div> Joe Bloggs</div> <div><div>Expires 11/10/2020</div><div>Actions   </div></div>	graduation@mdx.ac.uk	Active	ThirdParty	1

Click the magnifying glass icon to go to the document that the graduate has shared with you. You will also be given a date of when the document expires and you will no longer be able to view it. If you wish to extend the Connection with the graduate click on the clock icon and extend the date. An email will be sent to the graduate who can either confirm or reject your request. If you wish to cancel the Connection click on the bin icon.

## Documents

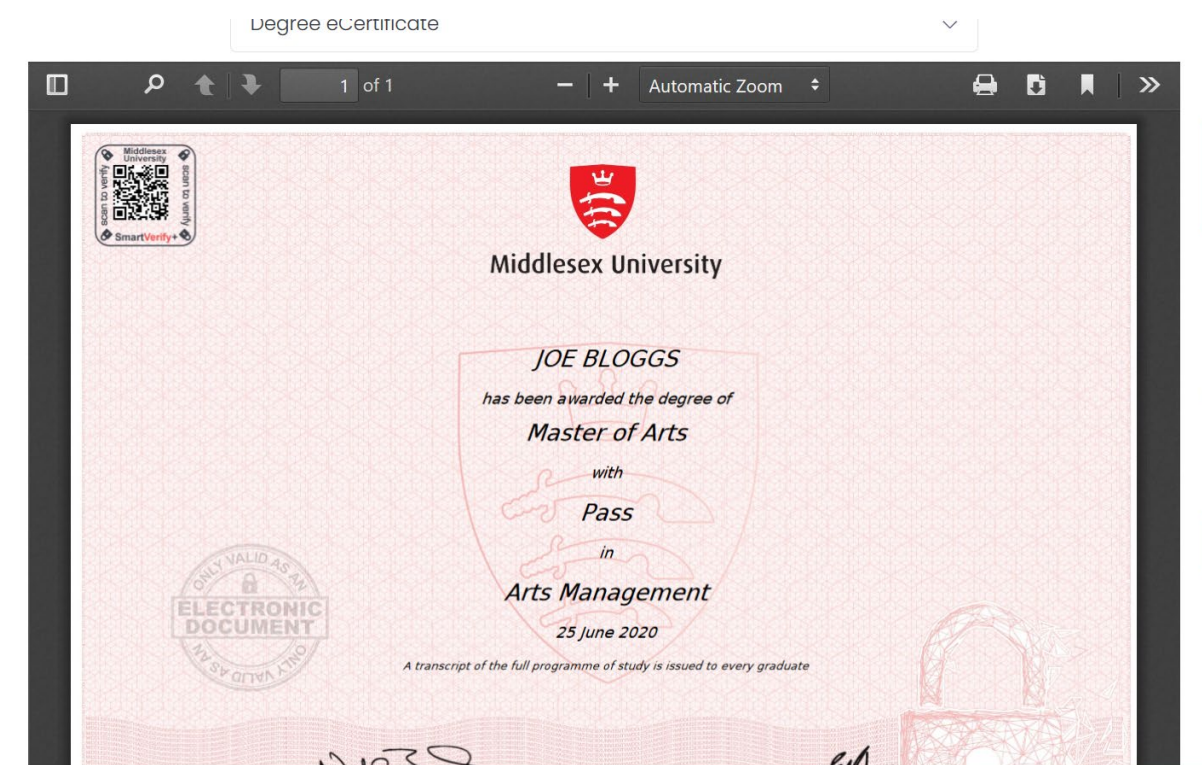
**180573 – Master of Arts**

Reference

58067549-01-5DZ5

 **Preview** **Report**

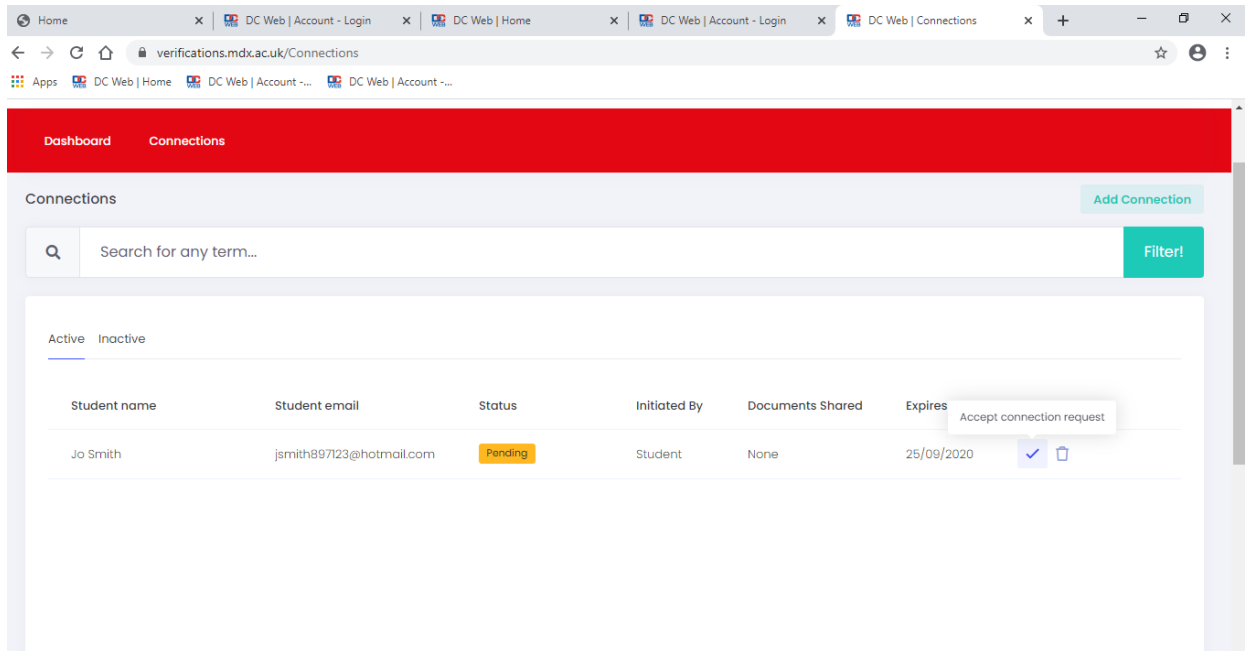
Click on the blue Preview button to view the document. If you view the document and find any errors or the document is different to the details the student has supplied to you please click on the yellow report button. You will be asked to give details of the issues you have with the document.



A window will open showing the digital degree certificate. The digital certificate is different to the printed version.



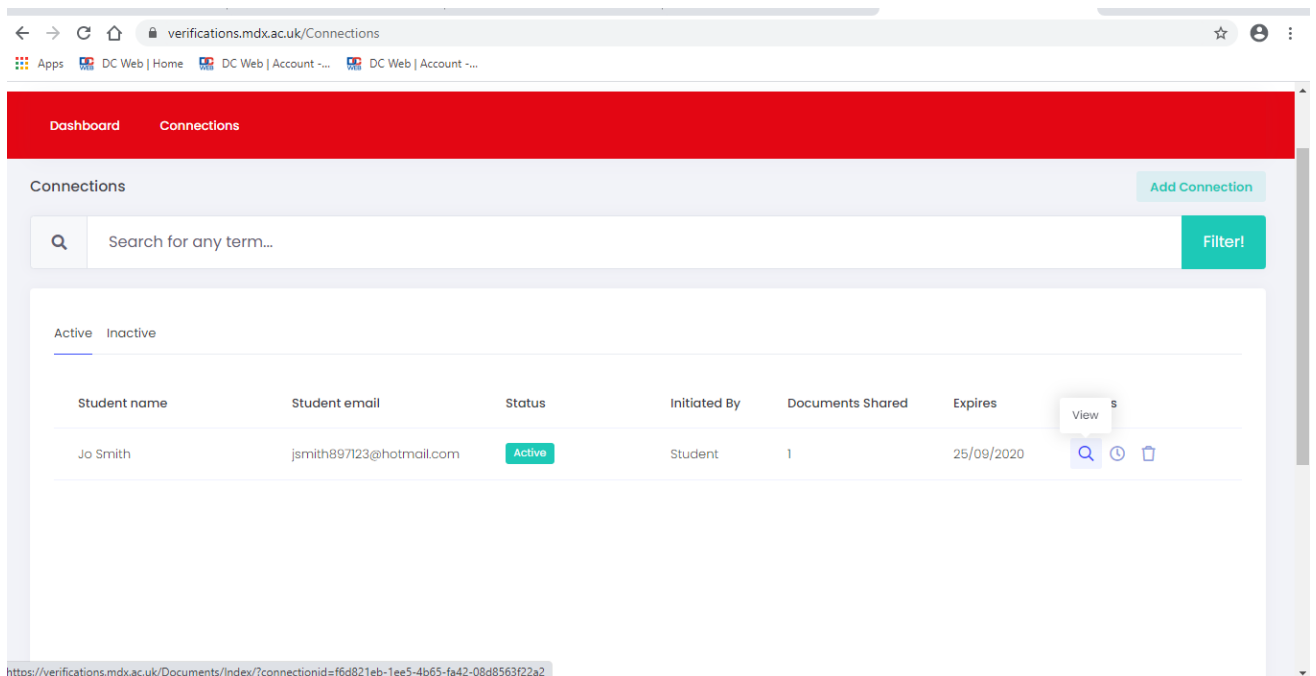
A student can also choose to initiate a Connection request. An email will be sent to you to advise you of the requested connection. The status of the request will show as pending and you need to click on the tick icon to accept the Connection request.



The screenshot shows a web browser with multiple tabs open, including 'DC Web | Account - Login' and 'DC Web | Connections'. The address bar shows 'verifications.mdx.ac.uk/Connections'. The page has a red header with 'Dashboard' and 'Connections' links. Below the header, there's a 'Connections' section with an 'Add Connection' button. A search bar with the placeholder 'Search for any term...' and a 'Filter!' button is present. Below the search bar, there are tabs for 'Active' and 'Inactive'. A table lists connection requests. The first row shows a request from 'Jo Smith' with email 'jsmith897123@hotmail.com', status 'Pending', initiated by 'Student', no documents shared, and expires on '25/09/2020'. A tooltip 'Accept connection request' is visible over a checkmark icon in the actions column.

Student name	Student email	Status	Initiated By	Documents Shared	Expires	
Jo Smith	jsmith897123@hotmail.com	Pending	Student	None	25/09/2020	Accept connection request

The status will change to Active and you view the shared document in the same way by clicking on the magnifying glass icon.



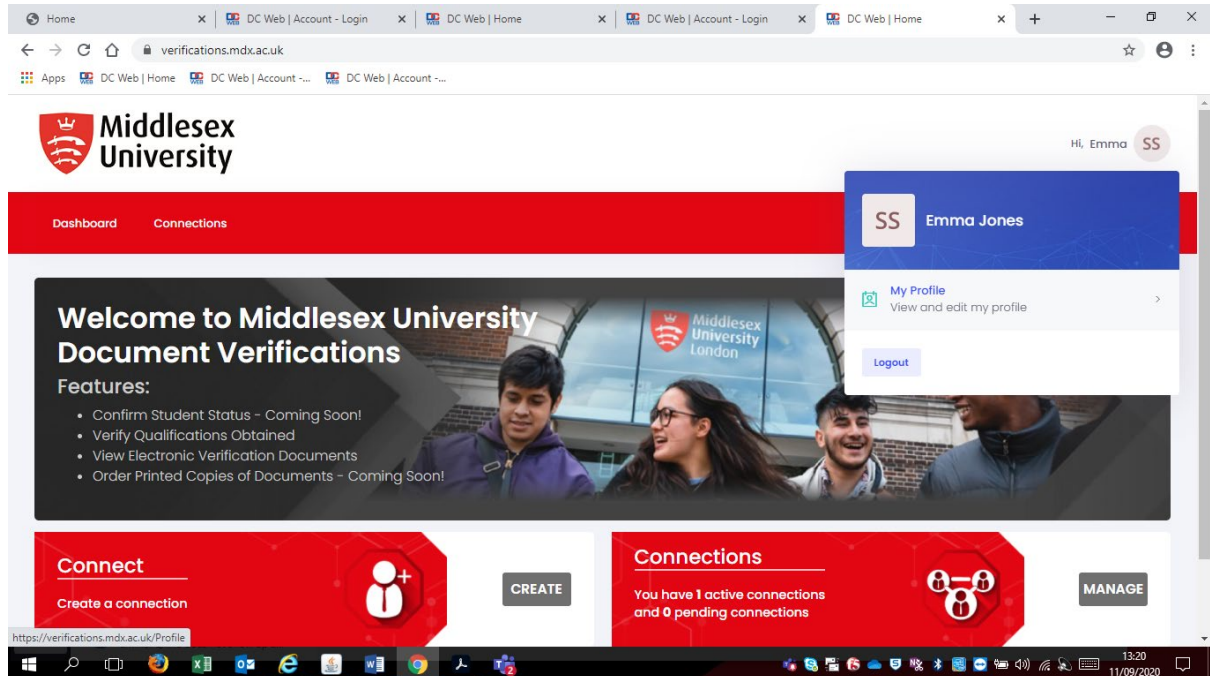
The screenshot shows the same DC Web Connections page, but the status of the connection request for 'Jo Smith' has changed to 'Active'. The 'Documents Shared' column now shows '1'. A tooltip 'View' is visible over a magnifying glass icon in the actions column. The URL in the address bar is 'https://verifications.mdx.ac.uk/Documents/index/?connectionid=f6d821eb-1ee5-4b65-fa42-08d8563f22a2'.

Student name	Student email	Status	Initiated By	Documents Shared	Expires	
Jo Smith	jsmith897123@hotmail.com	Active	Student	1	25/09/2020	View

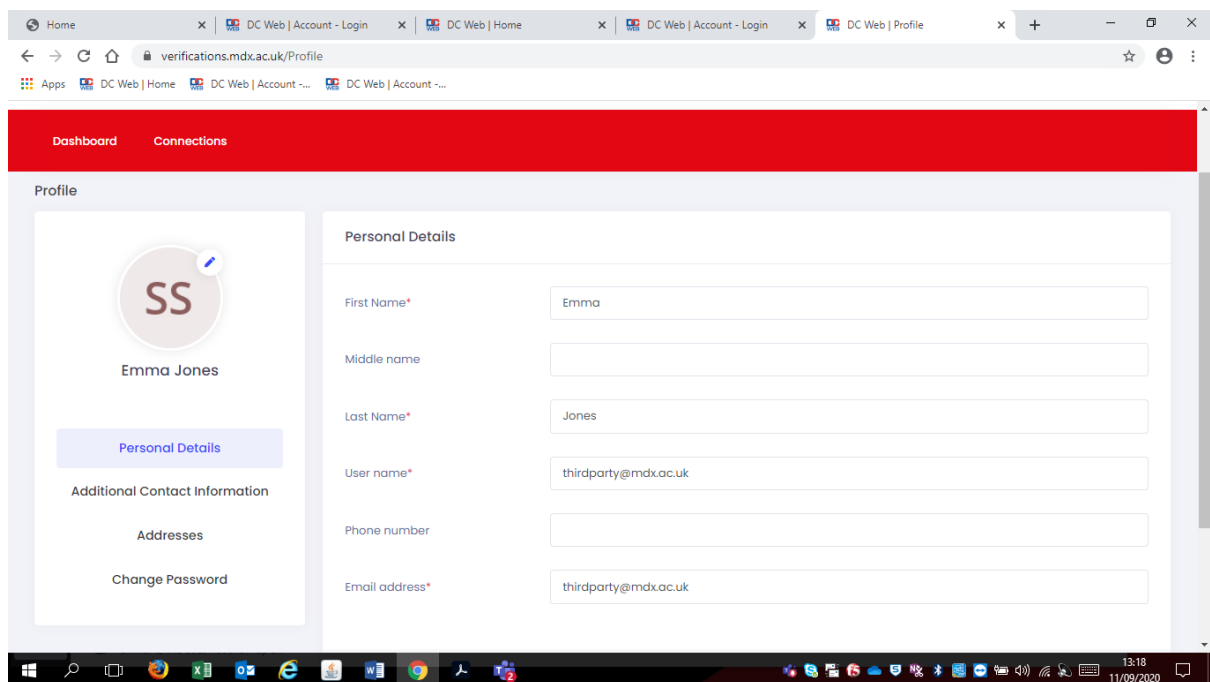


## Profile

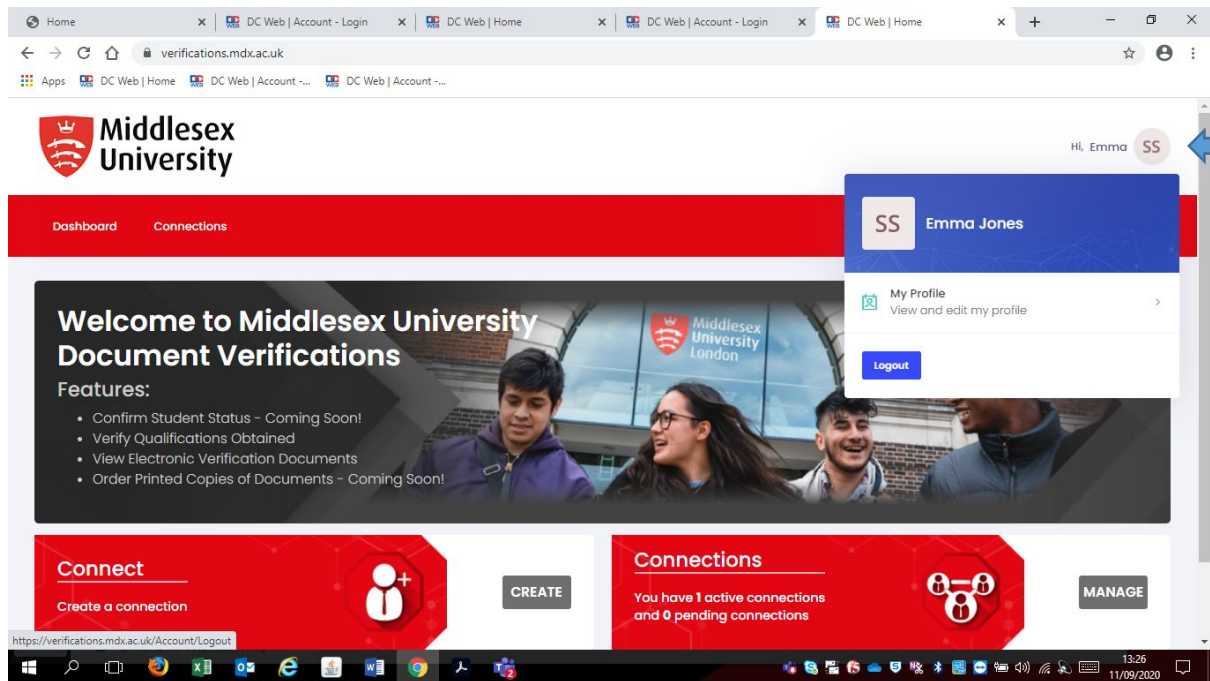
You can amend/update any details on your profile by going to the top right icon and clicking on 'My Profile'.



On this screen you can amend your name and add a telephone number. On the left hand side there are also the options to add in additional contact information, addresses. To change your password, enter your current password, create a new password and click Save.

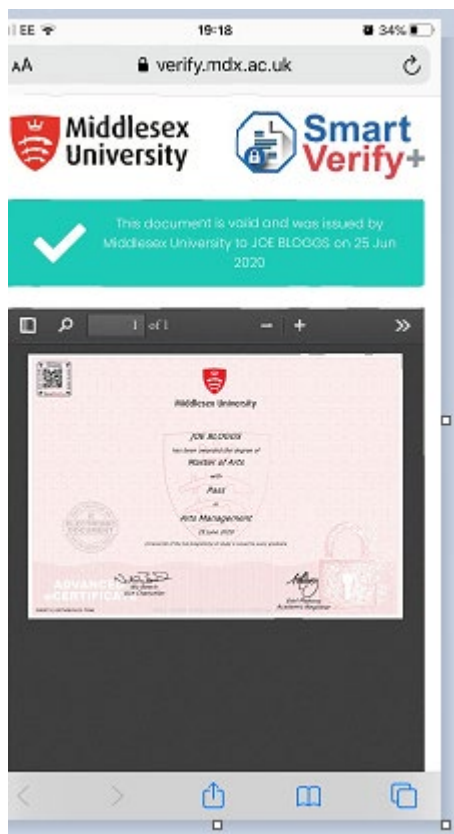


To Log out click on the top right icon in the circle



### 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.