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 3rd 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

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.

Enter your first name and surname and click NEXT.

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

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.

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

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

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.

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

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.

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.

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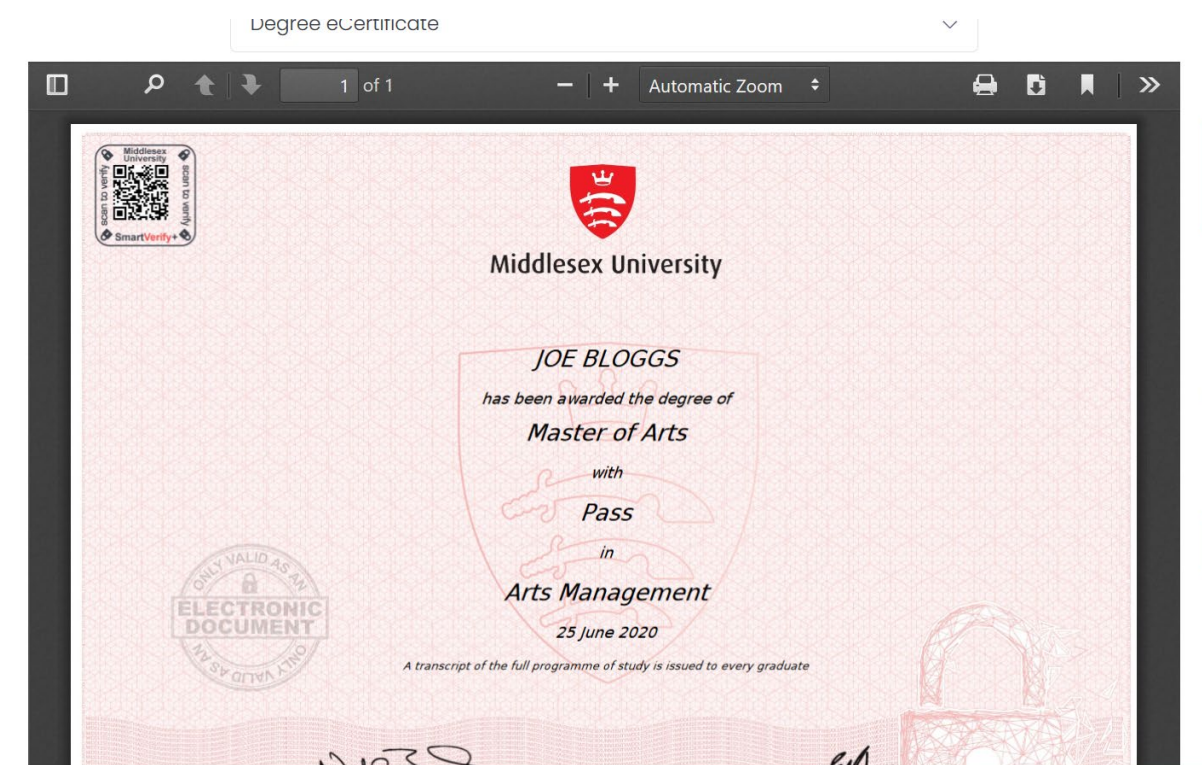
A window will open showing the digital degree certificate. The digital certificate is different to the printed version.

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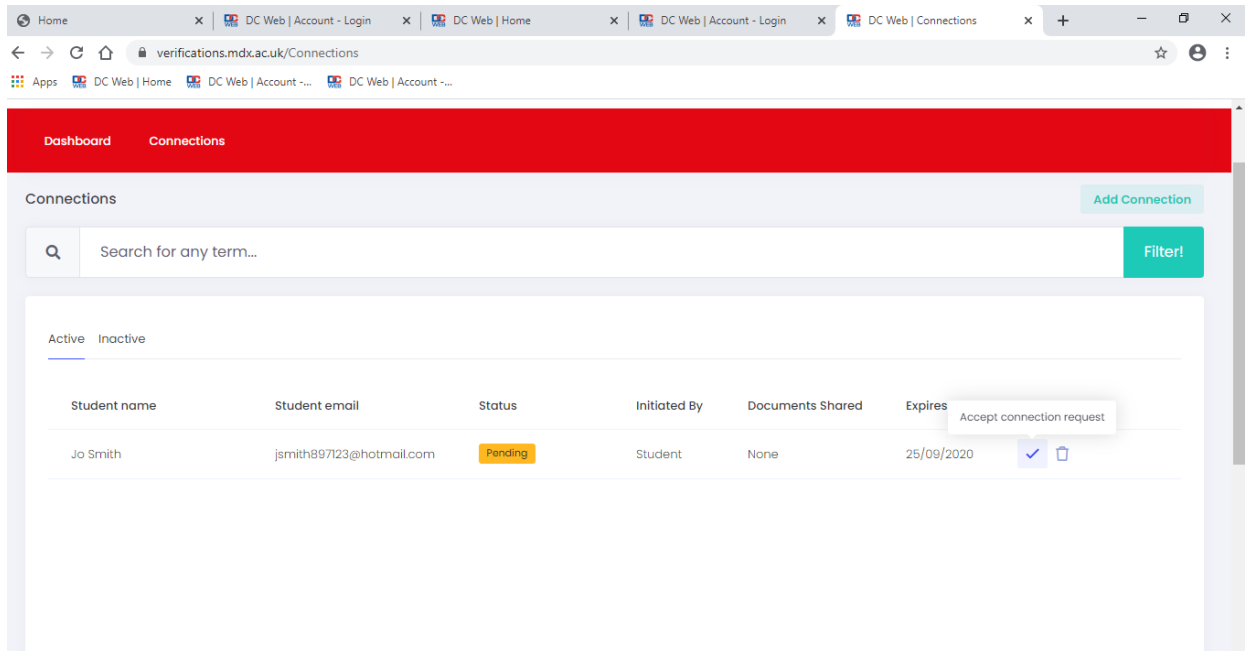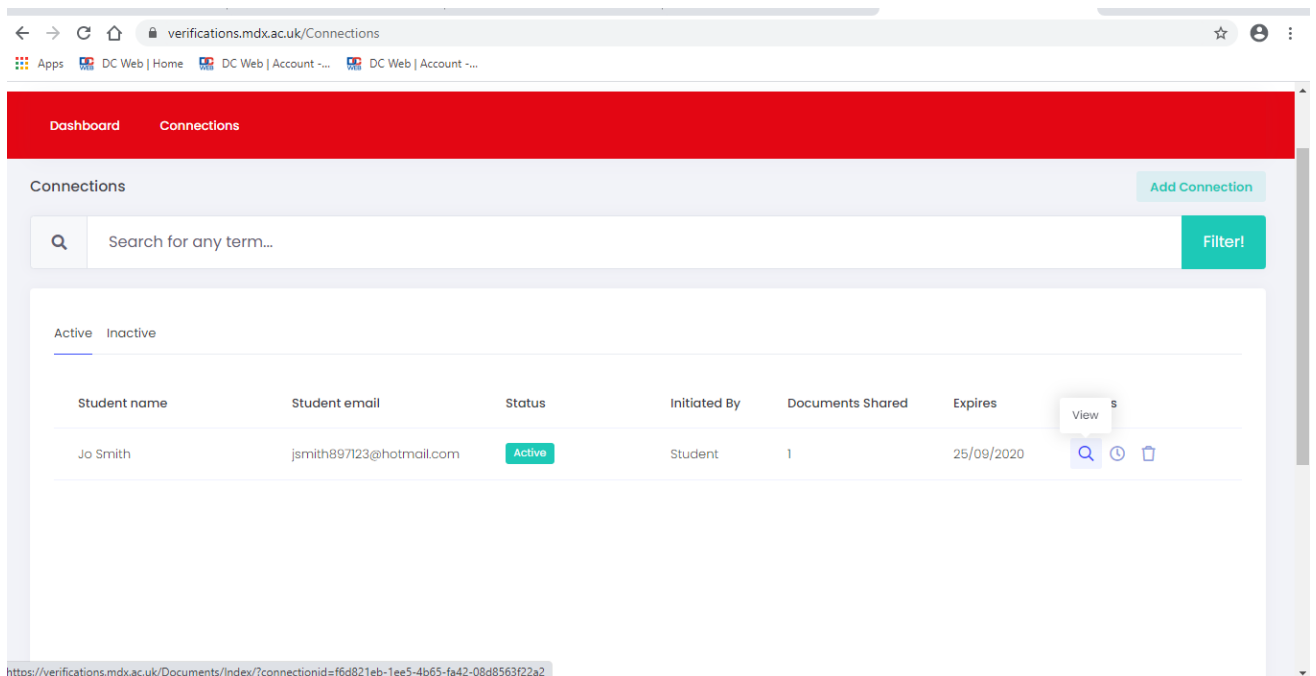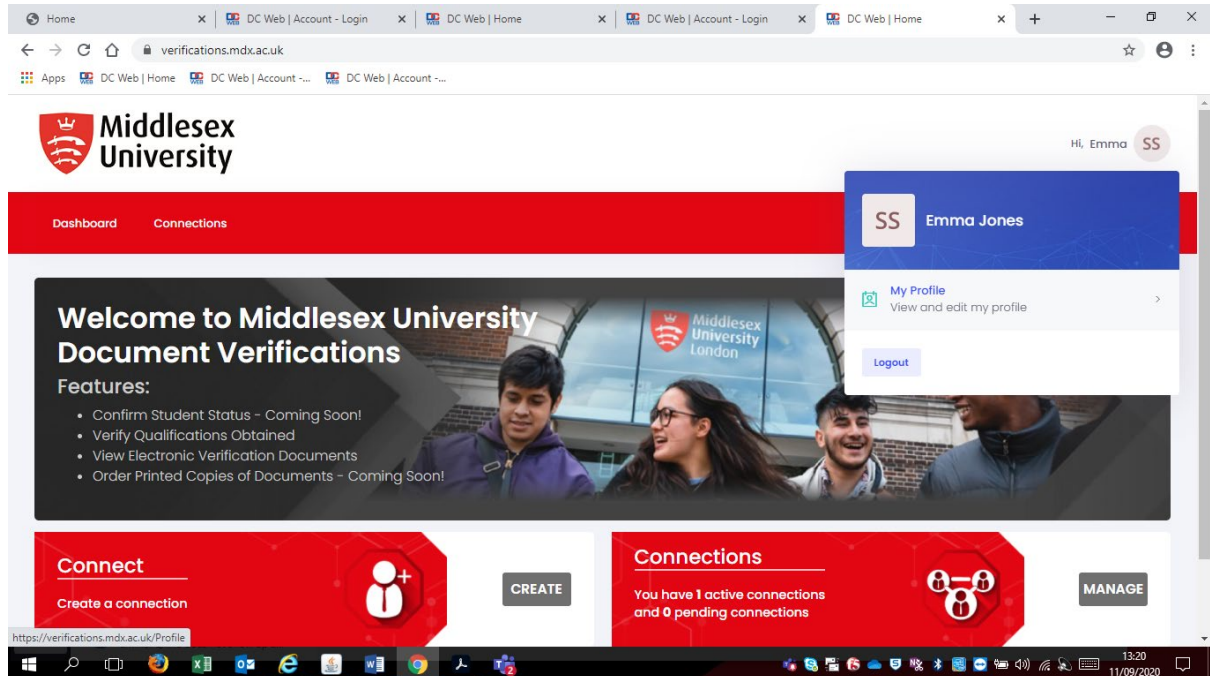
Profile

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.
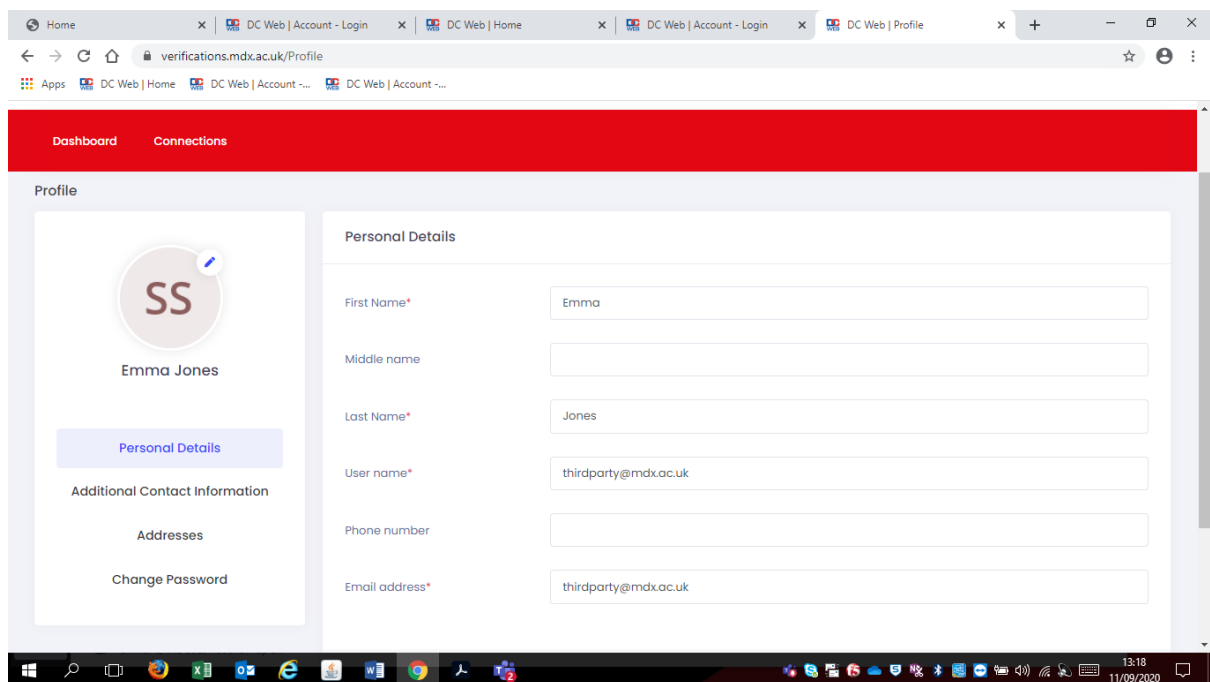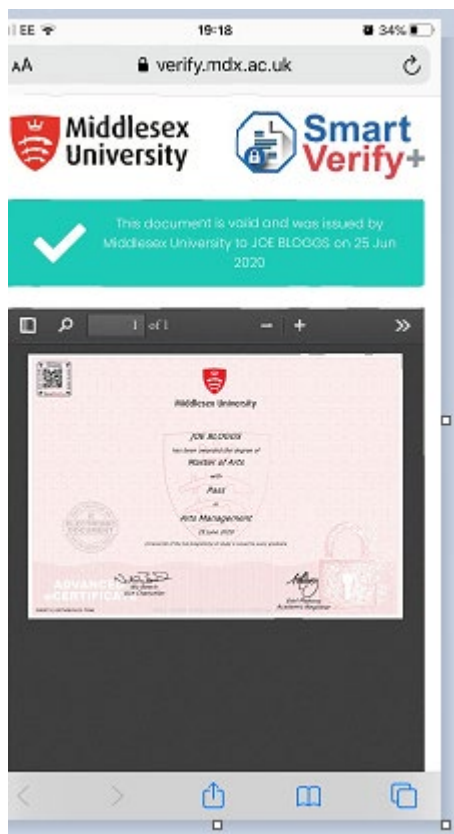
To Log out click on the top right icon in the circle
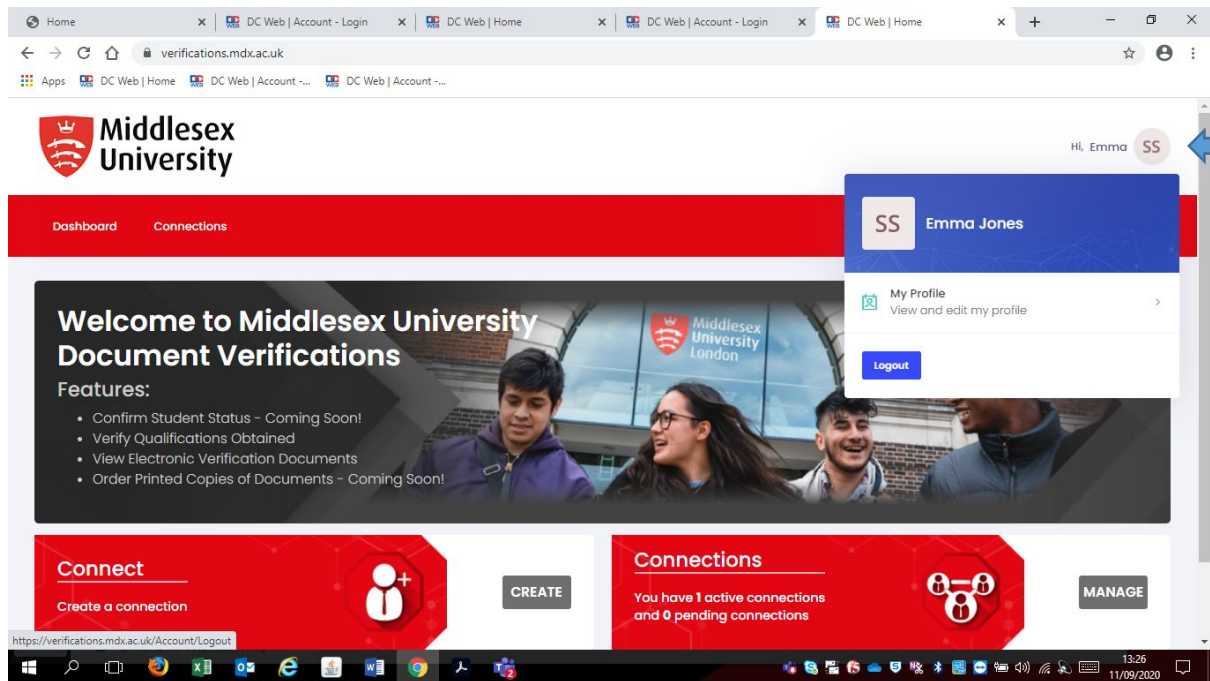
Smart Verify

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.