

Digital Certificates Web - 3rd Party Portal

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1. Introduction

This guide describes user functions for the 3rd Party Portal of the Digital Certificates Web software application supplied by Advanced Secure Technologies (AST).

2. Functionality of the 3rd Party Portal

- Students registered on the Portal can send connections via email to allow 3rd Parties to view electronic versions of their qualification and status documents.
- On receipt of such a request, the 3rd party needs to carry out a registration process which will then provide them with secure access to the documents in question.
- The connection can be cancelled by either party at any time.
- The connection has a default expiry time but can be extended by the student.
- The 3rd Party may also request an extension if required.
- Once registered, a 3rd party can then send connection requests to other students from the University using the students' email address.

3. Useful links

On the home page, there are several useful links including About, Privacy, FAQ, Cookies, Terms and Support on the bottom right of the page.

4. Registration

This is a very quick and simple registration process requiring only your email address, password creation and name.

5. Login

- Username – this is your email address
- Email address – This can be changed from within your profile
- Password – This can be changed from within your profile.
- Locked out – 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 in the link.

6. Forgotten password

If you have forgotten your password you will be able to recover from this by using the Forgotten Password procedure.

7. Dashboard

- Connect (Create)

Once registered, 3rd Parties can request access to other student's qualifications. To do this you simply require to enter the student's name and email address. If the student in question is already registered on the portal and accepts the connection then the 3rd party will be able to view their documents. If the student has not yet registered on the portal, then the student will have to carry out their own registration process before the connection can be achieved.

- Connections (Manage)

Allows the 3rd party to manage their existing connections with students.

View – Allows the viewing of PDF electronic versions of the available documents which can be downloaded or printed.

Extend – An extension of the expiry date for the connection can be requested here, the student will have to first approve the request.

Cancel – The connection can be cancelled by the 3rd party at any time.

- **Orders (if configured for ecommerce)**

This provides a historic list with the details of any orders you have placed.

- **Profiles**

Each user has a personal profile which can detail the following items of information which will be visible to any student that has a connection with you.

Photo

Personal details

Additional Contact information

- Phone numbers
- Email addresses
- Social media

Addresses

If the system is configured to allow the 3rd party user to purchase items on the portal then billing and delivery addresses can be stored here.

Change password

The system will not initiate a password change. This can be carried out by the user.

8. **Basket (if configured for ecommerce)**

If the site is configured to allow the purchase of any items by 3rd parties, then they can be placed into the basket whilst continuing to browse the site.

9. **Logout**

Logout by using the logout button which is found by clicking on your name or profile photo (Initials are displayed if no photo is uploaded) at the top right of the web page.