

Logging to the Digitary Graduate site, accessing award documents, sharing documents, requesting documents

Go to the Digitary Graduate site, the following screen will appear

<https://digitary.ul.ie/wallet/servlet/UserWalletApp/template/Login.vm>

Enter your Student ID number in **Student id** field

Enter your PIN/Password in the **Password/PIN** field

Note: This is the same PIN/Password used to login to the Student Administration Portal www.si.ul.ie, if you have forgotten your PIN/Password, you can request a new one by sending an e-mail with your student ID number to pinreset@mic.ul.ie

Enter your date of birth in the format DDMMYY in the **Date of Birth** field.

Click the **LOGIN** button

UNIVERSITY of LIMERICK
OILLSCOIL LUIMNIGH

Login Help Guide How it Works

Welcome

University of Limerick now issues academic qualifications online through a secure electronic document system. This system enables graduates to access their documents online and allows recruiters and others to verify the authenticity of these electronic documents via this secure website hosted at University of Limerick. The system uses highly secure technologies and is much more secure than traditional paper verification methods.

student/graduate login Before you can access your documents, you will need to login to the system.

Student id:

Password / PIN:

Date of Birth (DDMMYY)

LOGIN

Powered By DIGITARY

Once you have successfully logged in, the following **Preferences** screen will appear

Check that the **Email Address** field contains the e-mail address of your **current** e-mail account i.e. not your old college e-mail account

Change the **Email Address** field if necessary and click the **Save** button

To view award documents that have been issued to you click the **My Documents** tab on the top of the page

The following page will appear on which, you can view your documents, share your documents, and view any history associated with your documents.

Status: Logged in from IP: [redacted] as [redacted] Last login: Thu Apr 17 11:50:15 IST 2014 Logout

My Documents Sharing Requests History Settings Help Guide

You are here > Home > Preferences

Preferences

Please make sure that your current email address is configured correctly:

User ID 090

Full Name

Email Address

Send me an email when documents have been issued to my account

Save

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My Documents

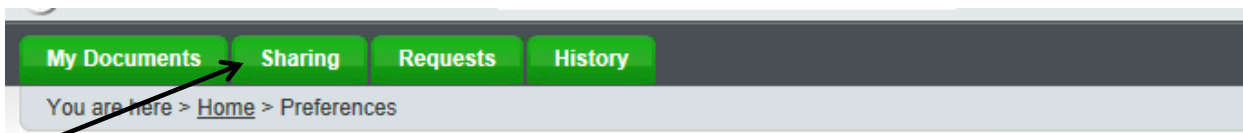
This page contains all documents that have been issued to you electronically. From here, you can:

- View your documents (requires Adobe Reader)
- Share your documents online with third parties who may wish to verify the documents
- View the history of all access to your documents - who accessed your data, and when

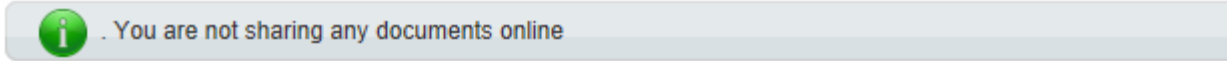
Reference	Type	Status	Actions		
21	MIC European Diploma Supplement	AVAILABLE	View	Share	History
21	MIC Transcript	AVAILABLE	View	Share	History

Please note that Student Services can only issue graduates of MIC with copies of their transcript and European Diploma Supplement.

The Parchment document has to be requested from and issued by the University of Limerick. Please read the instructions at the end of this guide on how to request a document.



To share your documents with a third party, click on the **Sharing** tab at the top of the page




Sharing

The following page will appear


Use this page to control access to your documents. From here you can share access to your documents via email, share access to your documents to selected users of the system and lock down access completely.

Share a document online




SELECT

View document shares



SELECT

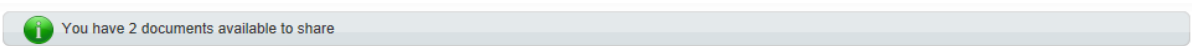
Disable all online documents



SELECT

To share a document click on the **SELECT** button in the *Share a document online* panel

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New Share

Reference	Type	Issued	Expires	
216808	MIC European Diploma Supplement	17/04/2014	-	View Share
216867	MIC Transcript	17/04/2014		View Share

Document Sharing
Document sharing allows you to provide recruiters and other third parties with secure online access to your documents. This page can be used to create a new document share and to manage your document shares.

A list of all available documents that you can share online is shown on this page

Click on the **Share** link beside the document that you want to share, e.g. MIC Transcript

The following page will appear outlining the options available to you for sharing your document(s).

The recommended option is to e-mail a link to a specific E-mail address.

Enter the E-mail address of the individual with whom you want to share your document in the **Recipient email** address field

Click the **Next** button

Enter the E-mail address of the individual with whom you want to share your document in the **Recipient email:** field

Enter your e-mail address in the **Reply To:** field

You can also change the subject title of the e-mail in the **Subject:** field, e.g. *Copy of College transcript for Anne Doe*

Tick the **CC me:** box to be copied on the e-mail that is sent from the Digitary graduate site

Create Share for document id 21 (MIC Transcript)

Setting Access Control
There are three access control settings for a document share:

- **Open access** - anybody who is in possession of the generated URL can access your shared document.
- **Registered users** - anybody who is in possession of the generated URL and registers with this system can access your shared document.
- **Specific email** - Only the registered user who controls the email address shown opposite can access your shared document.

Configuring Expiry Date
Document shares can be configured to automatically expire after a defined period of time. After that time, the document will not be accessible via the generated URL.

Selecting Delivery Method
There are two choices of delivery method:

- **Manual delivery** - You can copy and paste the generated URL and distribute it yourself.
- **Secure email delivery** - This site will send the URL via certified electronic email to the email address of your choice (specified in the next page).

Access Control:

Open access
 Registered users
 Specific email (recommended)

Share expiry:

Please select when this document share will automatically expire:
Choose: (default: 90 days)

Delivery method:

Manual delivery
 Secure email delivery (recommended)

Recipient email:

Next

Create Share for document id 21 (MIC Transcript)

Secure Email Delivery
Please complete the form shown by providing the email address of the person you wish to have your document shared with. This person will be sent a certified electronic email from this institution containing the secure URL of your shared document. The access control rules which you specified in the previous page will be applied to this URL.

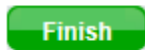
Recipient Email: Enter email address of the person to send the certified email to:

Reply To: Enter a reply-to address for return correspondence from the recipient:

Subject: If you would like to include a reference in the Subject field of the email, please enter it here:

CC me: If you would like to receive a copy of the email, please check this box:

Click the **Finish** button



The following page will appear indicating that your document share has been e-mailed to the recipient you specified

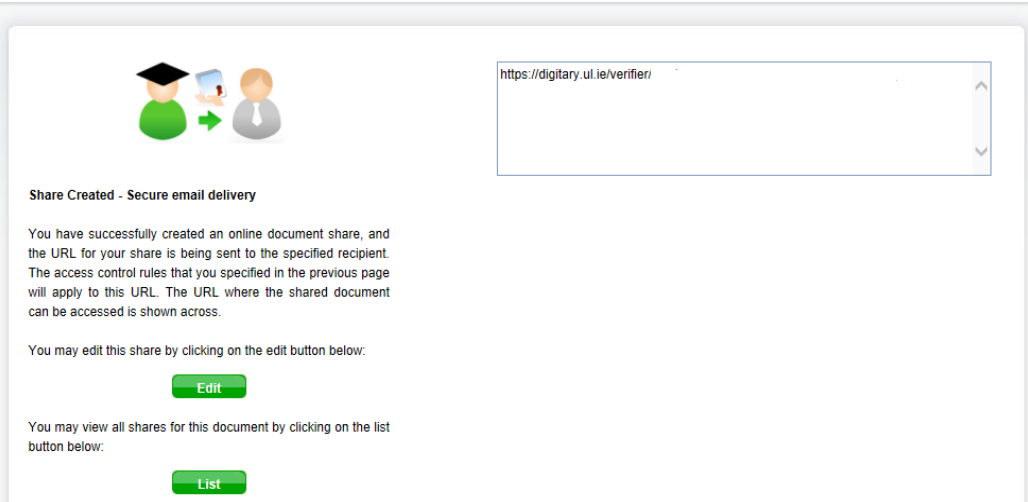
You can now logout of the Digitary site by clicking on the



button on the top right hand corner of the screen or you may wish to create further document shares in which case click on the **Sharing** tab to commence the document sharing process again.

Document share created and email sent to: `joe.bloggs@mic.ul.ie`

Create Share for document id 21 (MIC Transcript)



The screenshot shows a confirmation page for a document share. At the top, a status bar indicates "Document share created and email sent to: joe.bloggs@mic.ul.ie". Below this, the title "Create Share for document id 21 (MIC Transcript)" is displayed. The main content area features an illustration of a person in a graduation cap sending a document to another person. Below the illustration, the heading "Share Created - Secure email delivery" is followed by a paragraph: "You have successfully created an online document share, and the URL for your share is being sent to the specified recipient. The access control rules that you specified in the previous page will apply to this URL. The URL where the shared document can be accessed is shown across." To the right of this text is a text box containing the URL "https://digitary.ul.ie/verifier/". Below the text, there are two green buttons: "Edit" and "List".

Share Created - Secure email delivery

You have successfully created an online document share, and the URL for your share is being sent to the specified recipient. The access control rules that you specified in the previous page will apply to this URL. The URL where the shared document can be accessed is shown across.

You may edit this share by clicking on the edit button below:

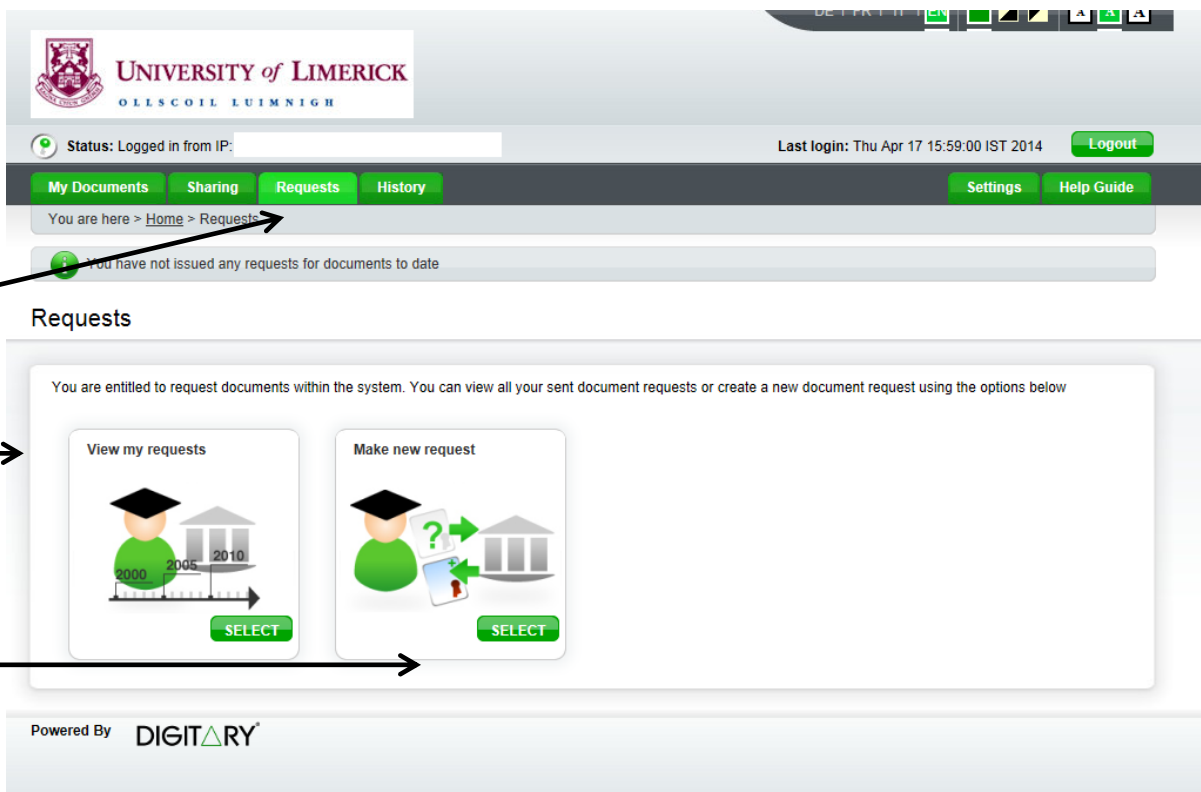
[Edit](#)

You may view all shares for this document by clicking on the list button below:

[List](#)

Please view the page below for instructions on requesting a copy of your Parchment document.

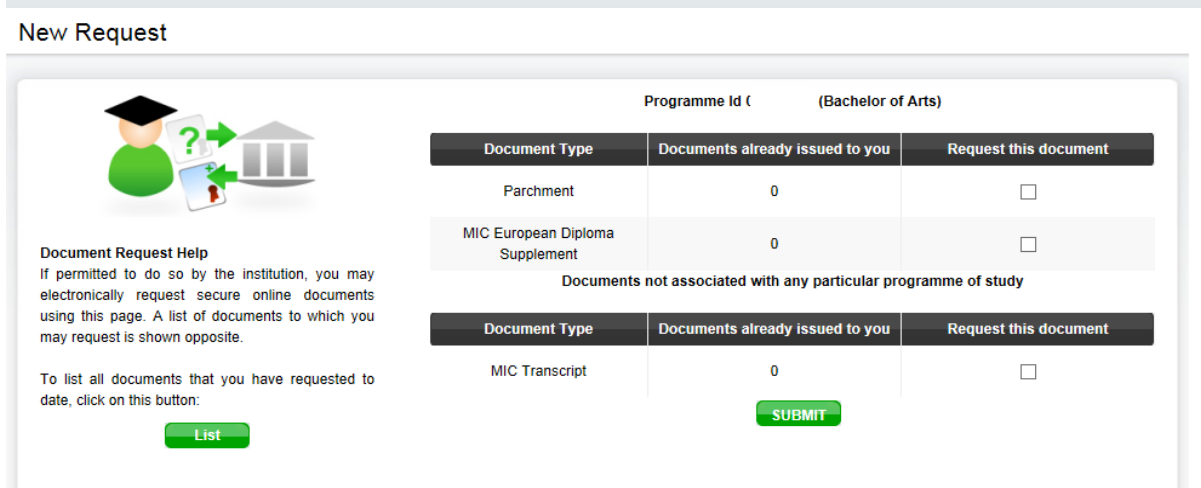
Requesting a copy of your Parchment document



Click on the **Requests** tab at the top of the page

The following page will appear

Click on the **SELECT** button in the **Make new request** panel



Tick the box for the Parchment document in the **Request this document** column.

Click the **SUBMIT** button

A message should appear to say that your request has been submitted.

Once the Parchment document has been issued to you it will appear in the **My Documents** folder

The following requests were successfully submitted

User Id/Programme Code	Requested Document	Request reference number
	Parchment	4402