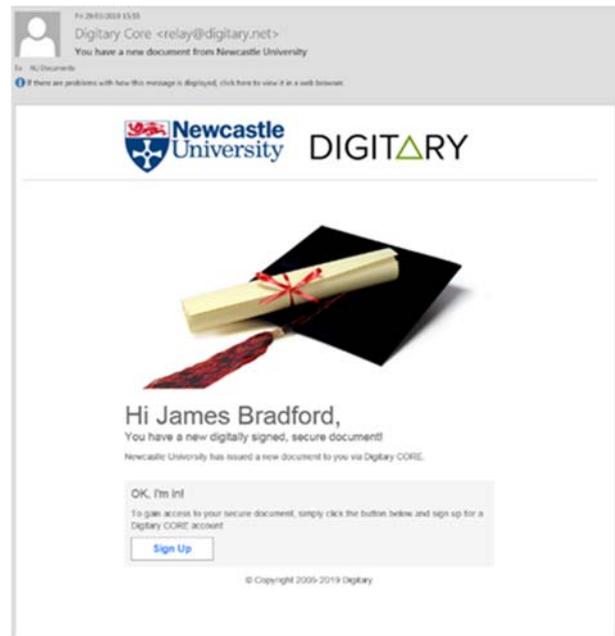


## How to Register

You will have received an email similar to this.

1. Click on the 'Sign Up' button

You will be redirected to the Digitary CORE login Screen



2. Select the Monument icon



Or enter your institution name

Institution



Newcastle University v3 IdP

[BACK](#)

CONTINUE

3. Select 'Newcastle University v3 IdP' from the list of institutions

# Login Gateway

Newcastle University > IT Service > Login Gateway

Enter your Username and Password:

Login to Digitary CORE

Username:

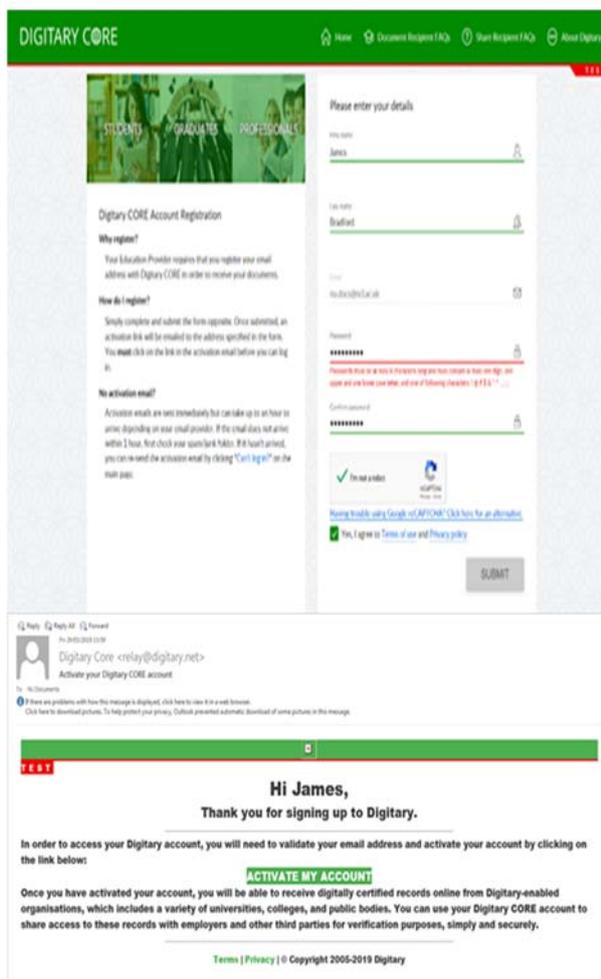
Password:

**LOGIN**

4. Use your Newcastle University login details to access the Gateway

5. You will now be prompted to enter your name, a personal email address and password.

You can then use these details to access the portal at any point in the future



The image shows two screenshots related to the Digitary CORE registration process. The top screenshot is the registration form, and the bottom screenshot is an email received after registration.

**Registration Form:**

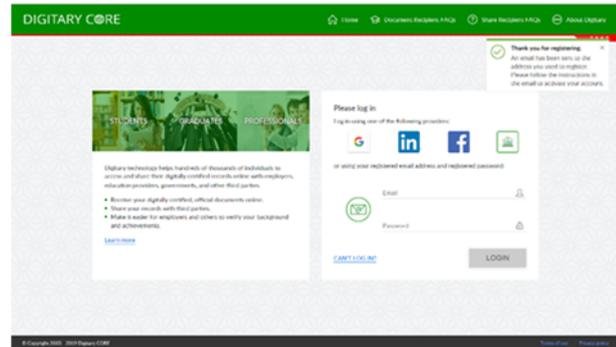
- Header:** DIGITARY CORE with navigation links: Home, Document Request FAQs, Smart Request FAQs, About Digitary.
- Form Fields:**
  - First name: James
  - Last name: Bradford
  - User name: jbradford@uc.ac.uk
  - Password: [Redacted]
  - Confirm password: [Redacted]
- Registration Information:**
  - Why register?** Your Education Provider requires that you register your email address with Digitary CORE in order to receive your documents.
  - How do I register?** Simply complete and submit the form opposite. Once submitted, an activation link will be emailed to the address specified in the form. You must click on the link in the activation email before you can log in.
  - No activation email?** Activation emails are sent immediately but can take up to an hour to arrive depending on your email provider. If the email does not arrive within 1 hour, first check your spam/junk folders. If that hasn't worked, you can request the activation email by clicking "Can't log in?" on the main page.
- Additional Features:**
  - Check for updates (checked)
  - Using Google CAPTCHA (checked)
  - Yes, I agree to Terms of use and Privacy policy (checked)
  - SUBMIT button

**Activation Email:**

- From:** Digitary Core <relay@digitary.net>
- Subject:** Activate your Digitary CORE account
- Content:**
  - Hi James,
  - Thank you for signing up to Digitary.
  - In order to access your Digitary account, you will need to validate your email address and activate your account by clicking on the link below:
  - ACTIVATE MY ACCOUNT**
  - Once you have activated your account, you will be able to receive digitally certified records online from Digitary-enabled organisations, which includes a variety of universities, colleges, and public bodies. You can use your Digitary CORE account to share access to these records with employers and other third parties for verification purposes, simply and securely.
  - Terms | Privacy | © Copyright 2005-2019 Digitary

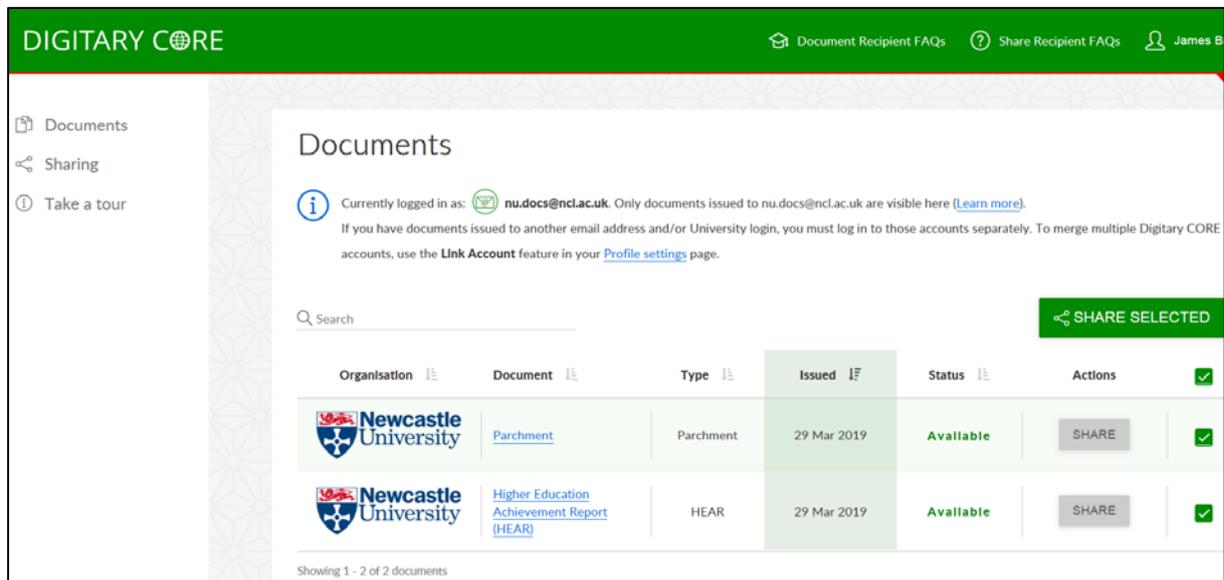
6. You will have now received an email asking to validate your account. Click the 'Activate My Account' button

7. Log in to access your document(s)



## You're in!

We would advise 'taking a tour' of the site find out how to use all of the feature but to view a document by clicking on the name.

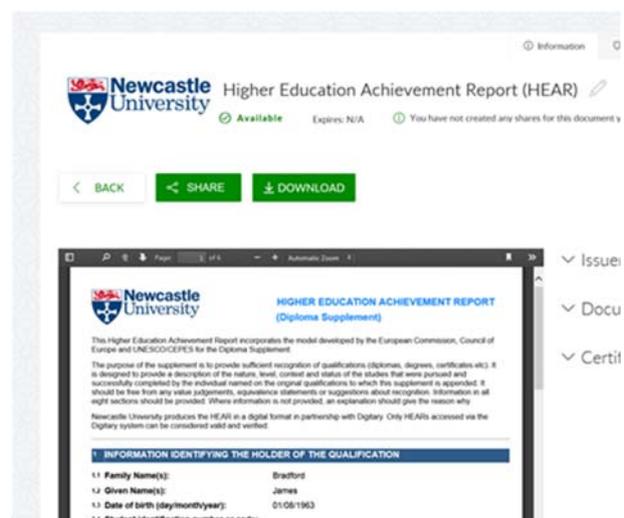


## Share a Document

The HEAR is a Transcript with additional information, such as Academic prizes or work experience you have gained whilst at Newcastle University.

You will receive an interim at the end of each stage and then a final one upon completion.

For more information visit our [HEAR Page](#).



You will also receive a digital Parchment when you graduate.

Do not worry though, you still get the physical copy, but this one can be shared with anyone you wish. No more scanning or ordering certified copies.

You control who sees your document and how long they have access to it. You can see the 'Share' links on each page, simply select what you want to share then enter the required details.

You can create a link (URL) to a document, which will be sent via email to an email address of your choosing.

You can also add a reference, such as a reference number for a job application, a PIN they must enter to access the document and an expiry date. Once the date has passed they will no longer be able to view it. You can also revoke access at any point.

Newcastle University Parchment  
Available Expires: N/A You have not created any shares for this document yet.

BACK SHARE DOWNLOAD

University of Newcastle upon Tyne  
Faculty of Science, Agriculture and Engineering  
was awarded the Degree of  
BACHELOR OF ENGINEERING  
with First Class Honours in  
Chemical Engineering  
on  
28 June 2018  
V.V. CHANCELLOR & PRESIDENT REGISTRAR

### Document sharing

Generate a link to my documents  
 Send my documents to a registered organisation

Share name  
HEAR and Parchment

The name you choose will be visible only to yourself and will not be seen by the recipient of your share

Email  
nu.docs@ncl.ac.uk

Reference  
100000

The reference will be visible to the recipient of the share

Access PIN  
1234

Expiry date  
04 Apr 2019

HELP CANCEL SHARE

If the receiving institution is also on Digitary you can share via the platform directly. Just select the receiving organisation from the list and complete the details they require.

## Document sharing

Generate a link to my documents

Send my documents to a registered organisation

Share name  
HEAR and Parchment - James Bradford 

The name you choose will be visible only to yourself and will not be seen by the recipient of your share

Recipient \*  
World Education Services (WES) 

World Education Services (WES) is a non-profit organization, founded in 1974 and dedicated to helping individuals achieve their higher education and professional goals. WES evaluates and advocates for the recognition of international education qualifications in the U.S. and Canada. WES delivers credential evaluations recognized by 2,500 academic, business, and governmental institutions to more than one million people worldwide.

Reference  
WES Application  

The reference will be visible to the recipient of the share

Reference Number \*  
100000 

Expiry date 

\* Mandatory

[HELP](#) [CANCEL](#) [SHARE](#)