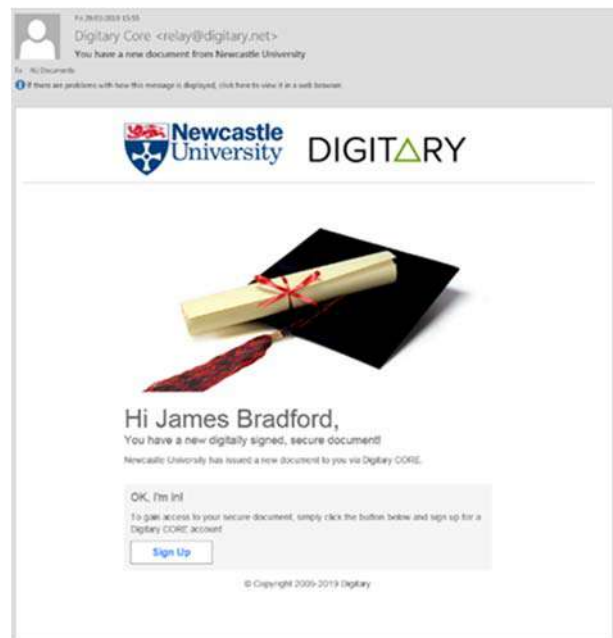


How to Register

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

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



Login Gateway

Newcastle University > IT Service > Login Gateway

Enter your Username and Password:

Login to Digitary CORE

Username:

Password:

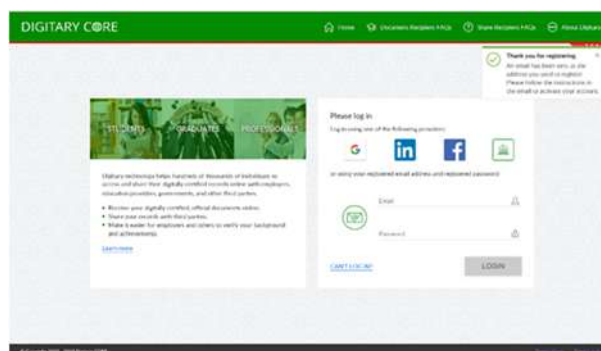
LOGIN

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

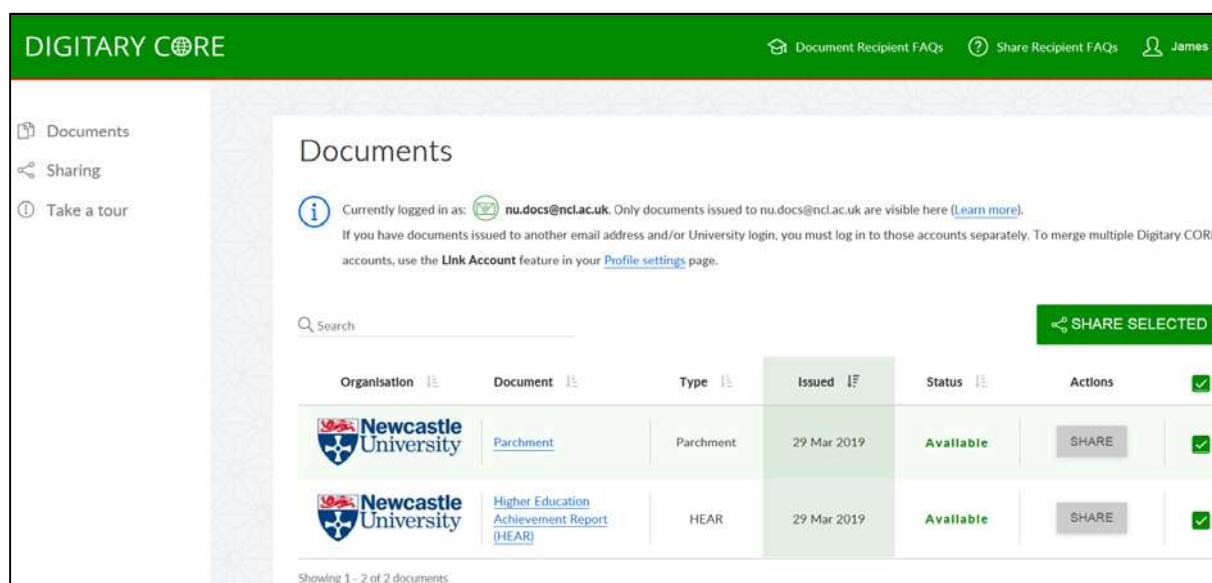
6. You will have now received an email asking to validate your account. Click the 'Activate My Account' button

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.

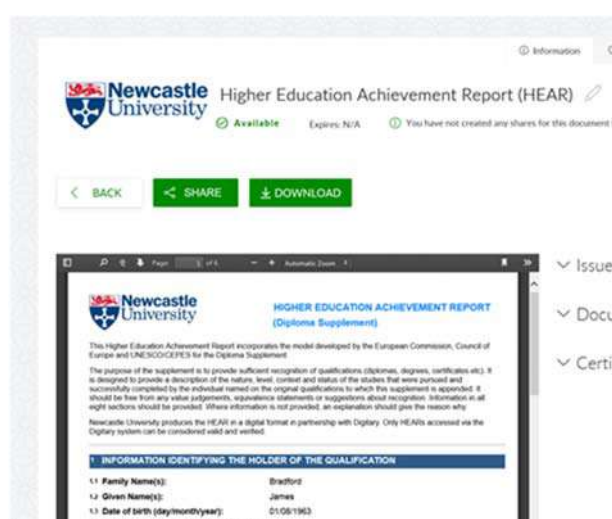


Share a Document

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](#)



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