

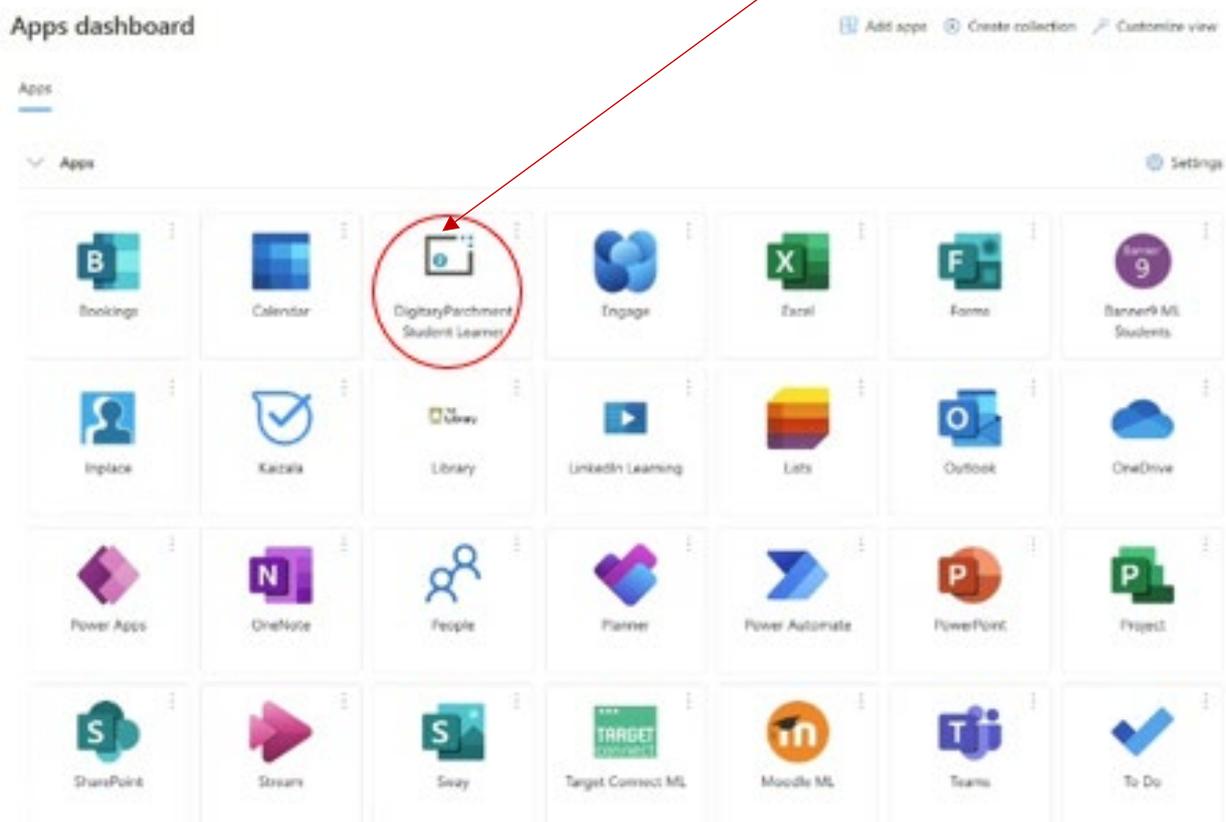
Accessing your documents on Parchment (formally Digitary) and ***Linking your Accounts (student and personal)***

***Linking your student accounts to your personal email while you are still a student means you will maintain unlimited access to your documents. Instructions on how to link accounts can be found on page 5.

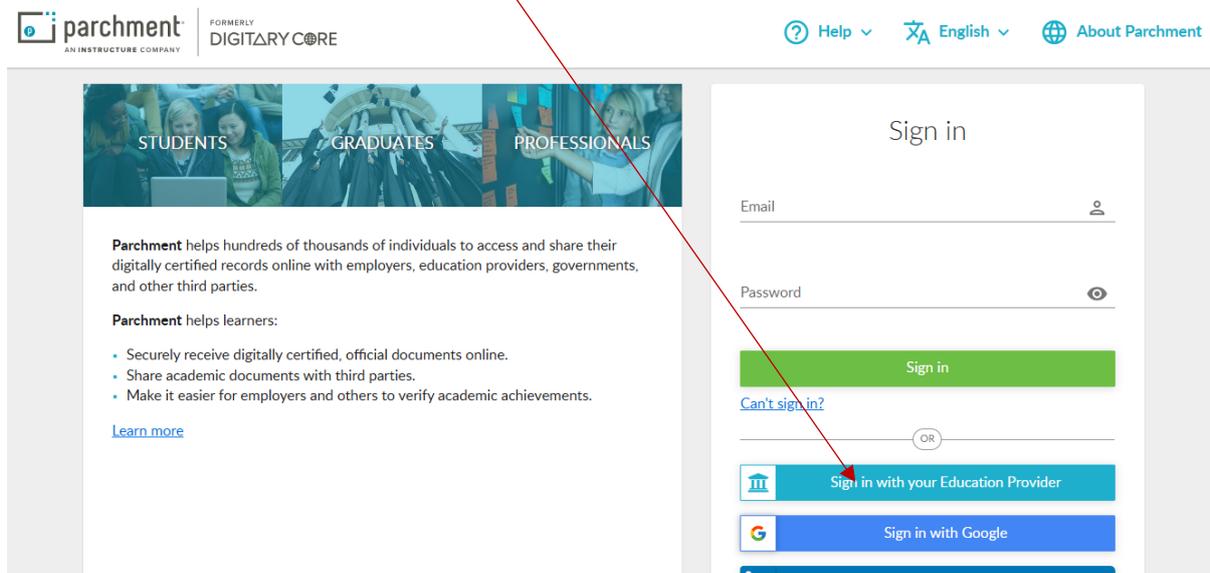
Requests for access to these documents after you leave the University may incur a fee.

Accessing Parchment Digitary Services:

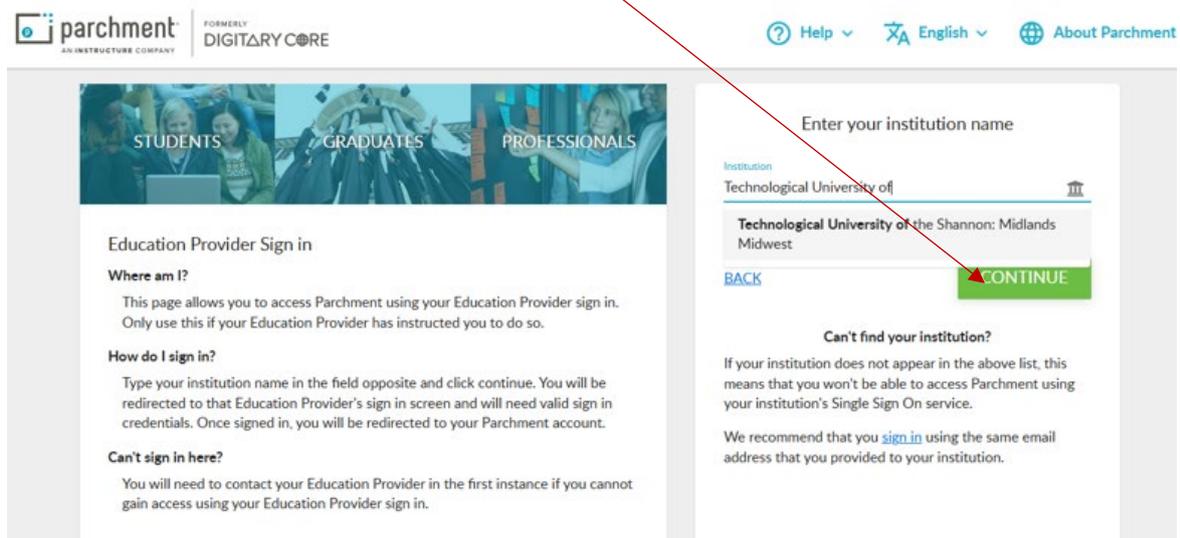
Open [My Apps](#) and click into Digitary Parchment Student Learner portal



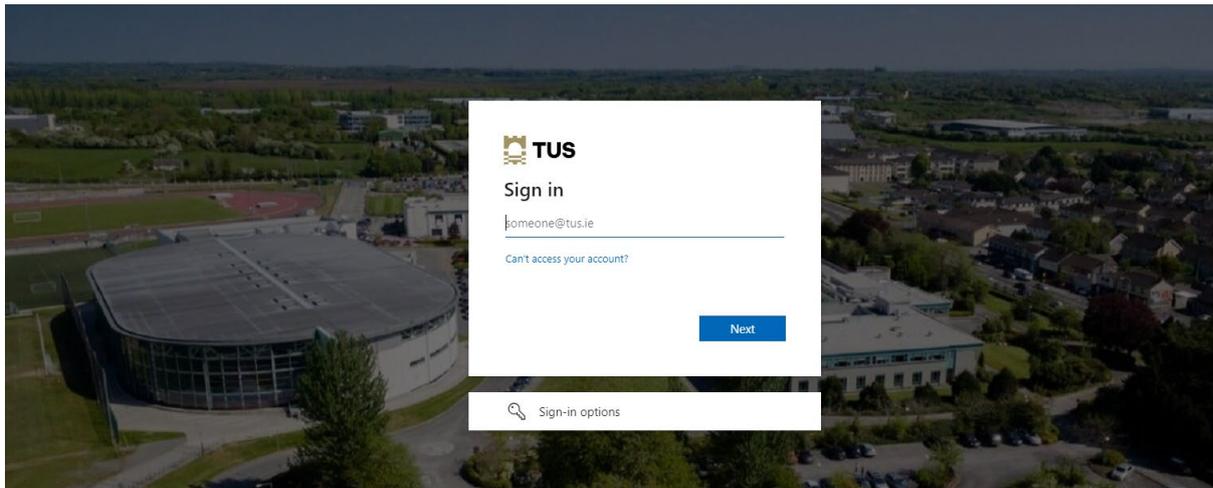
Click Sign in with your Education Provider



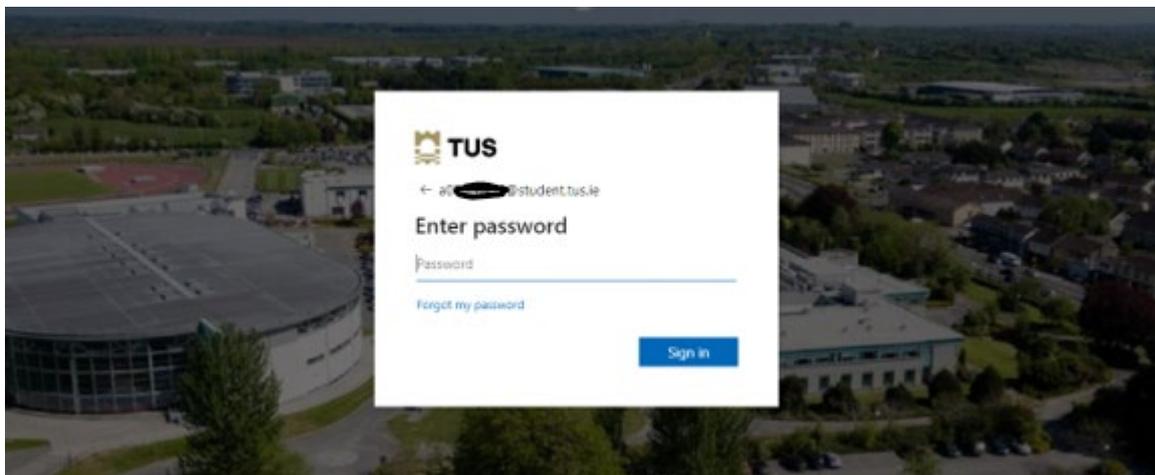
Start typing your Institution name **Technological University of the Shannon Midlands Midwest**, select the option that appears and click **Continue**



Enter your TUS student email address



Enter your Password



At this point you may get asked to Authenticate using MFA



You should then be able to view the documents available to you.

Documents



Currently signed in via  **Technological University of the Shannon: Midlands Midwest** sign in as **AD00000000**. This page lists any certified documents that have been issued to you through Parchment. [Learn more](#)

You can see documents issued to this account and to the other accounts to which you have linked.  

For more details on the accounts to which you have linked, please go to your [Account settings](#) page. To share your document with a third party, click the **SHARE** button.

Filter

X



 Available EDS TU 8 Nov 2024 EDS TU	 Available Grademallier TU 22 Oct 2024 Grademallier TU	 Available Grademallier TU 21 Jun 2024 Grademallier TU	 Available Grademallier TU 14 Jun 2024 Grademallier TU
 Available Grademallier TU	 Available Grademallier TU	 Available Grademallier TU	 Available EDS TU

Trouble shooting 1

If you have used a non-TUS Email to login previously you need to Link this account to your TUS Student Email so you can see all your Documents or vice versa

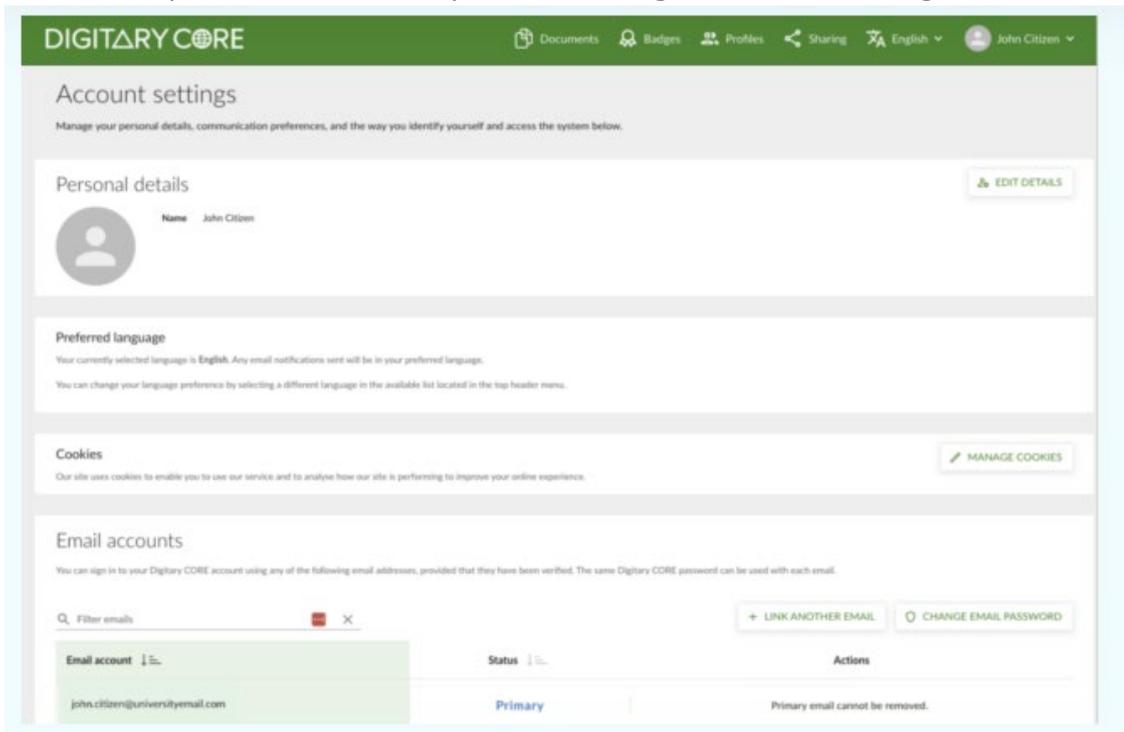
How do I link another email to my account?

You should be able to link your accounts from your Account Settings page.

In this example John Citizen has already associated his university email address (john.citizen@universityemail.com) with his account. As this email address may expire at some point in the future, John would like to link to his lifelong personal email address (john.citizen99@gmail.com) to his account.

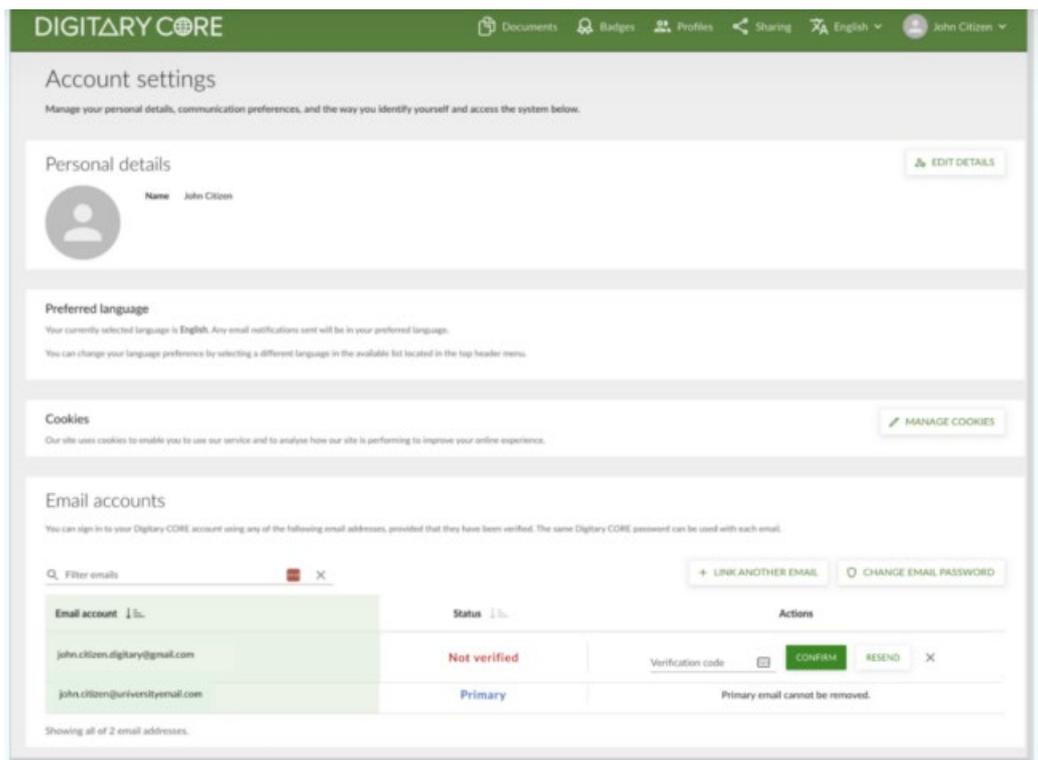
Here's how he can do this.

1. Log in to Parchment Digitary Services
2. Click the dropdown menu next to your name and go to Account Settings

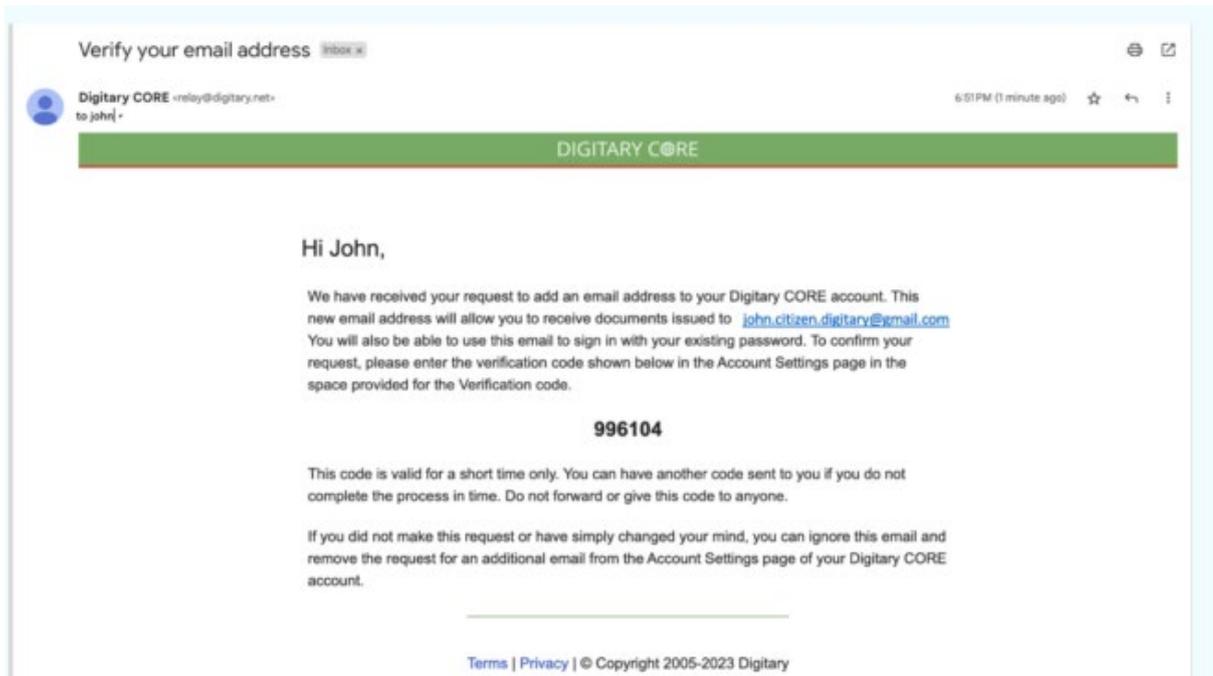


3. Under Email accounts, choose +Link Another Email
4. Add the email address that you would like to link to this account and click Add
5. At this point, in the Account Settings page, you should be able to see that the new email has not been verified.

6.

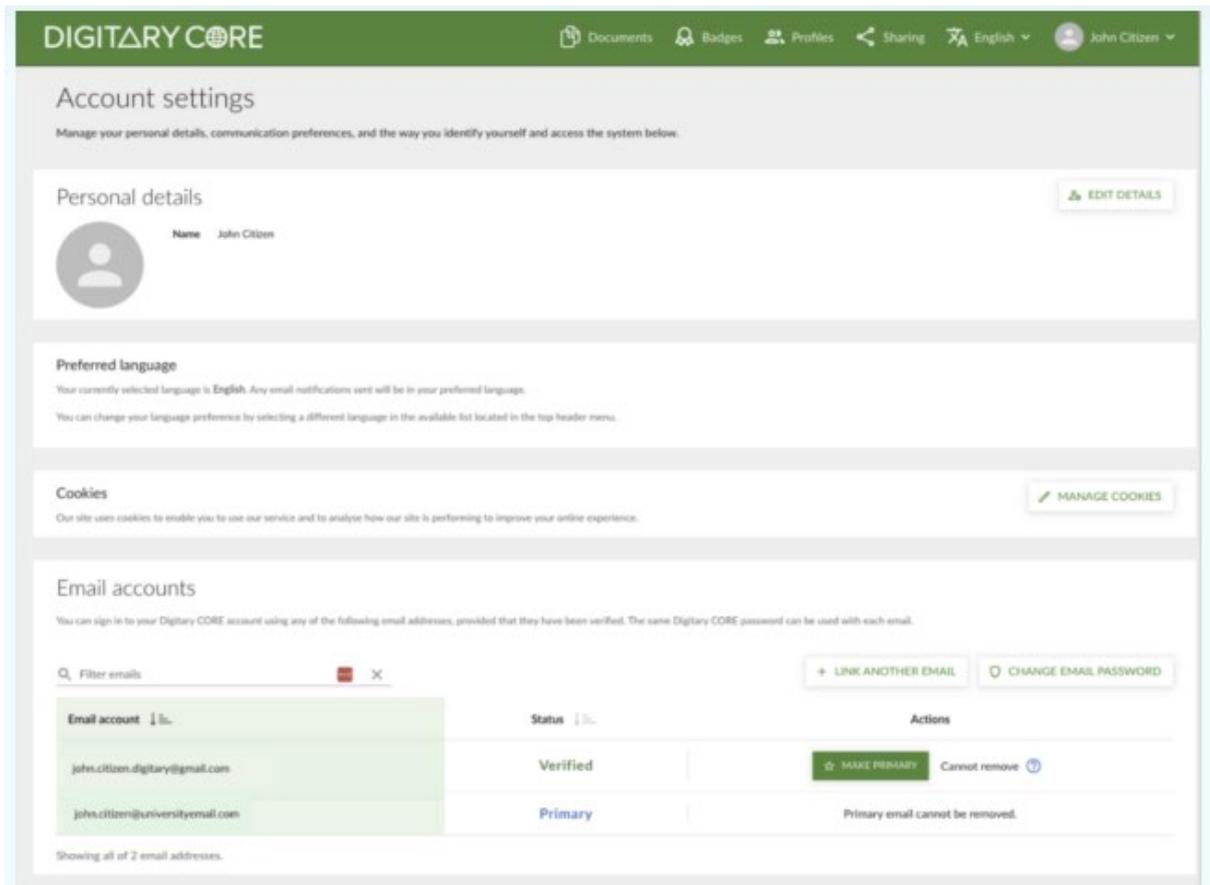


7. You will have received an email notification with a verification code to verify ownership of the email address you have added.



8. Copy this code and enter it in your account settings page to verify the email.
9. You can now log in with either your newly linked email address or the old email address. The same password will work for both email addresses.

10. Your newly added email will now show as 'verified'



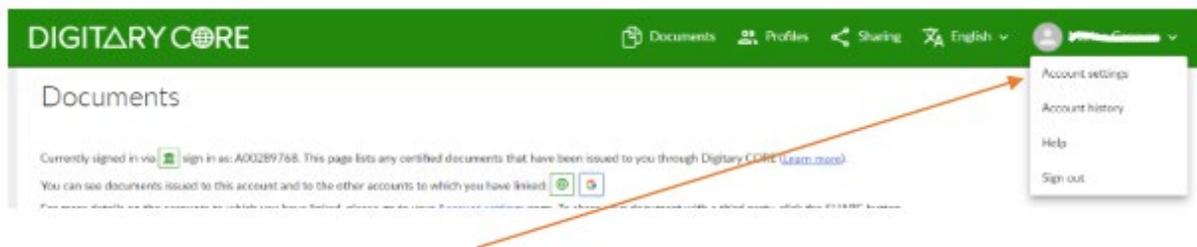
In your Account settings, you can also mark this new email as your primary email address by clicking on Make Primary beside the email address.

Trouble Shooting 2

If you have previously logged in using a non-TUS email and you can't view your Documents on Parchment Digitary Services, you need to un-Link & relink your TUS Student Email so you can access with either Email



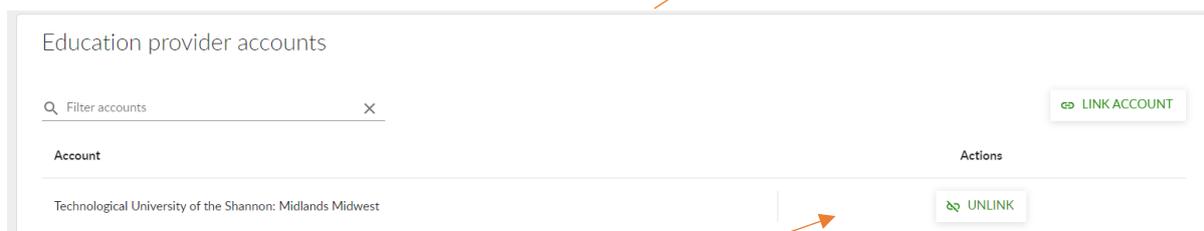
(1) Click on your name.



(2) Click on Account Settings



(3) Ensure all relevant email addresses are linked.



(4) Unlink the Institute and then relink it again.

NOTE: More useful tips on Sharing your Documents with Third Parties and troubleshooting issues can be found on Parchments Digitary Services FAQ page:

[Credentials Order & Status](#) | [Students](#) | [Parchment](#)