

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 <u>My Apps</u> and click into Digitarty Parchment Student Learner portal





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STUDENTS GRADUATES PROFESSIO	Sign in
 Parchment helps hundreds of thousands of individuals to access and share th digitally certified records online with employers, education providers, govern and other third parties. Parchment helps learners: Securely receive digitally certified, official documents online. Share academic documents with third parties. Make it easier for employers and others to verify academic achievements. 	eir nents, Password Sign in Can't sign in? OR Sign in with your Education Provider G Sign in with Google

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.

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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

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Account settings Manage your personal details, communication preferences, and the wa	y you identify yourself and access the system bei	9W.				
Personal details						& EDIT DETAILS
Preferred language Your corrently selected language is English. Any email notifications seret will be in You can change your language performers by selecting a different language in the	your preferred language. 1 postuble list located in the top header menu.					
Cookies Our site uses cookies to enable you to use our service and to analyse how our sit	is is performing to improve your online experience.					A MANAGE COOKIES
Email accounts Yea can sign in to your Digitary CORE account using any of the following small a	ddresses, provided that they have been verified. The sam	e Digitary CORE passwo	red can live used w	ith each email.		
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- 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.

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You can change your language preference by velociti	ig a different language in the available l	it located in the top header mens.					
Cookies							MANAGE COOKIES
Our site uses cookies to enable you to use our servic	ie and to analyse how our site is perform	ning to improve your define experience.					
Email accounts							
You can sign in to your Digitary CORE account using	any of the following email addresses, p	molded that they have been verified. The same	e Digitary CORE pa	usward can be used o	eith each email.		
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john.citizen@universityemail.com		Primary			Primary email car	not be removed.	

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

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to john	6-SIPM (1minute ago)	Ŷ	1
	DIGITARY C@RE		
	Hi John,		
	We have received your request to add an email address to your Digitary CORE account. This new email address will allow you to receive documents issued to <u>john.citizen.digitary@gmail.com</u> You will also be able to use this email to sign in with your existing password. To confirm your request, please enter the verification code shown below in the Account Settings page in the space provided for the Verification code.		
	996104		
	This code is valid for a short time only. You can have another code sent to you if you do not complete the process in time. Do not forward or give this code to anyone.		
	If you did not make this request or have simply changed your mind, you can ignore this email and remove the request for an additional email from the Account Settings page of your Digitary CORE account.		

- 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'

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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.

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Documents	Account history
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You can see documents issued to this account and to the other accounts to which you have	ave Inited Sign out
(2) Click on Account Settings	
mail accounts	
a can sign in to your Digitary CORE account using any of the following email addresses, provided	d that they have been verified. The same Digitary CORE password can be used with each email.
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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