



Parchment Award Digitary Services

Learner Portal User Guide

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1. Introduction

This guide is intended for staff of education providers issuing documents via Parchment Digitary Services (formerly Digitary CORE), to give them an overview of the student experience in accessing and sharing their Parchment documents. The content of this document may also assist in the preparation of communications to students, graduates and third parties.

1.1 Purpose of the Parchment Digitary Services Learner Portal

The Parchment Digitary Services Learner Portal connects together all participating Institutions in order to facilitate verified digital student record exchange. It gives students their own view into the Learner Portal where they may view their documents that have been issued to them by their Parchment connected education providers, and share those credentials with third parties.

Below is a user’s guide to the Parchment Digitary Services Learner portal.

1.2 Definitions, Acronyms, and Abbreviations

Meaning	
Certified document	A digital document that has been digitally signed by a participating Institution
Parchment ecosystem	A list of Institutions issuing documents through Parchment, trusted third party organisations, and professional bodies
Parchment enabled Institution	Institutions that issue digital documents via Parchment
Document Inbox	A dedicated inbox for Institutions on the Parchment ecosystem to receive documents sent to them by students and other Institutions issuing documents through Parchment.
Document Share	A document share represents a unique URL that points to a student’s documents at a unique location on Parchment. That URL may then be shared with a third party by the student.
Learner Portal / Student Portal	Interchangeable terms referring to the Parchment Digitary Services Learner Portal
Verifier / Share Recipient	The recipient of a share created by the student; the third party who will be viewing the document shared

2. Getting Started

2.1 Logging in when a Document is Issued to Student IdP

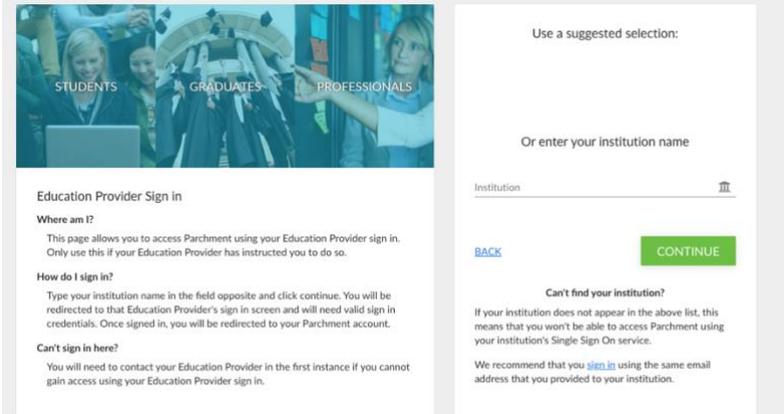
Go to Parchment Digitary Services student portal:

Production Environment: <https://core.digitary.net/r/user/shibboleth>

UAT Environment: <https://core-uat.digitary.net/r/user/shibboleth>

When visiting the Parchment Digitary Services Learner portal for the first time, you will need to sign in using your education provider's login details.

The email you, the student, receives to inform you that you have a new document will contain a link that will bring you to the page below. Begin to type the name of your education provider and choose from the dropdown list that appears.



From here, you will be re-directed to your education provider's authentication page. Sign in with your student login credentials assigned to you by your provider.

Following a successful login at this point, you will be re-directed back to Parchment Digitary Services:

- If you do not have an email associated with your education provider login account, you will be prompted to enter one.
- If your education provider has specified that your account with them is an expiring account, you will be prompted to link to another personal (non-expiring) email address.

You have the option here to enter the lifelong email address of your choice, then proceed to enter a password. You will be sent a verification code to the email address you have entered in order to verify that address. Type in the code when requested. At this point, you will be directed on to your document repository where you can view your documents issued.

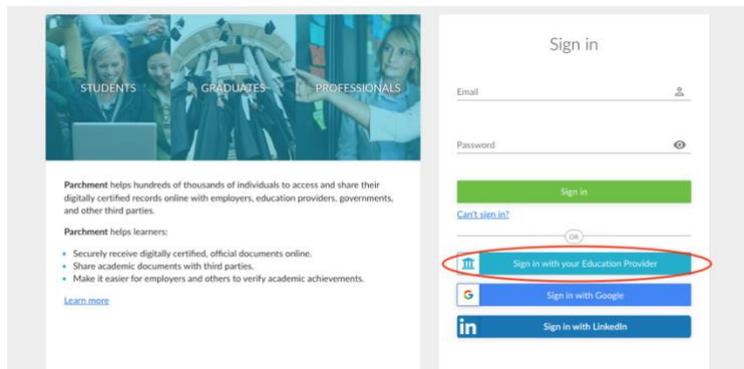
On this, your first access to the site, you will be presented with the opportunity to take a tour of the site. You can continue on the short tour, or skip the tour for now and return to it later.

Thereafter, you may sign in with your education provider details directly from the login page:

Production Environment: <https://core.digitary.net/r/user/shibboleth>

UAT Environment: <https://core-uat.digitary.net/r/user/shibboleth>

Click the **Sign in with your Education Provider** icon in the login page, and sign in as above:

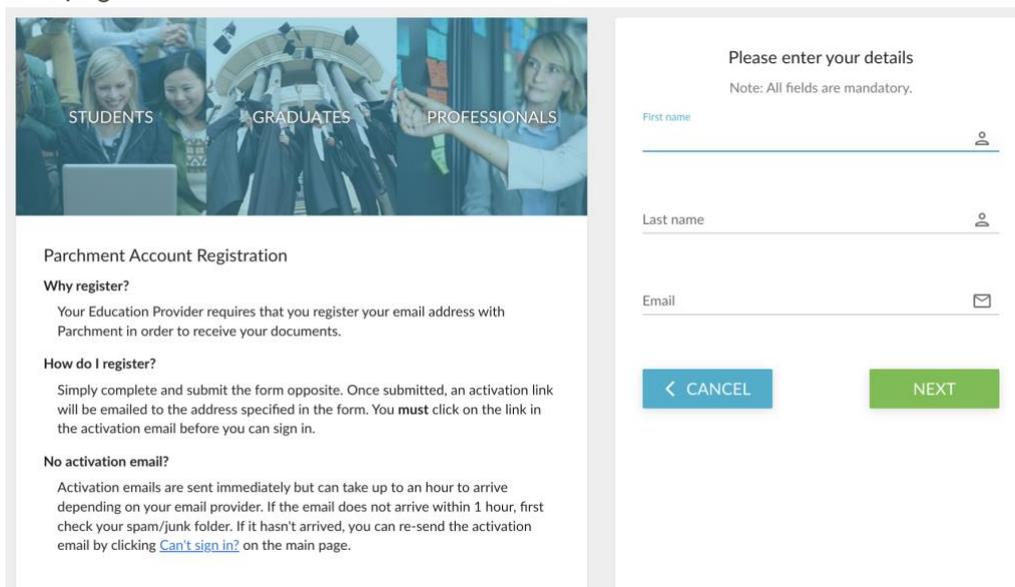


Or, you can sign in with the email address that you have just associated with your account.

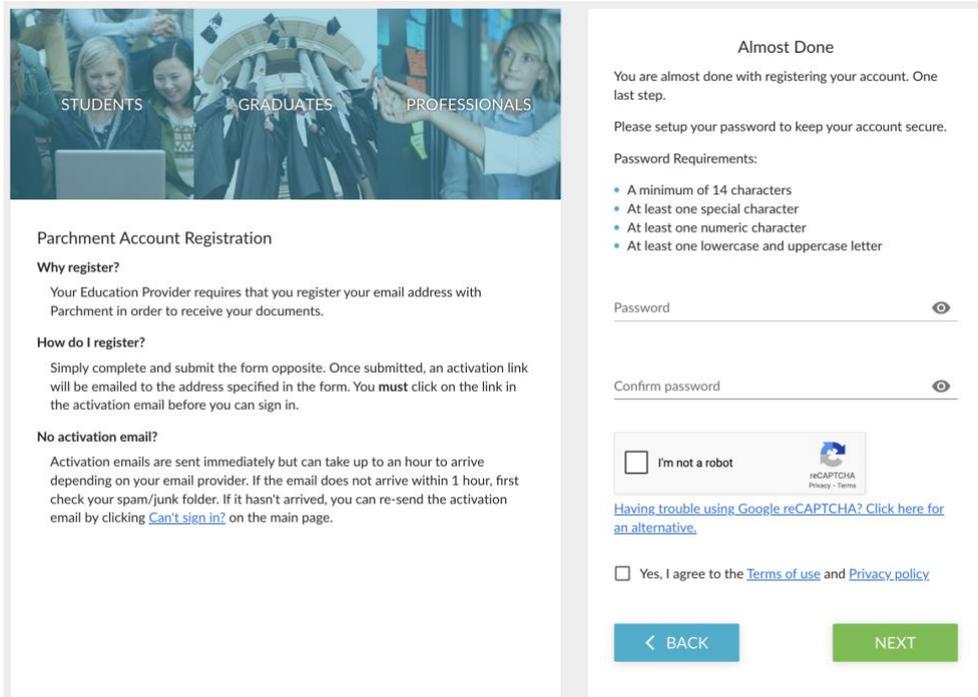
2.2 Registration & Login when a Document is Issued to Student Email

Student has no previous account with Parchment Digitary Services

As a student who does not have an existing account with Parchment Digitary Services, you receive an email notifying you that a new document has been issued. The email will contain a link directing you to the registration page.

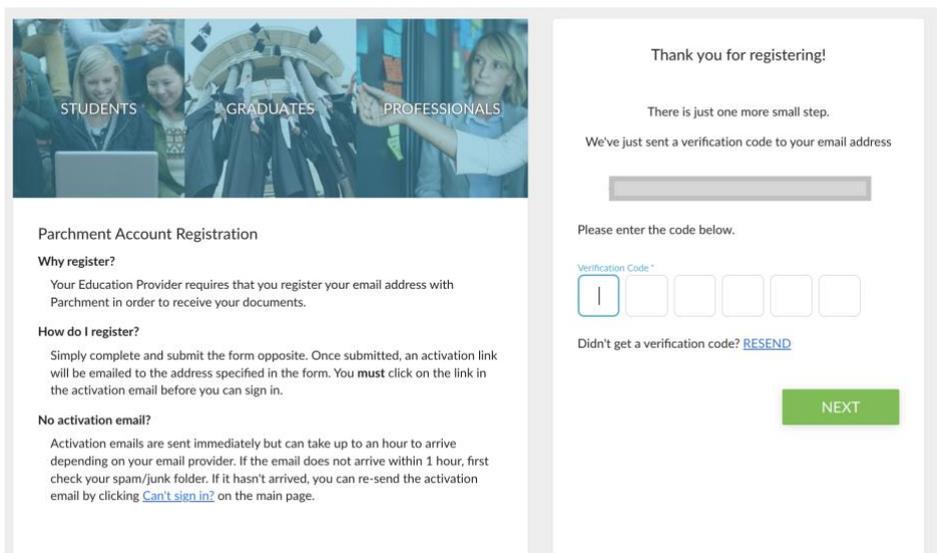


Enter your first and last name and the email address to which your notification was sent. Click **Next**.



Enter a password, check the boxes indicated and click **Next**.

You will be sent an email to verify your email address. This email will contain a verification code which you must enter in the portal.



Once you have entered the code, you will be able to sign in using your email and the password you have set up.

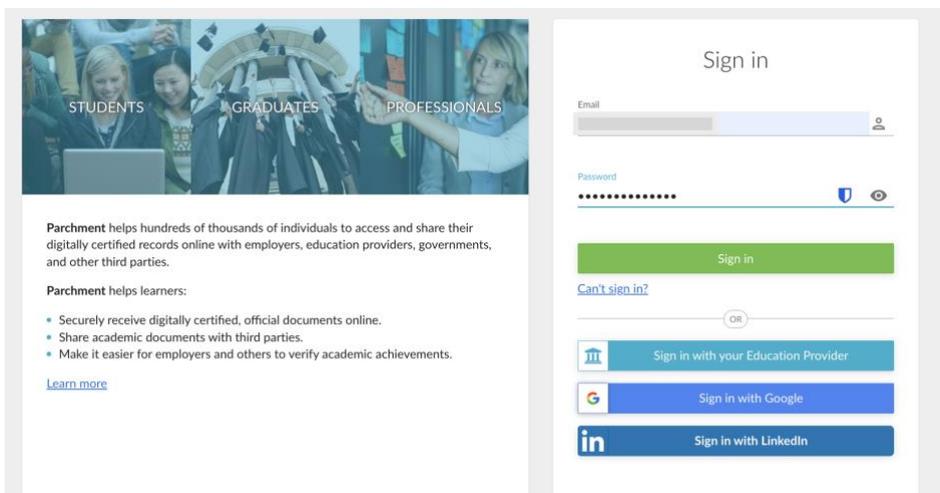
Student has existing account with Parchment Digitary Services

In this case, when you receive notification of a new document, the link in the email will direct you to the login page where you can sign in using your usual method.

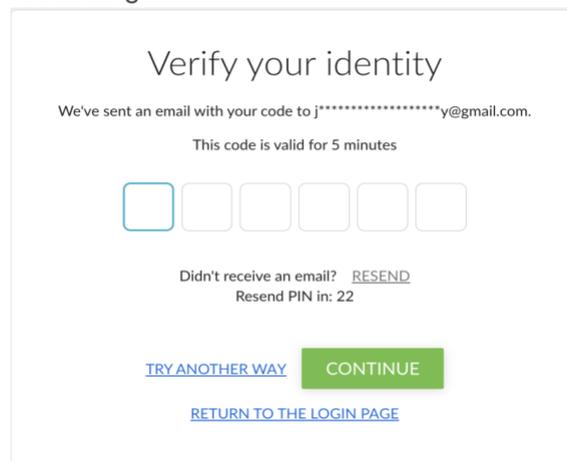
Subsequent Logins

Multi-Factor Authentication (MFA) will be required for all subsequent logins with email and password. MFA significantly enhances platform security by requiring learners to provide multiple forms of verification, making it much harder for unauthorised individuals to gain access to accounts.

At the login page, a learner enters their email and password.



After clicking **Sign in**, an email is sent with a time-sensitive verification code. The learner must return to the login page to enter the code and log in.



If the learner, at this point, realises they no longer have access to their email address, they can click **TRY ANOTHER WAY** and choose to receive the verification code to another verified email address associated with their account.

Please choose an alternative email address to receive your verification code

j*****y@gmail.com

a*****n@digitary.net

a*****n@parchment.com

[CANCEL](#)

The learner can also opt to resend the verification code if they have not received the email inside of 30 seconds (countdown clock indicated in image above).

Verify your identity

We've sent an email with your code to m*****0@gmail.com

This code is valid for 5 minutes

Didn't receive an email? [RESEND](#)

[TRY ANOTHER WAY](#)

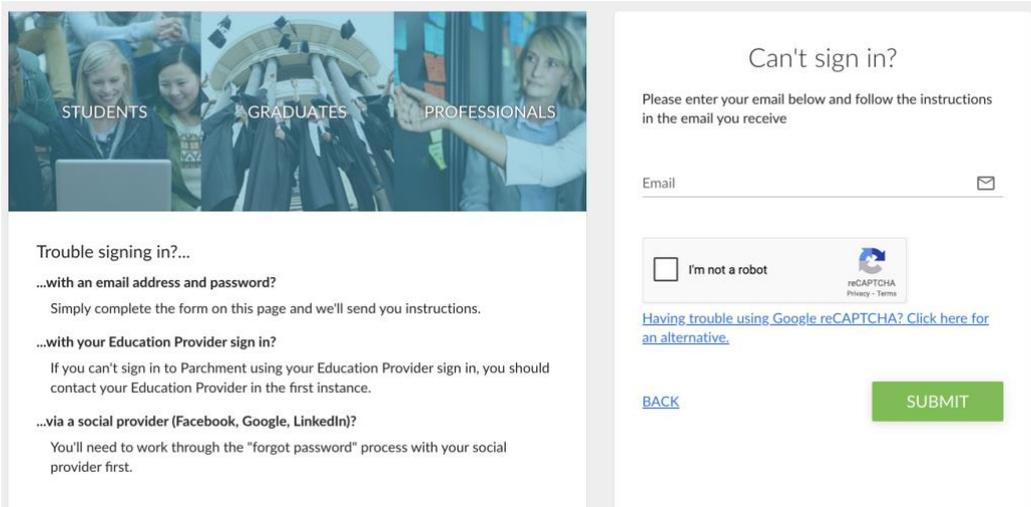
[RETURN TO THE LOGIN PAGE](#)

2.3 Students Accessing Parchment Digitary Services From China

For students accessing Parchment Digitary Services from any country where the Google reCaptcha panel will not load; we have provided the option to use a non-Google captcha. This is also accessible as audio.

2.4 Can't Sign In?

On the login page, there is a text icon **Can't Sign in?** which will bring you to the information page below. Entering your email address here will send you **either** an activation email or an email to reset your password - depending on which is required for you to access your account.



Can't sign in?

Please enter your email below and follow the instructions in the email you receive

Email

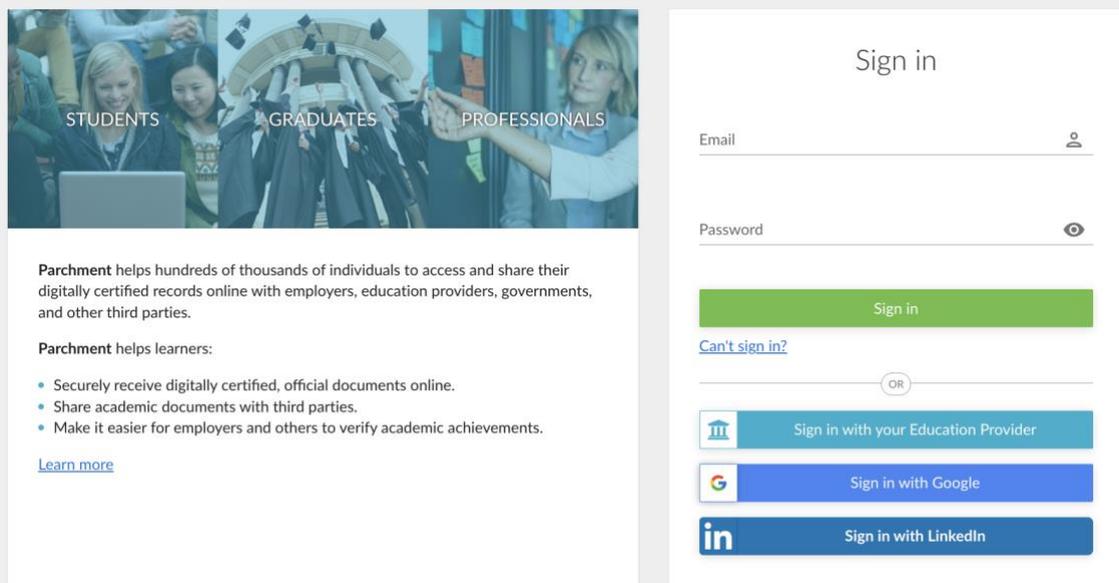
I'm not a robot 

[Having trouble using Google reCAPTCHA? Click here for an alternative.](#)

[BACK](#)

2.5 Reset your Password

If you forget the **password for your education provider**: you will need to contact your provider directly. To reset your **Parchment Digitary Services login password**: from the login page, click **Can't Sign In?**



Sign in

Email

Password

[Can't sign in?](#)

OR

 Sign in with your Education Provider

 Sign in with Google

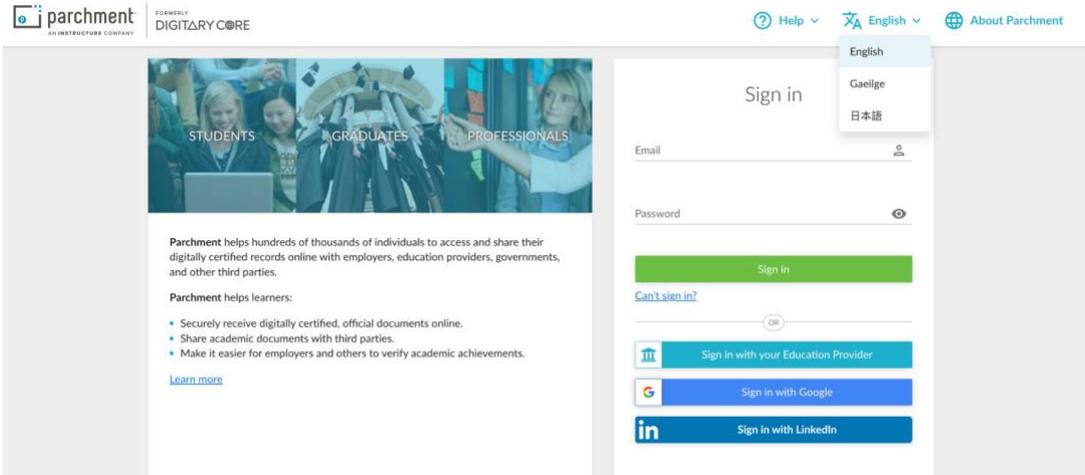
 Sign in with LinkedIn

Follow the instructions on the **Can't Sign In?** page and in the email that you subsequently received.

2.6 Internationalisation - Language Choice

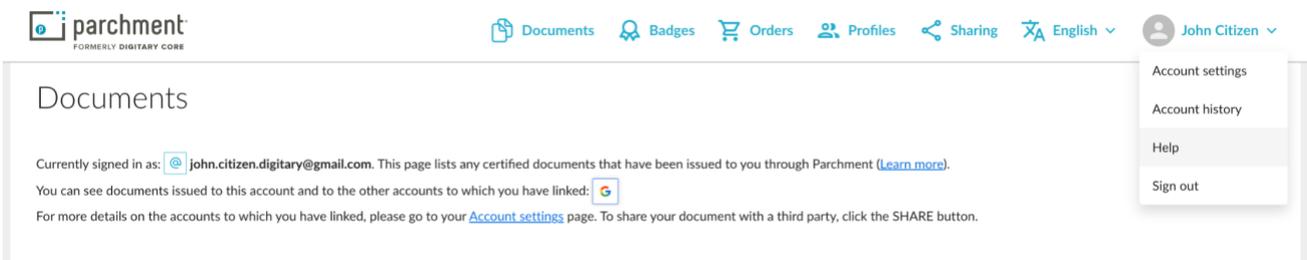
The learner can choose the language of the site before or after logging in. Currently available are:

- English
- French
- Japanese



2.7 Help Pages

Help for learners can be found from the **Help** icon at the top of the page, located in the dropdown menu beside the learner’s name.



Learners can choose to access Document Recipient FAQs for learners or to Take a Tour

2.7.1 Take a Tour

Choose to **Take a Tour** for an overview of the flow of the Learner Portal, including how to share a document.

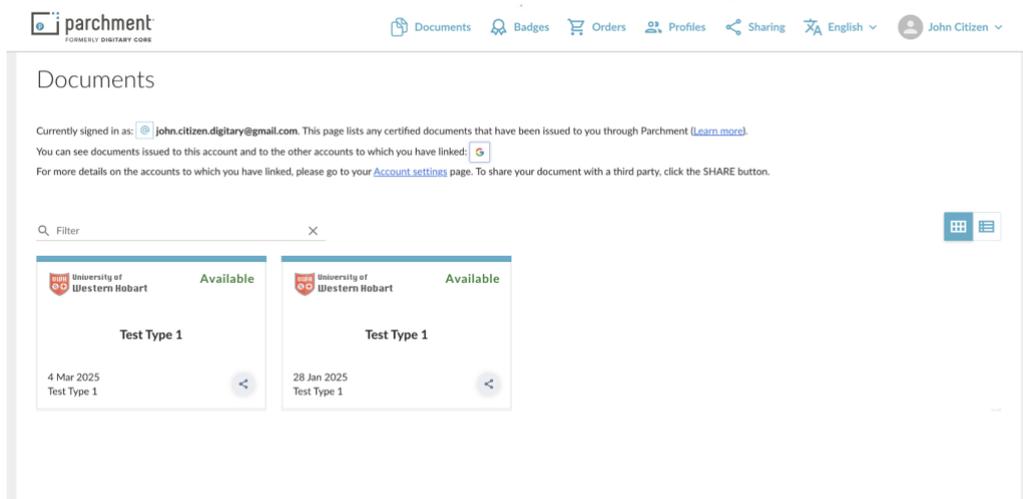
2.7.2 FAQs

FAQ has a section for students with several commonly raised issues addressed. The FAQ pages can be reached before and after login.

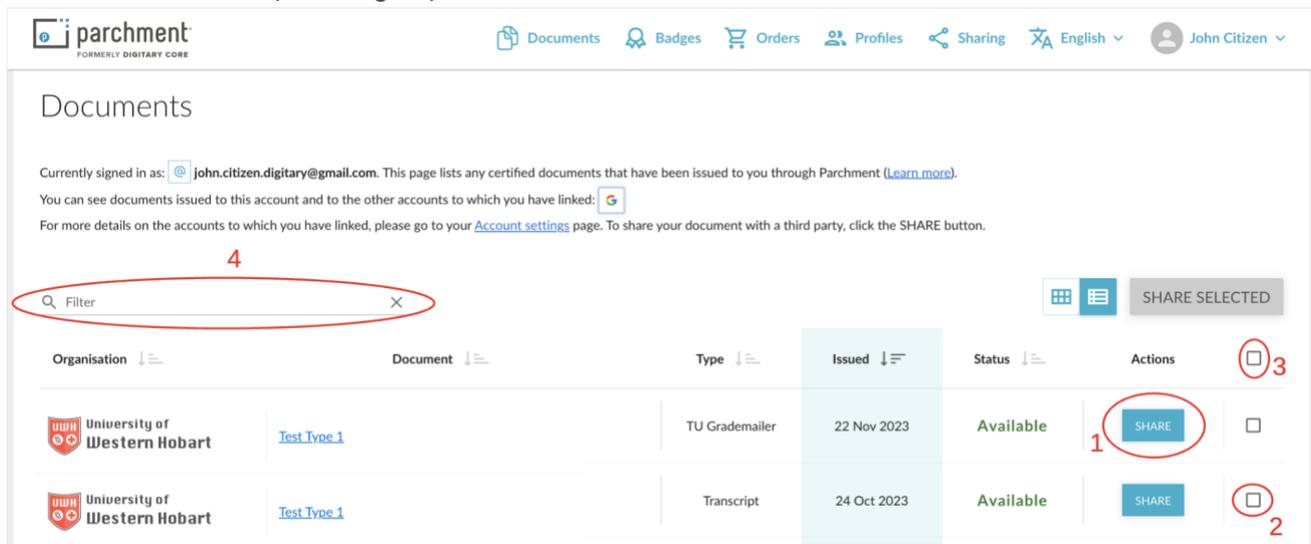
3. Document List View

3.1 Grid View

You can choose to see your documents in a list view or in grid view.



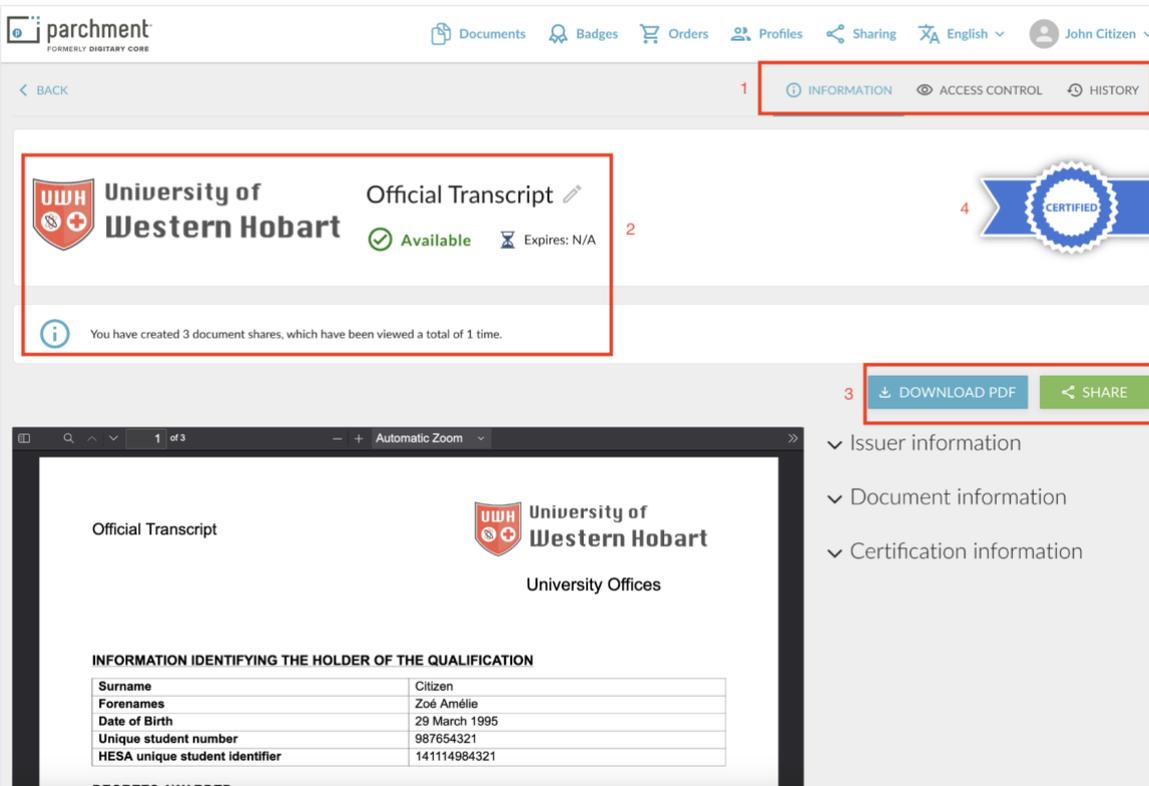
From either view, you can view or share an individual document. View the document by clicking anywhere on a row.



1. Share one document by clicking on the **share** button in that row.
2. Share two or more documents together by first selecting the documents using the checkboxes at the end of the rows, then clicking the **Share selected** button at the top of the list.
3. Share all the documents by clicking the one checkbox above the list and click **Share selected**.
4. Search for a document.

4. Individual Document View

A scrollable view of your document presents on screen with the additional relevant information above and below your document.



University of Western Hobart Official Transcript 

 Available  Expires: N/A

You have created 3 document shares, which have been viewed a total of 1 time.

[DOWNLOAD PDF](#) [SHARE](#)

Issuer information
Document information
Certification information

INFORMATION IDENTIFYING THE HOLDER OF THE QUALIFICATION	
Surname	Citizen
Forenames	Zoé Amélie
Date of Birth	29 March 1995
Unique student number	987654321
HESA unique student identifier	141114984321

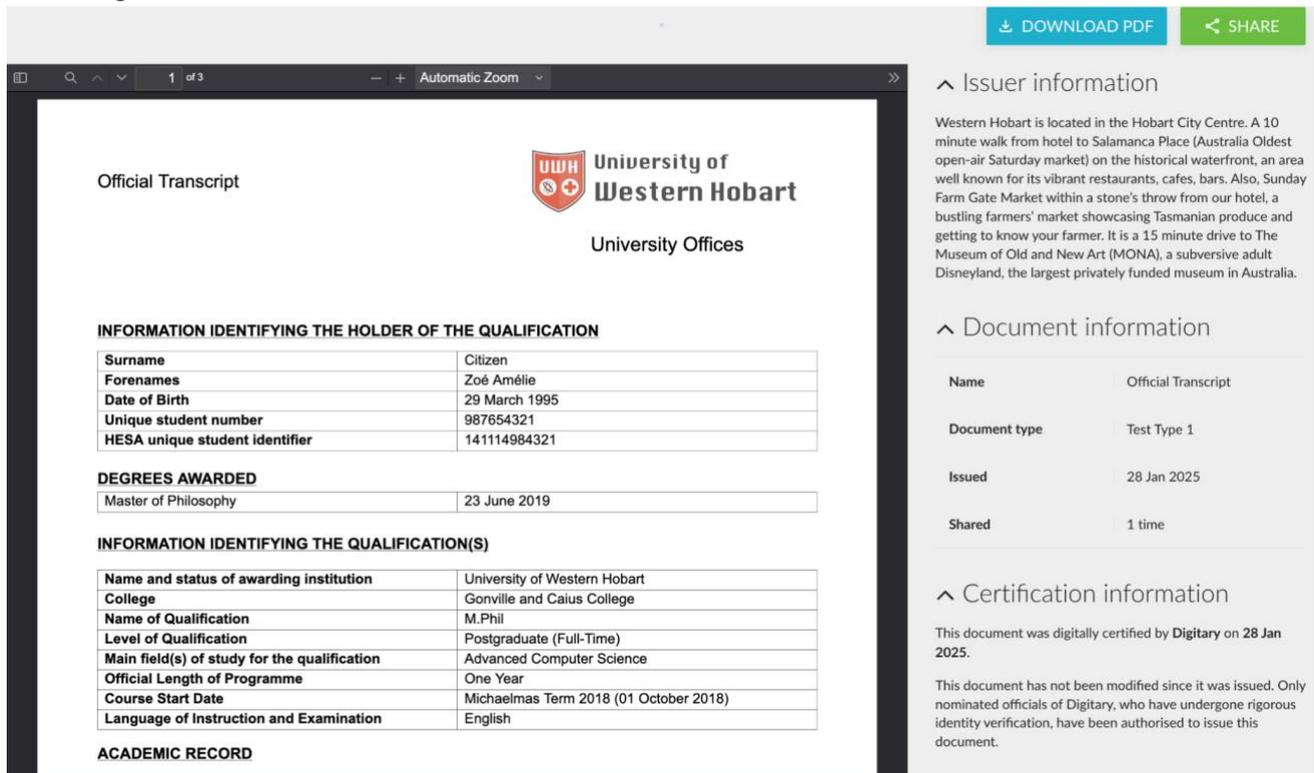
4.1 Information

At the top of the screen, you can find the following:

1. Three tabs to access further document information, see sections below on **Access Control** and **History**.
2. Personalised document name: by default, this can be the document type: 'Official Transcript'; but by clicking on the pencil icon beside the text, the student can rename their document to a personalised name.
 - a. Document Status:
 - i. **Available** indicates that the document is valid and available to share.
 - ii. **Revoked** indicates that the document is revoked by the university and the student has to contact the university helpdesk.
 - iii. **Invalid** indicates the document is invalid and the student should contact Parchment Digitaly Services support.
 - b. Document expiry date; the date when the document validity has been set to expire. In certain cases, a document is only required to be valid for a certain period of time, e.g. a letter confirming the recipient is a student of the University/Institution for the current year.

- c. Number of shares created and viewed for this document, where applicable.
3. Buttons to download, order paper copy (if your institution supports paper copy ordering), and share your document. These buttons may not be available depending on the type of payment associated with the document.
4. "Blue Ribbon" indicates that the document has been digitally signed and is valid and authenticated.

On the right side of the screen:



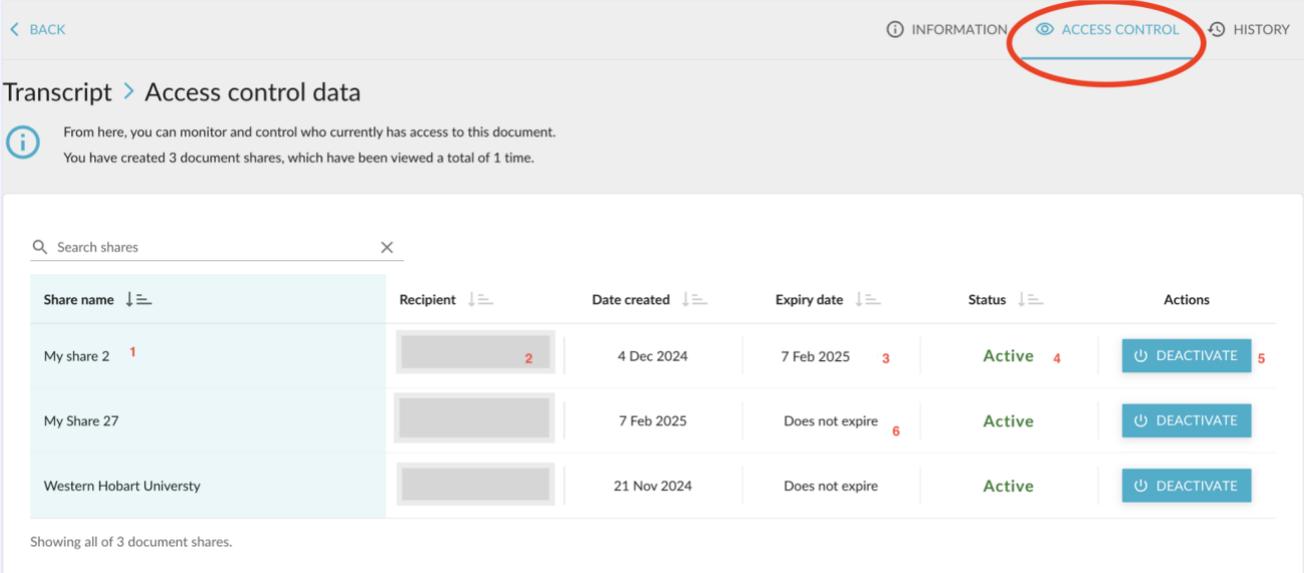
1. **Issuer Information:** Information of an organisation who issued the document.
2. **Document Information:** This contains a personalised document, document type, date the document is issued on, and how many times the document was shared.
3. **Certification Information:** This contains details of the Certifying organisation.

4.2 Access Control

Each document can have many shares: a unique URL points to the student's document and this URL can be shared many times with third parties.

The **Access Control** page of individual documents details each share created for this document: share name, recipient, expiry date, share status and, in the final column, you are also able to disable and re-enable a share.

In addition, from this view, you can also share and print your document.



Transcript > Access control data

From here, you can monitor and control who currently has access to this document.
You have created 3 document shares, which have been viewed a total of 1 time.

Share name	Recipient	Date created	Expiry date	Status	Actions
My share 2	[Redacted]	4 Dec 2024	7 Feb 2025	Active	DEACTIVATE
My Share 27	[Redacted]	7 Feb 2025	Does not expire	Active	DEACTIVATE
Western Hobart University	[Redacted]	21 Nov 2024	Does not expire	Active	DEACTIVATE

Showing all of 3 document shares.

For the share in the first row, above:

1. The student has not changed the name of this share, however the name of the third share is changed to 'Western Hobart University'
2. The share recipient's email address is displayed
3. Share expiry date. After this date, the share recipient will no longer have access to the document
4. This share is enabled. Shares are enabled by default; the student has full control over accessibility to their document
5. A student can disable a share any time from here. With immediate effect, the recipient of the share will no longer have access to the document.
6. The second share has no associated expiry date

In the list of shares, you can view details of an individual share by clicking anywhere on the row of that share. Full details of a share can be found in the [Individual Share Details](#) section.

4.3 Document History

In reverse chronological order, the History page of the document reveals events such as when the document was:

- Issued
- Superseded (if applicable)
- Shared
- Viewed by the recipient of a given share
- Personalised with a name change

The **executed by** column lists the name/email of the person or body action on the event.

Information Access control History



My 2018 Transcript 

 Available  Expires: N/A



 You have created 2 shares, of which 1 was viewed.

[< BACK](#)

[↓ DOWNLOAD PDF](#)

[← SHARE](#)

Document history data

Filter history

Date	Event description	Executed by	Recipient
30 Aug 2022, 14:40	Document name changed	Joan Citizen	N/A
02 Jan 2020, 13:56	My 2018 Transcript from Internship with ABC Co. is viewed	june.carter@email.com	june.carter@email.com
02 Jan 2020, 13:51	Created URL share with june.carter@email.com	Joan Citizen	june.carter@email.com
02 Jan 2020, 13:17	Created network share with University of Melbourne	Joan Citizen	University of Melbourne
14 Mar 2019, 14:48	New Transcript issued by James Cook University	James Cook University	N/A

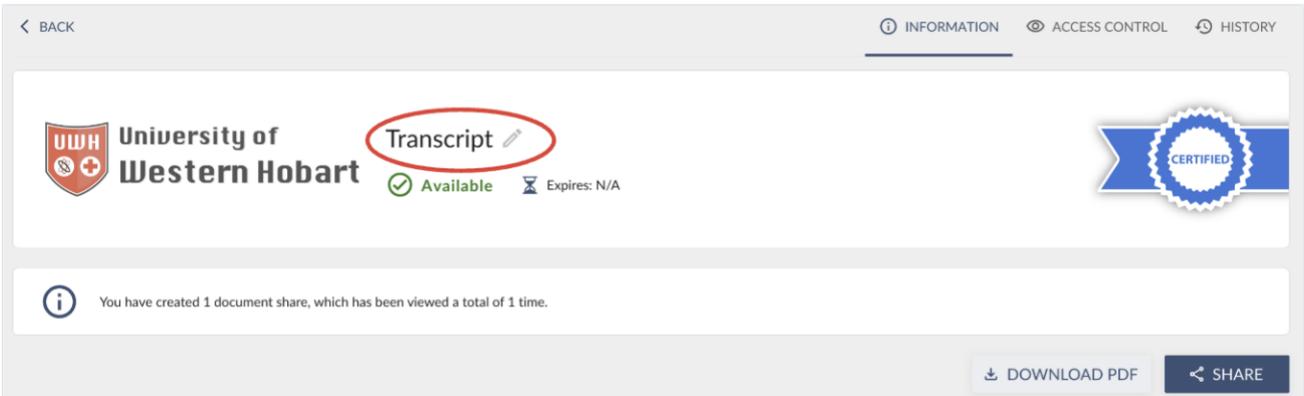
Showing 1 - 5 of 5 document history events.

In the example above, the learner Joan Citizen views the history of her document; the list shows:

1. James Cook University issued the document
2. A network share of the document was created by Joan and sent to the University of Melbourne via the Parchment Digitary Service network
3. A URL share created by Joan was sent to an individual email recipient june.carter@email.com
4. The share sent to June Carter was viewed by June
5. Joan decides to change the personal name of her document

4.4 Rename a Document

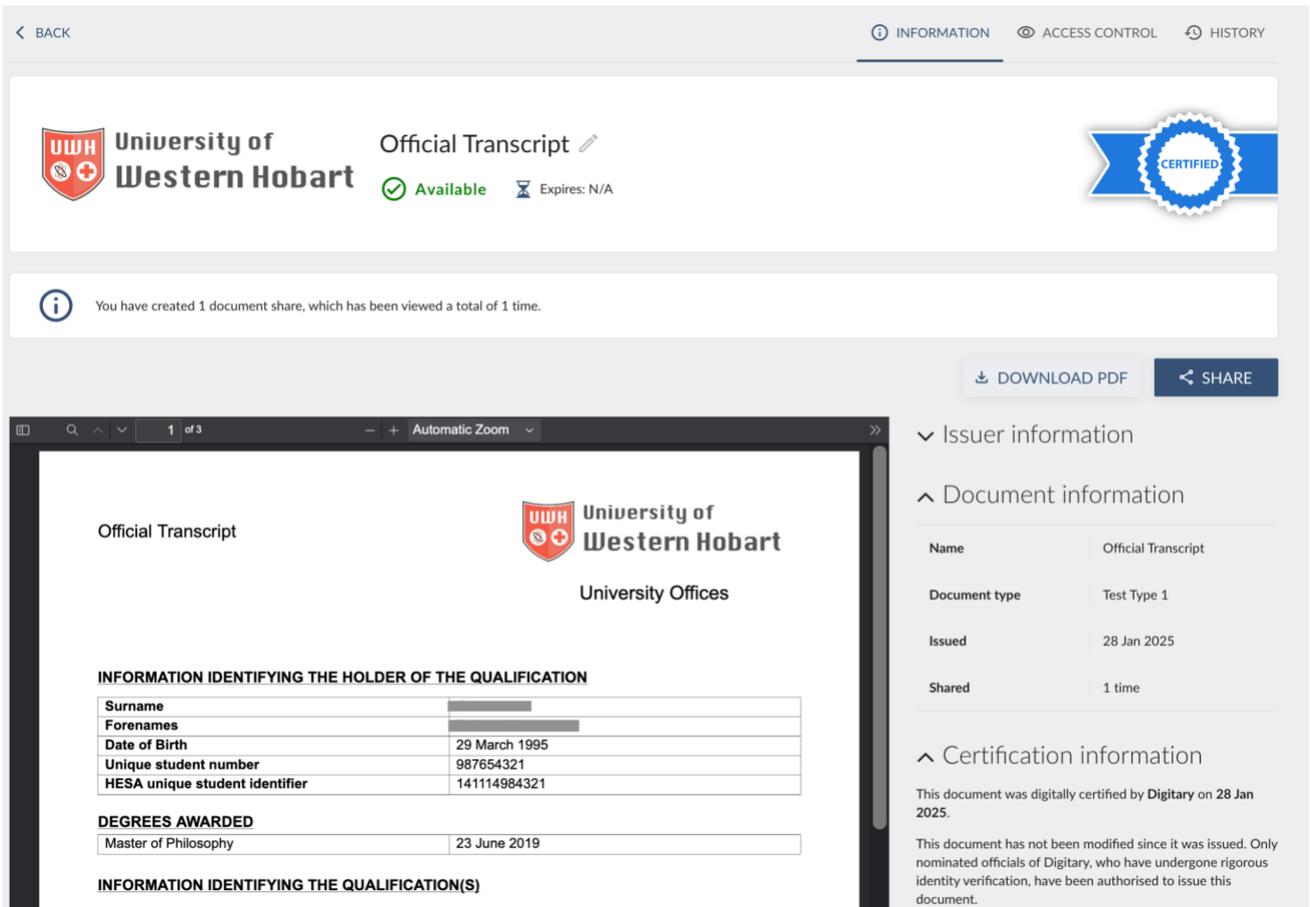
From the individual document view, in all three tabs: **Information**, **Access Control**, and **History**, the default document can be changed. Click on the name to change to something more personal.



The screenshot shows the document view for the University of Western Hobart. The document name is "Transcript" with an edit icon next to it, which is circled in red. Below the name, it says "Available" and "Expires: N/A". There is a "Certified" badge on the right. At the bottom, there is a message: "You have created 1 document share, which has been viewed a total of 1 time." and buttons for "DOWNLOAD PDF" and "SHARE".

4.5 Download a Document

From the individual document view, in all three tabs: **Information**, **Access Control**, and **History**, you will be able to download your document.



The screenshot shows the document view interface with three tabs: INFORMATION, ACCESS CONTROL, and HISTORY. The document is titled 'Official Transcript' and is marked as 'Available' with an expiration of 'N/A'. A 'CERTIFIED' badge is visible in the top right. A notification states: 'You have created 1 document share, which has been viewed a total of 1 time.' Below the document, there are 'DOWNLOAD PDF' and 'SHARE' buttons. The document content is displayed in a viewer window, showing the University of Western Hobart logo and the following information:

INFORMATION IDENTIFYING THE HOLDER OF THE QUALIFICATION

Surname	
Forenames	
Date of Birth	29 March 1995
Unique student number	987654321
HESA unique student identifier	141114984321

DEGREES AWARDED

Master of Philosophy	23 June 2019
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INFORMATION IDENTIFYING THE QUALIFICATION(S)

On the right side, there is a sidebar with the following sections:

- Issuer information**
- Document information**

Name	Official Transcript
Document type	Test Type 1
Issued	28 Jan 2025
Shared	1 time
- Certification information**

This document was digitally certified by Digitary on 28 Jan 2025.

This document has not been modified since it was issued. Only nominated officials of Digitary, who have undergone rigorous identity verification, have been authorised to issue this document.

The **Download** button may not be available depending on the type of payment associated with the document.

If it is not available, learners have the option of creating an open share or sharing their document to their own email and downloading from there.

4.6 Paying to Access or Share a Document

Some issuing organisations could require payment to unlock your document, to share your document, or require a third party to pay to view the document you have shared.

4.6.1 Paying to Unlock and Access

Some issuing organisations will require payment to access and view your document. If this is the case, when you sign in to your Parchment Digitary Services account, you will see that your document requires payment. Below is a document issued by the fictitious Parchment University.

You will need to click on **Payment required (view)** in order to find details of the document and the amount required for access.

Documents

Currently signed in as:  john.citizen.digital@gmail.com. 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.

Organisation	Document	Type	Issued	Status	Actions
 University of Western Hobart	My Testamur	Testamur	02 Aug 2022	Available	SHARE
 University of Western Hobart	My 2018 Diploma	EDS	02 Aug 2022	Available	SHARE
 University of Western Hobart	My 2018 Transcript	Transcript	02 Aug 2022	Payment required (view)	

Click anywhere on the line for details of the document that requires payment.



University of Western Hobart

My 2018 Transcript 

 Payment required  Expires: N/A



 Information  Access control  History

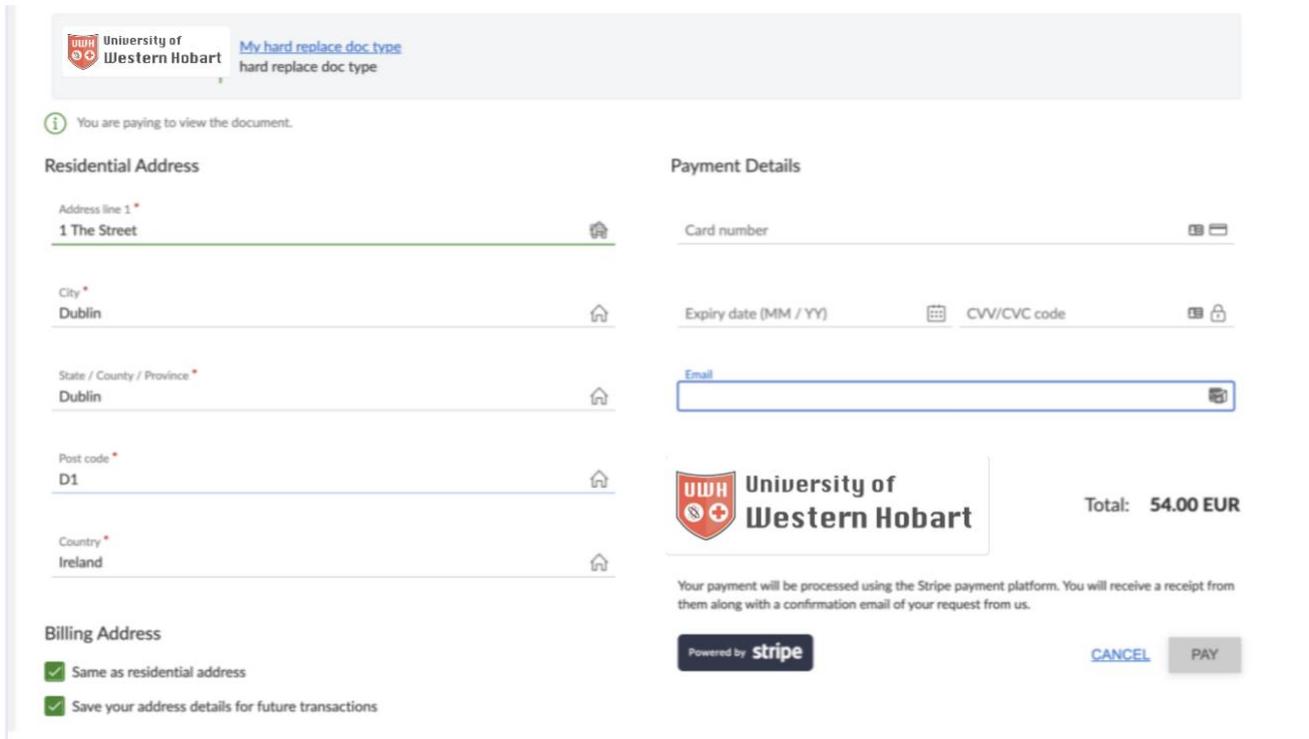
 Payment of 15.00 AUD is required to view the document.

[← BACK](#)
[⇒ PAY](#)

Your document will appear here

- ✓ Issuer information
- ✓ Document information
- ✓ Certification information

The above example indicates a payment of 15.00 Australian dollars is required to access the document. Click **Pay** to pay for the document.



University of Western Hobart My hard replace doc type
hard replace doc type

i You are paying to view the document.

Residential Address

Address line 1 *
1 The Street

City *
Dublin

State / County / Province *
Dublin

Post code *
D1

Country *
Ireland

Billing Address

Same as residential address

Save your address details for future transactions

Payment Details

Card number

Expiry date (MM / YY) CVV/CVC code

Email

 **University of Western Hobart** Total: **54.00 EUR**

Your payment will be processed using the Stripe payment platform. You will receive a receipt from them along with a confirmation email of your request from us.

Powered by 

[CANCEL](#) [PAY](#)

The charge is visible and you can then enter your address and card details.

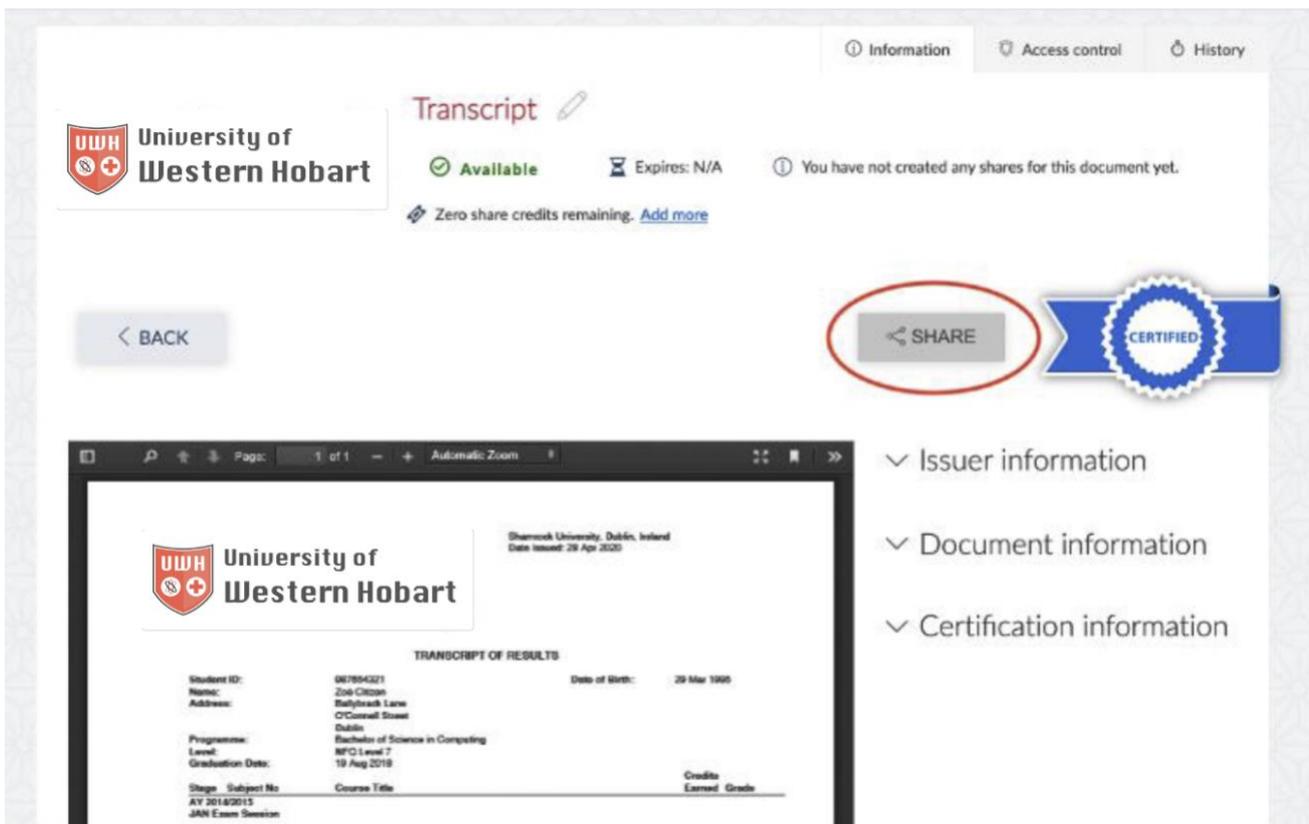
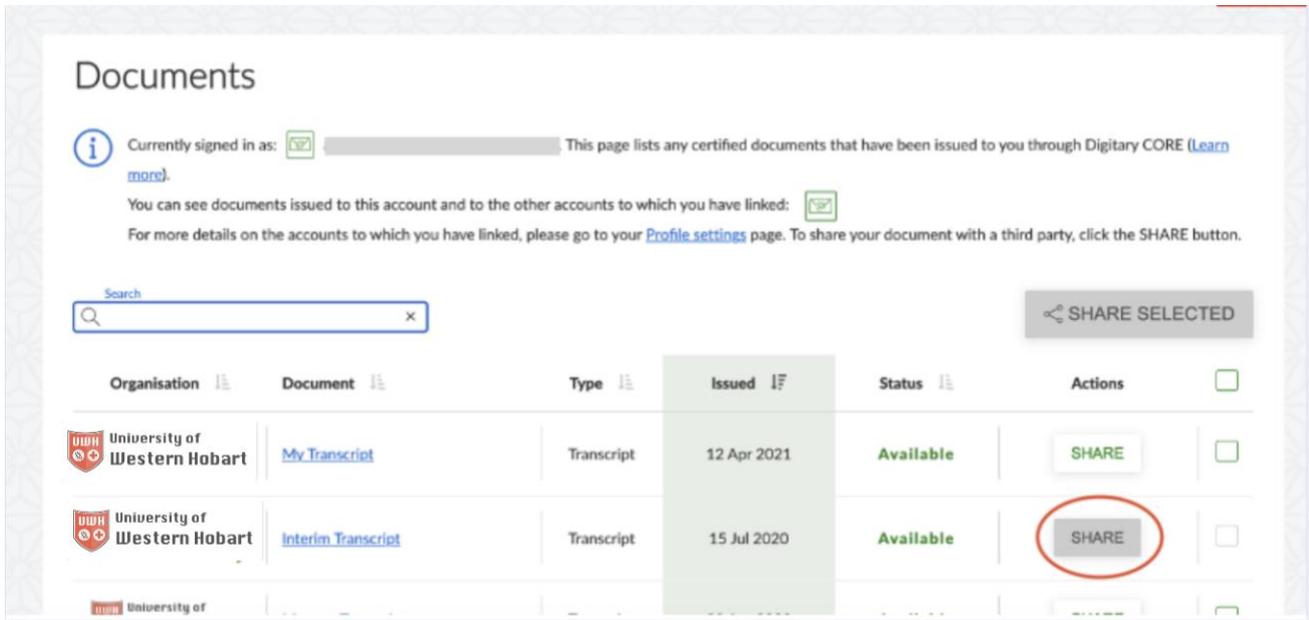
Click **Pay**.

A pop-up message will tell you if your payment has been successful. You will be returned to the document list view where your document status will change to **Available** and you will be able to view and share your document at no additional cost.

4.6.2 Paying to Share

Some issuing organisations require payment to share your document. If this is the case, when you sign in to Parchment Digitary Services, you will be able to view your document but the **Share** button will be grey and not functioning until share credits are purchased.

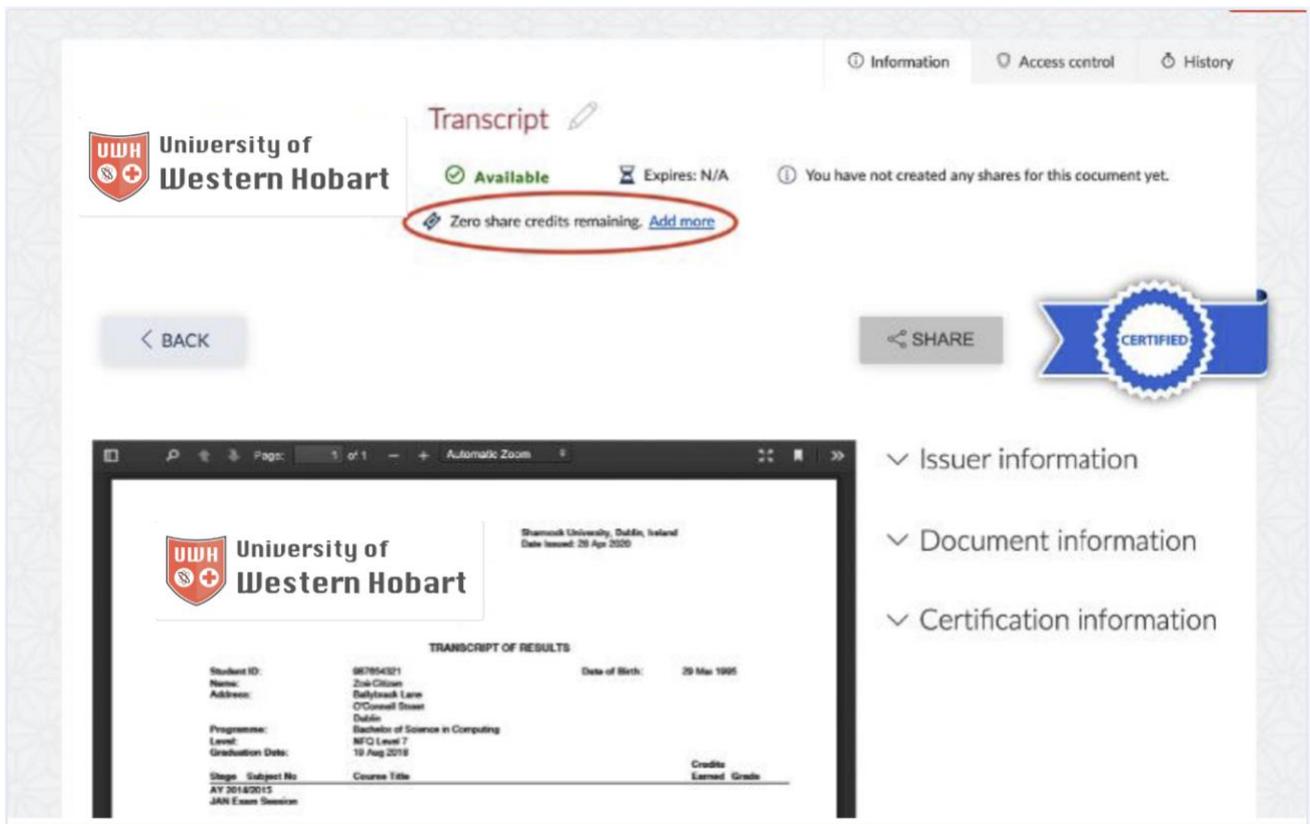
Below, a purchase of share credits is necessary to be able to share the Interim Transcript document.



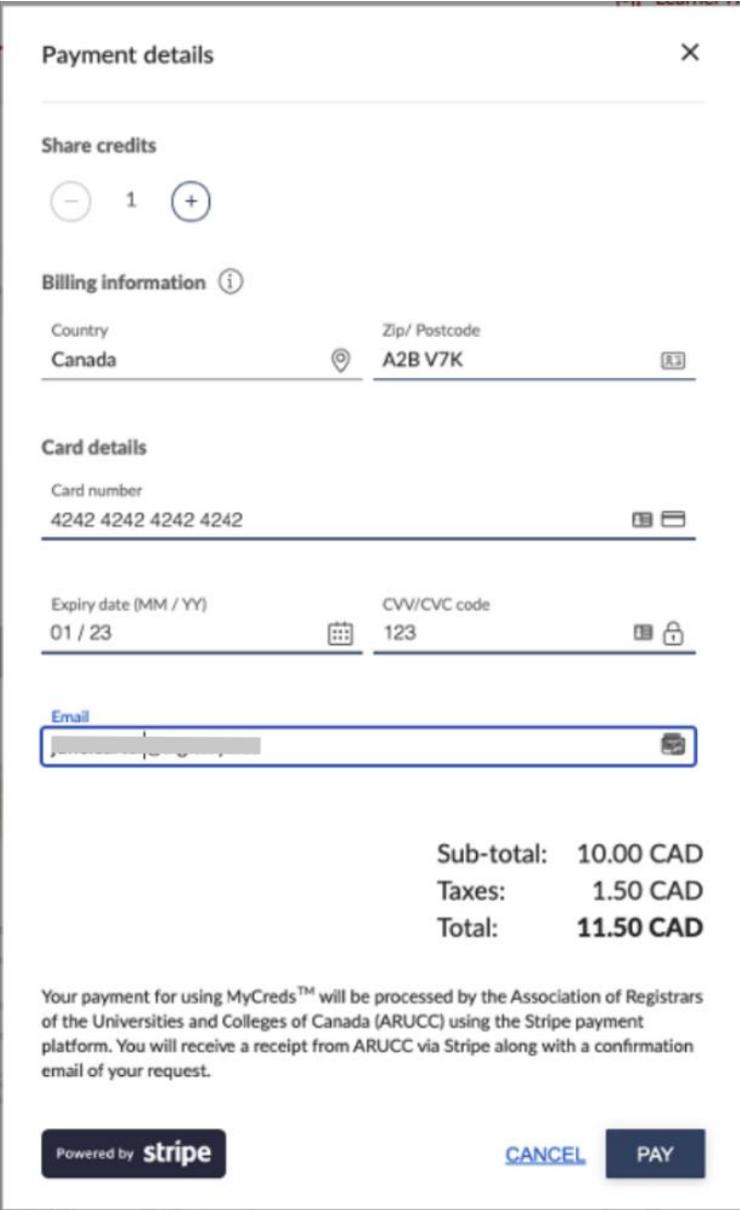
From the document view page, the learner can see how many share credits are remaining.

When the organisation who issued the document takes payment **outside** of the Parchment Digitary Services portal, the student needs to purchase share credits in addition to their document order from the organisation. Then the organisation uploads the share credits with the document.

When the organisation who issued the document takes payment **inside** Parchment Digitary Services (from within the portal), the student can purchase share credits by selecting the **Add more** link next to the statement indicating the number of share credits available.



Select the number of share credits and the amount charged will be adjusted accordingly. You can then enter your billing information and card details.



Payment details ✕

Share credits

− 1 +

Billing information ⓘ

Country: Canada Zip/ Postcode: A2B V7K

Card details

Card number: 4242 4242 4242 4242

Expiry date (MM / YY): 01 / 23 CVV/CVC code: 123

Email: [Redacted]

Sub-total: 10.00 CAD
Taxes: 1.50 CAD
Total: **11.50 CAD**

Your payment for using MyCredits™ will be processed by the Association of Registrars of the Universities and Colleges of Canada (ARUCC) using the Stripe payment platform. You will receive a receipt from ARUCC via Stripe along with a confirmation email of your request.

Powered by **stripe** CANCEL PAY

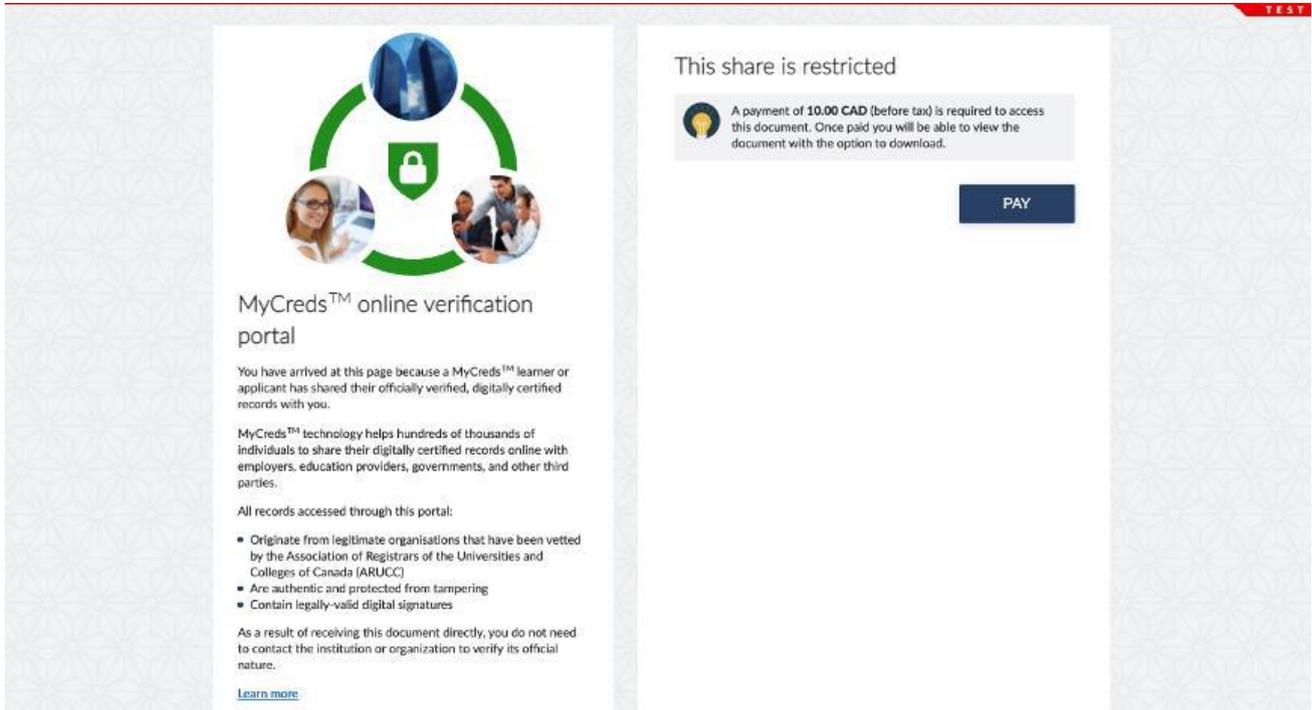
Click **Pay**.

A message will tell you if your payment has been successful. You will then be able to share your document. A credit is used up each time a share is created. When a document has used up all its allocated credits, it can no longer be shared using the share function.

4.6.3 Paying to Verify

When a student has shared their document with a third party, some issuing organisations will require payment from that third party to access the shared document.

Payment is requested at the point where the third party clicks to access the document.

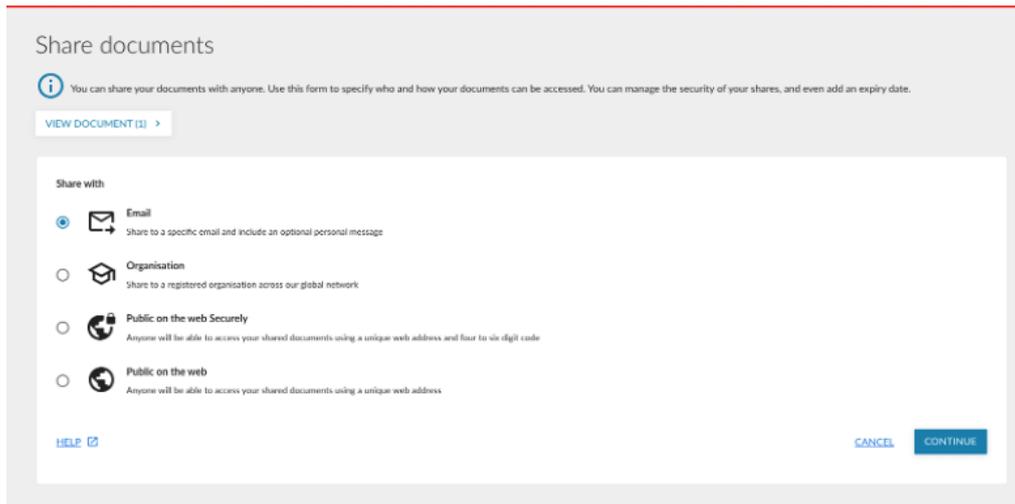


One payment grants access for as long as the student has the shared enabled. Verifier can then download the document.

5. Document Sharing

A document share represents a unique URL that points to a student's document at a unique location on Parchment Digitary Services. That URL may then be shared in any one of two ways; via a simple email share or via a network share.

Note that some issuing organisations could require payment to share your document, see [Paying to Access or Share a Document](#).



You can share your document from the document list view, or from the individual document view. Click **Share** and the above screen will display where you can choose how you would like to share your document. (You can view your document at any stage of the process from the **View Document** button):

- **Email share** – share to a specific email address, optionally add a secure PIN and/or a share expiry date
- **Organisation** (or Network) share – securely share to an organisation on the global Parchment network
- **Public on the web Securely** share – create a unique URL to your document share with an associated PIN to access; anyone in possession of the URL and the PIN will be able to view your document.
- **Public on the web** (or **Open Access**) share – create a unique URL to your document share; anyone in possession of the URL will be able to view your document

5.1 Email Share

Click to share with **Email**.

You will be asked to enter:

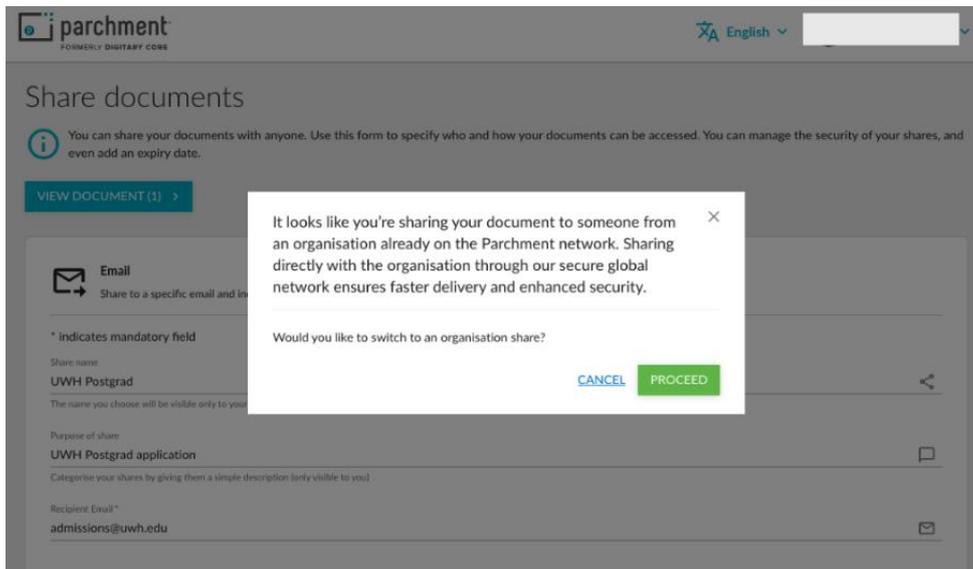
Share name	Optional	Learner chooses the personal name of their share; this is not visible to the recipient
Purpose of the share	Optional	Learner chooses to add the reason for the share to help categorise the share, e.g. internship, job application, etc; again this is not visible to the share recipient
Recipient email	Mandatory	Recipient email address. Recipient will need to enter this address to view the document shared with them
Personal message	Optional	Learner can choose a personal message to appear with the share
Reference	Optional	Learner can add a reference number or text (e.g. of a job application); this will be seen alongside the document when it is viewed by the recipient.
Access PIN	Optional	A 4-6 digit code, in addition to the email address above, will be required to access the share. The learner can choose the PIN or click to have one autogenerated. The PIN will be sent to the recipient automatically in a separate email (whether you have chosen to manually enter your PIN or have it autogenerated).
Expiry Date	Optional	Set an expiry date after which, the share will no longer be

		accessible. If a date is not entered, the share will not expire. The expiry date is visible to the recipient in the notification email.
Download document	Optional	Allow your share recipient to download your document

If you enter an email address which corresponds to a Registered Organisation already configured in the global Parchment Digitary network, you will be given the option to share directly with that organisation.

Sharing directly into the organisation’s Parchment Digitary inbox can be a more efficient way for the organisation to receive your document share and allows you to enter any additional fields that the organisation has requested be included with the share.

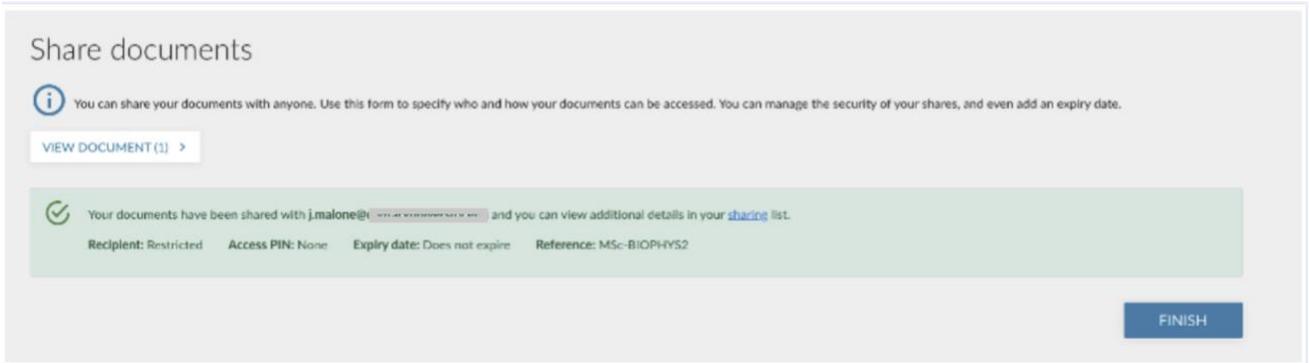
After entering the email address and clicking out of the field, if a direct share is available, you will see a pop-up giving you the option to share directly into that organisation’s inbox.



You can click to **Proceed** and the share will change to an Organisation share, (see [Organisation \(Network\) Share](#), below)

Click **Cancel** to return to the email share you had been creating.

Complete the share information and click **Share** to send the email to your designated share recipient.

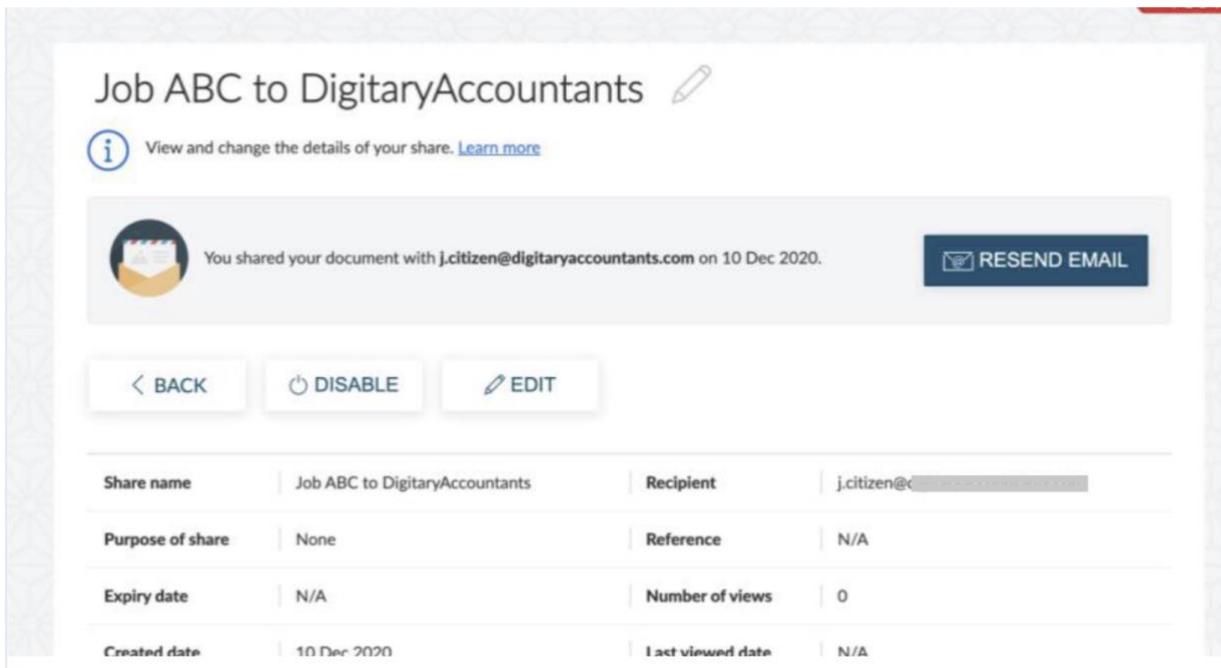


Then click **Finish** to close the window.

5.1.1 Resend Email Share Notification

If for any reason you need to resend the notification to your share recipient, you can do so with the **Resend Email** button.

Go to the **Sharing** tab on the navigation menu and click into the share for which you wish to resend the notification.

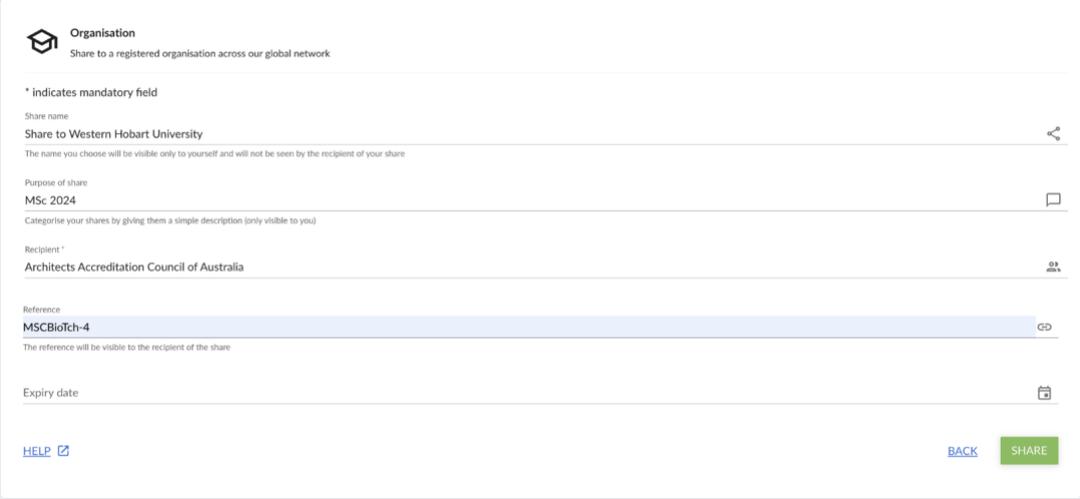


Both the email notification of the share will be sent and also the email containing the share PIN if you have chosen to add a PIN.

5.2 Organisation (Network) Share

This share allows the student to send their document share directly to any institution on the Parchment ecosystem.

Click to share with an **Organisation**.



The screenshot shows a web form titled "Organisation" with the subtitle "Share to a registered organisation across our global network". It includes several input fields: "Share name" (with example "Share to Western Hobart University"), "Purpose of share" (with example "MSc 2024"), "Recipient" (with example "Architects Accreditation Council of Australia"), "Reference" (with example "MSCBioTch-4"), and "Expiry date". A note states "* indicates mandatory field". At the bottom, there are "HELP" and "SHARE" buttons, along with a "BACK" link.

Optionally enter **Share name** and **Purpose of Share** (see [Email Share](#) above).

In the Recipient field, start typing the name of the organisation that you would like to share your document with; you'll get a drop-down menu from which to choose your organisation.

You can add a Reference and choose to include an expiry date.

The organisation you are sharing to may have specified additional fields for you to fill out here such as date of birth, application id, or the course code that you are applying for.

Click **Share** and from here you will see notification that your share has been sent.

The organisation to which you have sent the share will then see the share in their designated inbox on their designated portal.

(Note - The University you are sending the document to must be registered on the Parchment network)

5.3 Public on the Web Securely Share

The recipient requires the URL and also the PIN you create in order to view your document. Click to share with the **Public on the Web Securely**.

Share documents

 You can share your documents with anyone. Use this form to specify who and how your documents can be accessed. You can manage the security of your shares, and even add an expiry date.

[VIEW DOCUMENT \(1\) >](#)



Public on the web Securely

Anyone will be able to access your shared documents using a unique web address and four to six digit code

* indicates mandatory field

Share name

Share to Western Hobart University

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

Purpose of share

MSc 2024

Categorise your shares by giving them a simple description (only visible to you)

Access PIN *

[GENERATE ONE FOR ME](#) 

Expiry date 

Include a 4-6 digit code to help secure your share. Only recipients who have this code will be able to access your documents.

Allow recipient to download your document

[HELP](#) 

[BACK](#)

[SHARE](#)

As per the Email Share above, you can optionally enter a Share name, Purpose of share, and expiry date, beyond which your document share will no longer be available. Optionally allow the recipient to download your document.

For this type of share, you must create a PIN of between 4-6 digits. You can choose your own PIN or click Generate one for me. Click **Share**.

Share documents

 You can share your documents with anyone. Use this form to specify who and how your documents can be accessed. You can manage the security of your shares, and even add an expiry date.

[VIEW DOCUMENT \(1\) >](#)



Your document is now ready to share. You can copy the URL below by clicking on it, and you can then share it with others.

Be sure to communicate the access PIN with the share recipient separately.

Recipient: Restricted Access PIN: 1111 Expiry date: Does not expire

Degree Certificate

<https://core.digitary.net/sharelink/3cb0046b-9e33-473f-a621-dde48ac40515/71e96724-af51-411b-b72e-0cb04e3dde03>

[COPY](#)

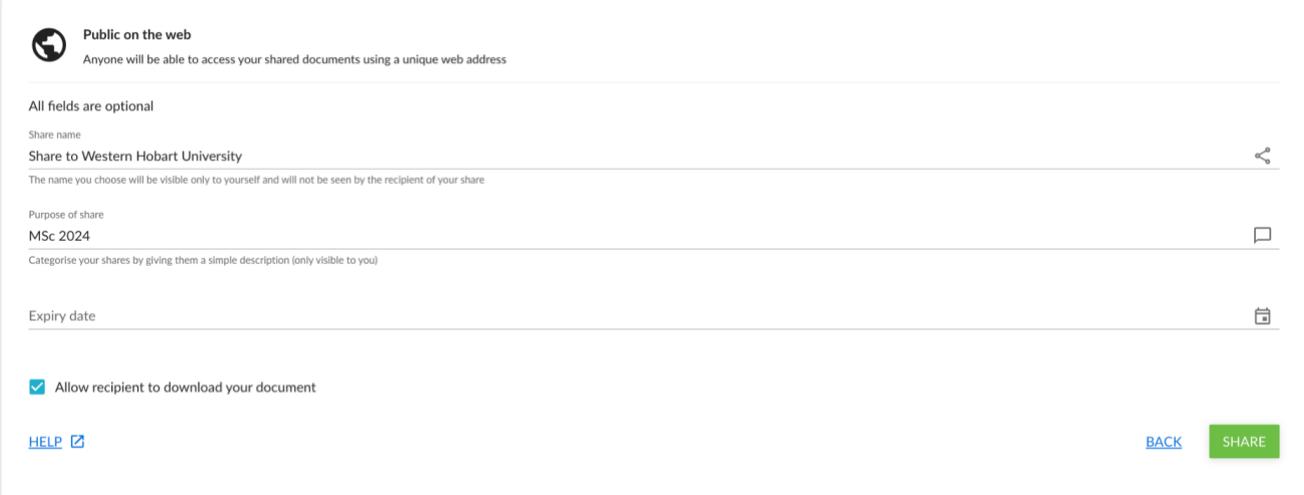
[FINISH](#)

You can copy the unique URL and send in an email to whomever you choose. You will also need to make sure that you communicate your PIN to your intended document recipients.

Whoever is in possession of your share URL and the associated PIN will be able to see your document without entering their email details.

5.4 Public on the Web (or Open Access) Share

Anyone in possession of the URL will be able to view your document.
Click to share with the **Public on the Web**.



Public on the web
Anyone will be able to access your shared documents using a unique web address

All fields are optional

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

Purpose of share
MSc 2024 
Categorise your shares by giving them a simple description (only visible to you)

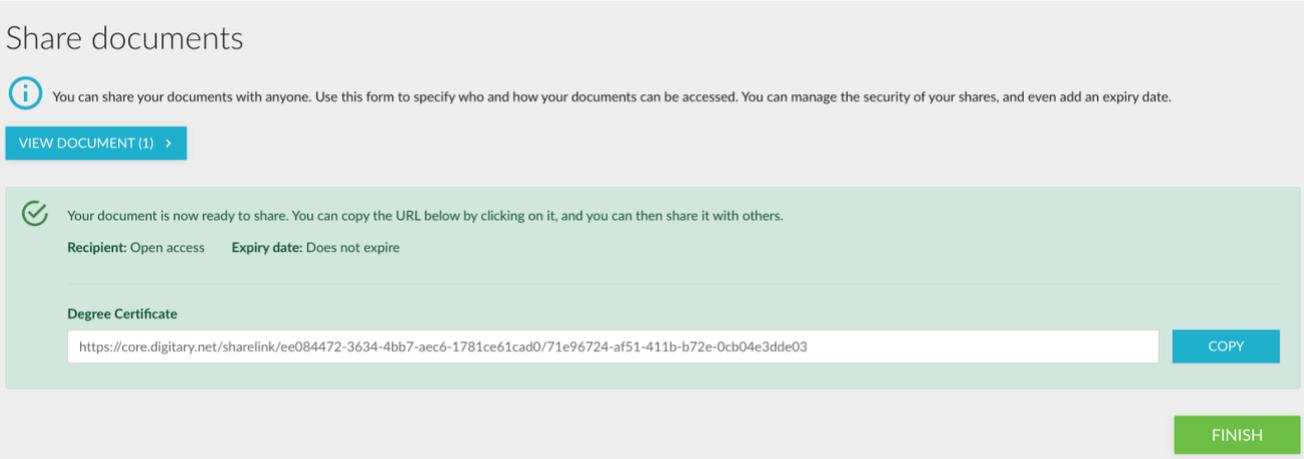
Expiry date 

Allow recipient to download your document

[HELP](#)  [BACK](#) [SHARE](#)

As with the Email Share above, you can optionally enter a Share name, Purpose of share, and expiry date, beyond which your document share will no longer be available. Optionally allow the recipient of your share to download your document.

Click to **Share**.



Share documents

 You can share your documents with anyone. Use this form to specify who and how your documents can be accessed. You can manage the security of your shares, and even add an expiry date.

[VIEW DOCUMENT \(1\)](#) >

 Your document is now ready to share. You can copy the URL below by clicking on it, and you can then share it with others.

Recipient: Open access Expiry date: Does not expire

Degree Certificate

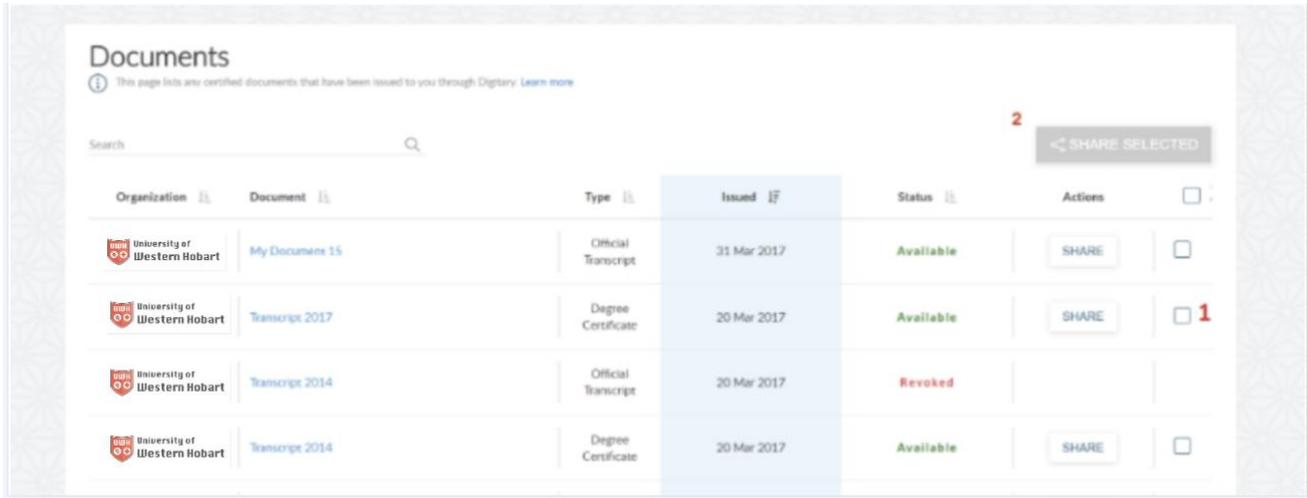
[COPY](#)

[FINISH](#)

You can copy the unique URL to your clipboard where you can then paste into a private email, or to your CV or LinkedIn profile page if you wish.

5.5 Share Multiple Documents

Two or more documents can be shared at the same time to the same recipient.

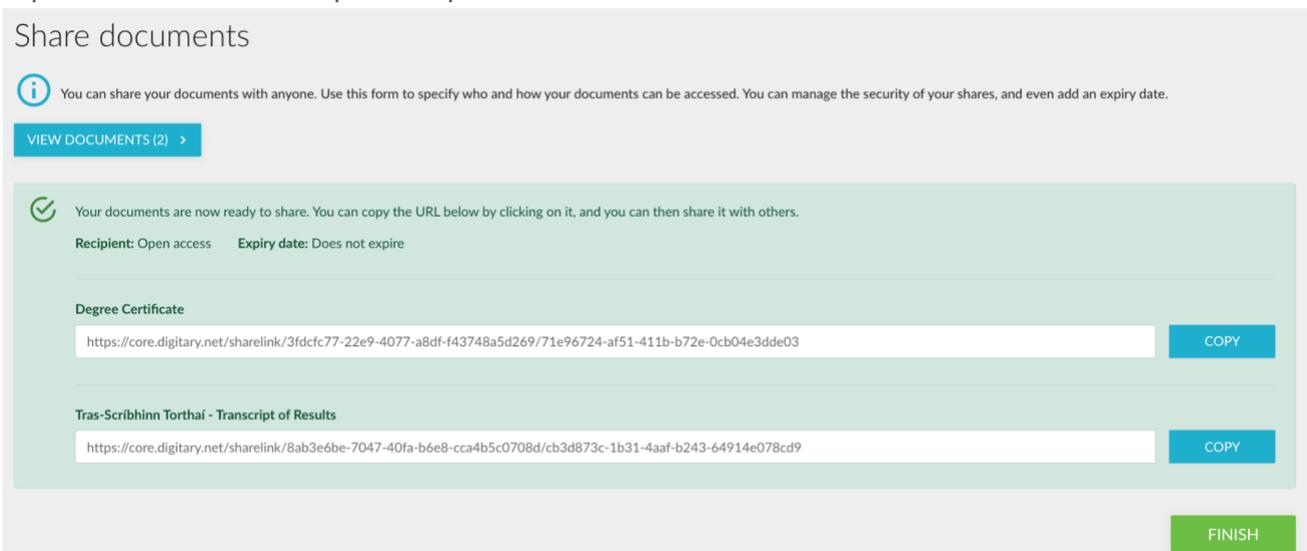


1. Share two or more documents together by first selecting the documents using the checkboxes at the end of the rows
2. Click the Share selected button at the top of the list.

Sharing then continues in the same way as for a single share.

Email share: The verifier will receive one email notification per document shared, each containing a link to that document.

Public on the web Securely and Public on the web share: You will see two links that can be copied to your clipboard. These can be copied and pasted one at a time.

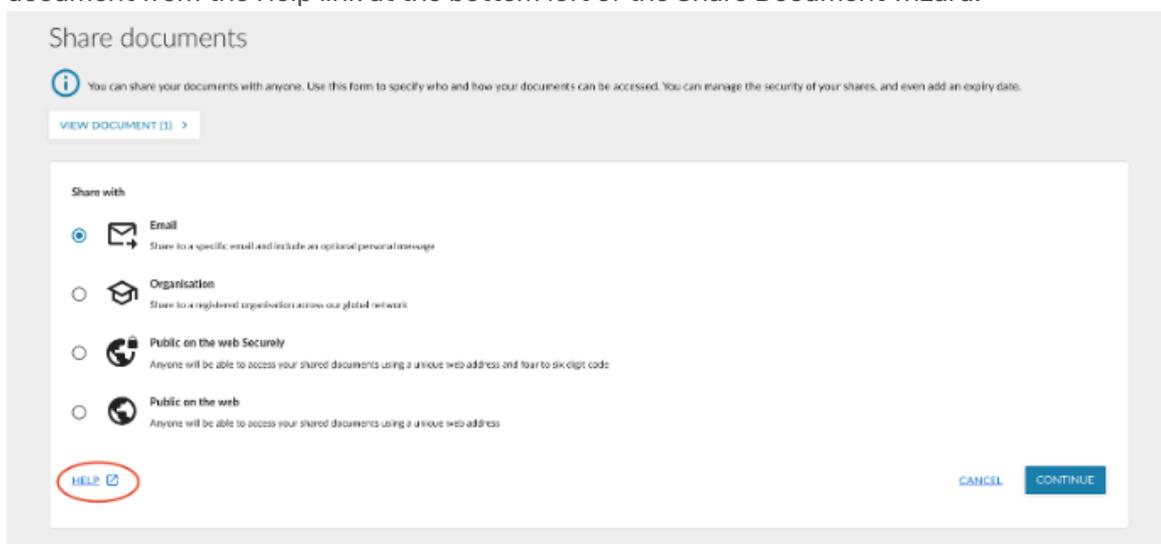


Network share: Institutions will receive one notification containing all your shared documents.

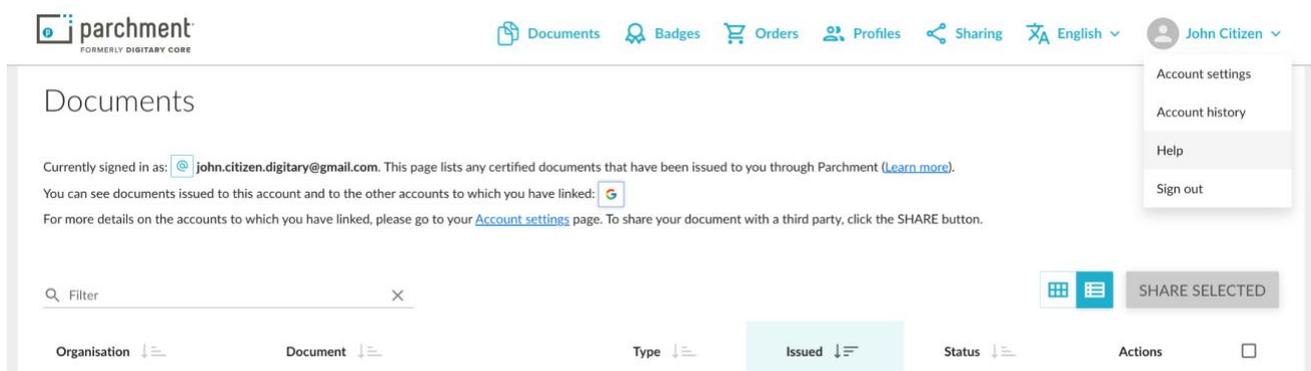
Note that when e.g. two documents are selected to be shared at the same time, then they will appear as two distinct shares in your share list.

5.6 Help Creating a Share

After clicking to Share a document, the student can get further help and information in sharing a document from the Help link at the bottom left of the Share Document wizard.



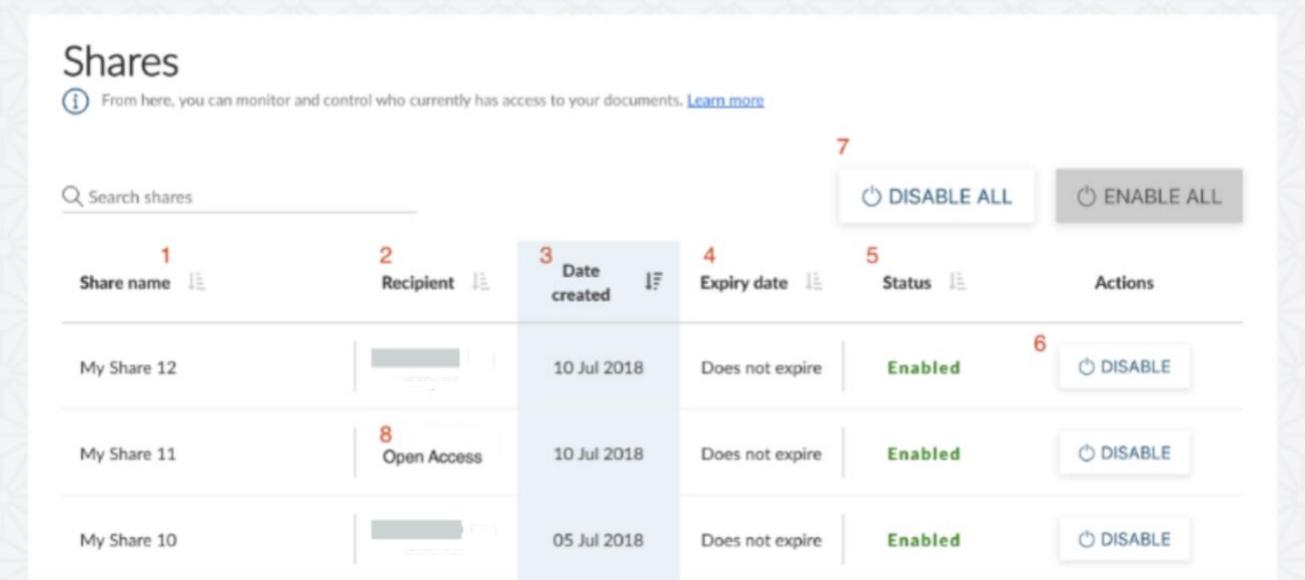
Or from the dropdown menu beside the student's name, click on **Help**.



Help is also available from the **Sharing Documents** page in the **Take a Tour** view.

5.7 Share List View - Disable a Share

From the navigation menu, choose Sharing. The student will see a list of all shares that they have created for all their documents.



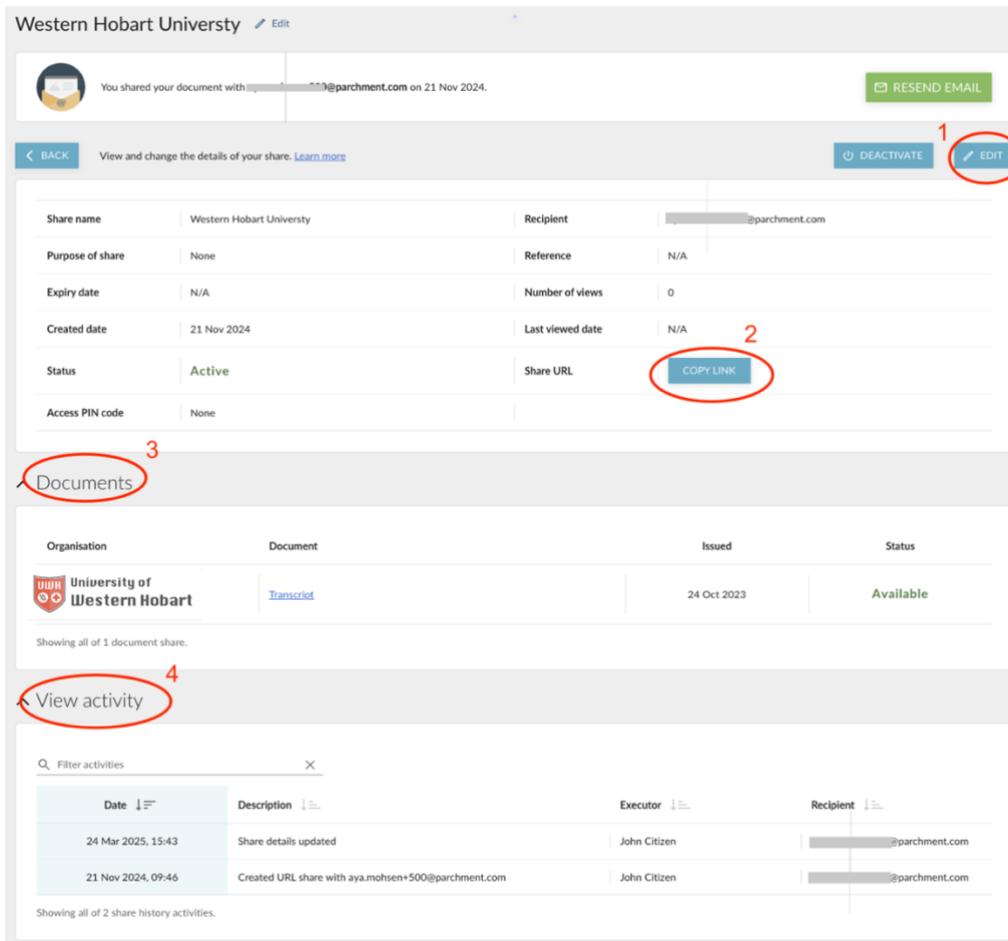
1 Share name	2 Recipient	3 Date created	4 Expiry date	5 Status	Actions
My Share 12	[redacted]	10 Jul 2018	Does not expire	Enabled	6 <input type="button" value="DISABLE"/>
My Share 11	8 Open Access	10 Jul 2018	Does not expire	Enabled	<input type="button" value="DISABLE"/>
My Share 10	[redacted]	05 Jul 2018	Does not expire	Enabled	<input type="button" value="DISABLE"/>

1. Share Name (the names of the shares on the first and last row have been personalised by the student)
2. Share recipient's email
3. Date the share was created
4. Expiry date of share (set by the student)
5. Status
6. Toggle each button to disable/re-enable an individual share
7. Disable/Enable all buttons to disable/enable all shares / re-enable all
8. In this case, the share is an open share (See 4.1) and access is not restricted

The shares are fully sortable and searchable. Click on the icon beside each column header to sort.

5.8 Individual Share Details

From the Share list view, click on any share to view the details.



From here you can see:

Share name, expiry date, date created, status, the PIN you have set for the share (if applicable), recipient email, reference (if applicable), the number of views the share has had from the verifier, last viewed to date.

You can also:

1. Edit the share.
2. Copy the share URL to your clipboard
3. View details of each of the documents in the share
4. View share activity, including when and by whom the share was viewed. (Note that if the share is Open Access, the recipient email is not available.) Information is also provided if your organisation has shared your document with a trusted third party (having first obtained student consent).

5.9 Edit a Share

From Sharing in the navigation menu, click on the share you would like to edit or view details of the share. Click **Edit** at the top right of the screen and you will be presented with the option to edit: share name, purpose, reference, share PIN, and expiry date.

Acme Engineering Application 

 You shared your document with john.smith@example.com on 12 Jul 2021. RESEND EMAIL

Share name*
Acme Engineering Application 

Purpose of share
Engineering role with Acme 

Reference
Job ID - 82649 

Access PIN
710389 GENERATE ONE FOR ME  Expiry date
26/12/2024 

CANCEL SAVE

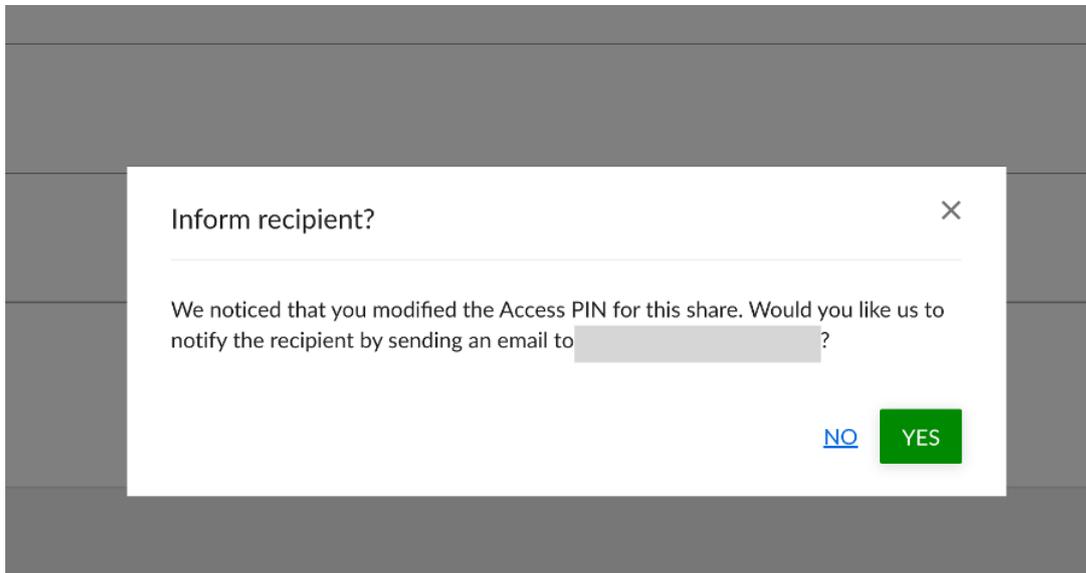
Documents

Organisation	Document	Issued	Status
 University of Western Hobart	MPhil Degree Certificate	7 Jun 2021	Available

Showing all of 1 document share.

View activity

If you would like to add a PIN to your share or modify an existing PIN, you can let the system do that for you by clicking **GENERATE ONE FOR ME**. You will be asked if you would like the system to send an email to your recipient. Choose yes or no.



When you are happy with all your changes, click **Save**.

6. Badges

A digital badge is an indicator of accomplishment or skill that can be displayed, accessed, and verified online. Based on the Open Badges standard, badges can be earned in a wide variety of environments, an increasing number of which are online. Badges complement your standard document credentials, allowing you to showcase your recognised skills and abilities.

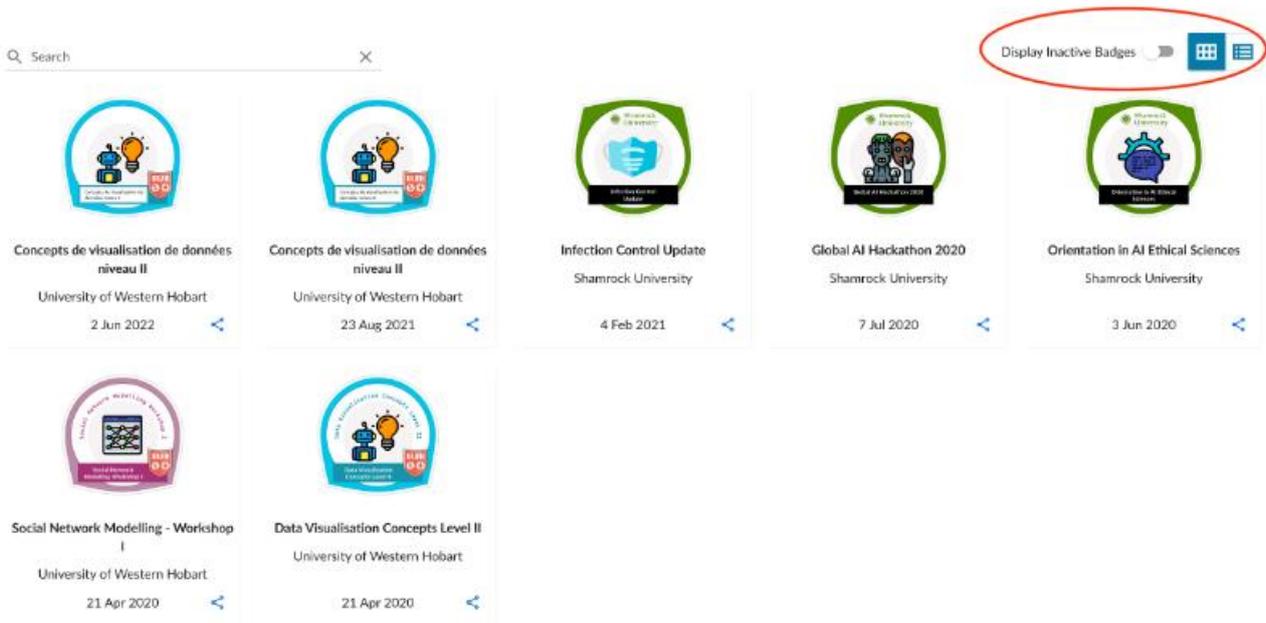
6.1 Awarded Badges

6.1.1 View List of Awarded Badges

Once logged in, click the Badges menu tab to view all your awarded badges in your badges view or 'backpack'. You can toggle your view between grid view and list view and choose to display inactive (revoked) badges.

Badges backpack

Welcome to your backpack - this is where you can store your badges. Share your badges across the web to show off your skills and achievements.



6.1.2 View Badge Information

Click on any of your badges to view details:



DOWNLOAD SHARE

Awarded on: Jun 29, 2024, 5:05 PM

Completion Date: May 31, 2024

Grade: HD

Economics of Green Ecosystems ✔ Verified

Issued by [University of Western Hobart](#)

The economics of green ecosystems, often referred to as ecosystem services or natural capital, revolves around the concept of valuing the benefits that nature provides to human well-being and the economy. Green ecosystems encompass a wide range of natural environments, including forests, wetlands, grasslands, oceans, and more. These ecosystems offer a variety of services that are essential for human survival, economic development, and overall quality of life. Understanding and integrating the economic value of these services is crucial for sustainable development and effective environmental management.

Skills

Public Policy Government Ecosystems Sustainability Conservation Organic Networks

Earning this badge

Awarded recipients have earned this badge by meeting relevant criteria set by the badge issuer.

Complete the required assessments to the standard prescribed.

Alignments

Standard demonstrated skills recognized by this badge

[AQF Level 2](#)

Graduates at this level will have basic factual, technical and procedural knowledge of a defined area of work and learning.

Learning Outcomes

The knowledge, skills or competencies that the learner acquired. It may include Continuing Professional Development hours or academic credits available from the course or program.

Define and explain key concepts in ecological economics: This includes concepts like ecosystem services, valuation of natural capital, externalities, and sustainability. Differentiate between traditional economics and ecological economics: Understand how ecological economics expands traditional economic models to consider the value of natural systems.

Discipline

The distinct field of study within a larger academic area, area of knowledge or professional community for this badge.

Natural Resources Management: Focuses on the sustainable use and management of natural resources like forests, fisheries, and wildlife. Conservation practices are a key component of this field.

Jurisdiction

The institutions or jurisdictions where this award is applicable or recognised.

The academic program associated with this badge is officially recognised across Europe, UK, Middle-East, Asia and North America.

Language

The language of instruction in which the course or program is taught or assessed.

English

Badge External URL

Further information about this badge from the issuing institution.

<https://myequals.edu.au/>

Organisational Unit

The unit or faculty responsible for this course or program. This could be an external sponsor to the institution.

Earth Sciences in association with Acme Conservation and Climate Group

Badge Type

The award classification for this badge - Formal, Informal or Prize.

Formal

Linked Badges

Related badges representing courses and programs as sequential, stacked or standalone learning that can be combined or associated with this badge.



Industry Support

The assurance that the qualification meets an industry need and reflects skills sought by employers.

This is a critical enabler to understanding green ecosystems and their path towards sustainability and economic development.

Quality Assurance

The assurance that the course or program is developed and delivered in an educationally sound manner for learners. A statement of quality assurance processes applied to the credential such as provider or association codes, relevant regulator, and approach to academic integrity and assessment.

The course is delivered in a pedagogically sound manner, ensuring that all instructional methods and materials align with established educational standards and best practices.

Depth of Learning

The mastery level of a learner upon successful completion of the award. Values include Novice, Advanced beginner, Competent, Proficient, Expert.

Expert

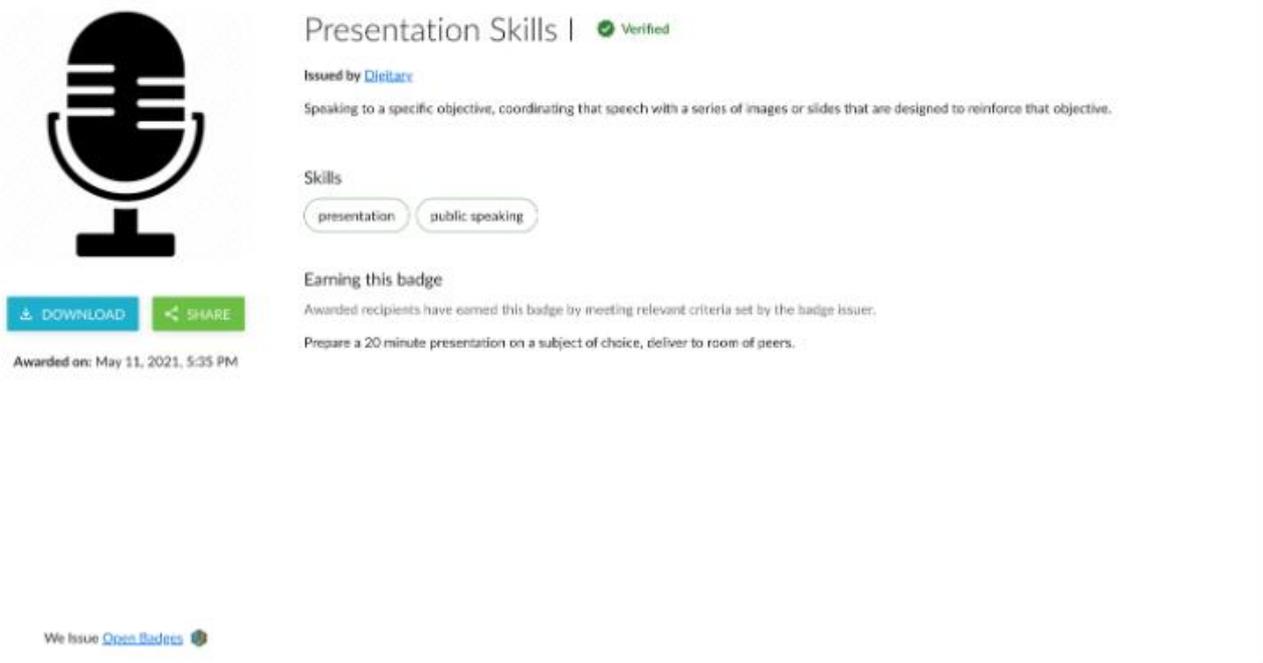
You will have information on:

Item	Description
<i>Assertion - Information provided on the left side</i>	
Download	Download your badge, see below*
Share	Share your badge
Awarded On	Date awarded
Completion Date	Date the badge course or programme was completed
Expiry Date	Not all badges have a badge expiry date
Grade	Grade achieved on completion of badge course
<i>Badge Class - Information provided on the right side</i>	
Issued by	Click the link in Issued by to find out more information about the institution that awarded the badge, including other badges that they award
Badge description	Badge description overview
Skills	Skills associated with this badge
Earning this badge	The earning criteria fields describe exactly what must be done to earn this badge
Alignment	Badge may align to an educational standard. Alignment information may be relevant to people viewing and earner's awarded badges
Extension attributes	Customised badge attributes that provide greater insight into the badge
Extension attribute examples shown above	Learning outcomes Discipline Jurisdiction Language Badge external URL Linked badges
Verified status	Issued badges show a verified status (beside badge name), see below

*You can also choose to click to download as a badge image (PNG format) which contains embedded metadata that adheres to the Open Badges standard. This gives you an additional way of sharing your accomplishment.

You can upload this badge image to any badges backpack that is aligned with the Open Badges standard and the badge metadata can be verified through a suitable badge validation tool.

At the bottom left of the public page view of any badge is a link to the Open Badges standard.

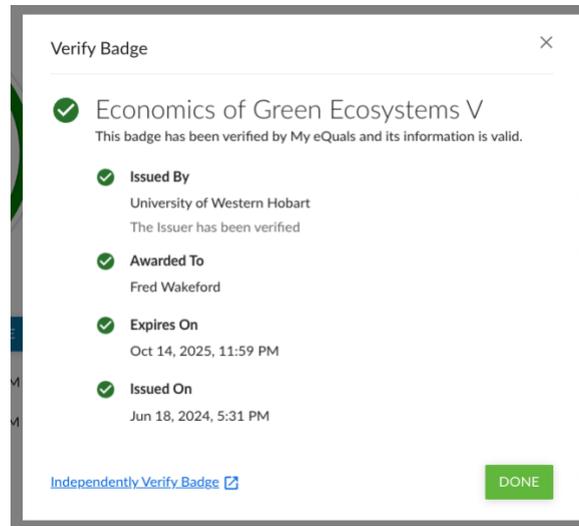


The screenshot shows a public badge page for "Presentation Skills I" with a green "Verified" icon. The badge is issued by "Dietary" and has the objective: "Speaking to a specific objective, coordinating that speech with a series of images or slides that are designed to reinforce that objective." The skills listed are "presentation" and "public speaking". The "Earning this badge" section states: "Awarded recipients have earned this badge by meeting relevant criteria set by the badge issuer. Prepare a 20 minute presentation on a subject of choice, deliver to room of peers." At the bottom left, there are "DOWNLOAD" and "SHARE" buttons, and the text "Awarded on: May 11, 2021, 5:35 PM". At the bottom of the page, it says "We Issue Open Badges" with a logo.

Verified Status

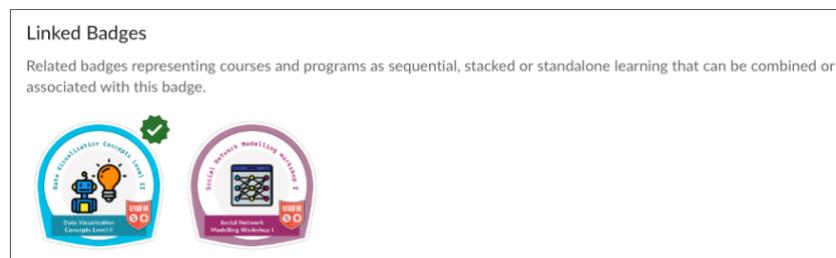
At the top right beside the badge name you will see the green **Verified** icon which confirms the badge's authenticity and validity. It checks that the badge was issued by a trusted entity, ensuring that the metadata - such as the issuer, recipient, award date, and criteria for earning the badge matches what was specified by the issuer. This process also ensures that the badge hasn't been tampered with, providing confidence that the credentials displayed are genuine and up-to-date.

The badge can also be reverified directly from the badge view page by learners, share recipients, or verifiers. The verification steps displayed confirm the badge's legitimacy by checking issuer authenticity, badge integrity, recipient identity, and expiration status, supporting trust in the badge and the achievements it represents.



Linked Badges

When other badges are linked to a badge that you have been awarded, a green tick icon appears beside those badges that you have also earned. This makes it easy for you to recognise your achievements within a related set of learning outcomes represented by awarded badges.



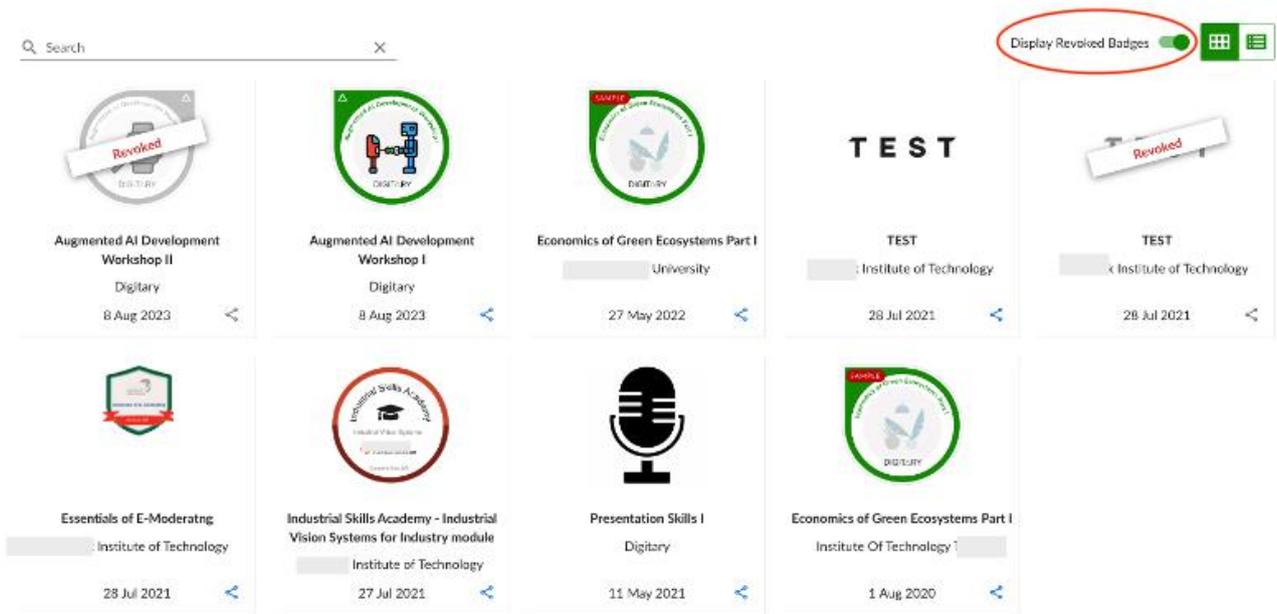
6.1.3 Revoked or Expired Badges

If an issuing organisation needs to revoke a badge that has been issued to you, then you will be notified of the revocation and the badge will be clearly marked as revoked.

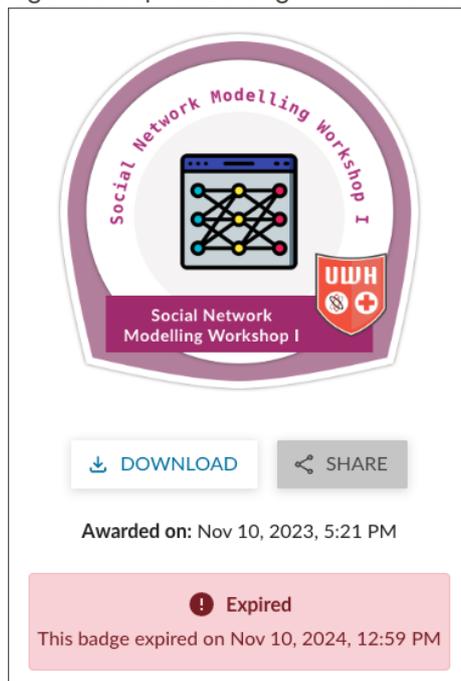
The toggle button at the top of the screen will allow your view to toggle on/off to include the revoked badges.

Badges backpack

Welcome to your backpack - this is where you can store your badges. Share your badges across the web to show off your skills and achievements.



If the badge has expired, again, this will be clearly visible as a banner on the badge. Both learners and verifiers can now easily see if a badge has expired, along with the exact date of expiry.

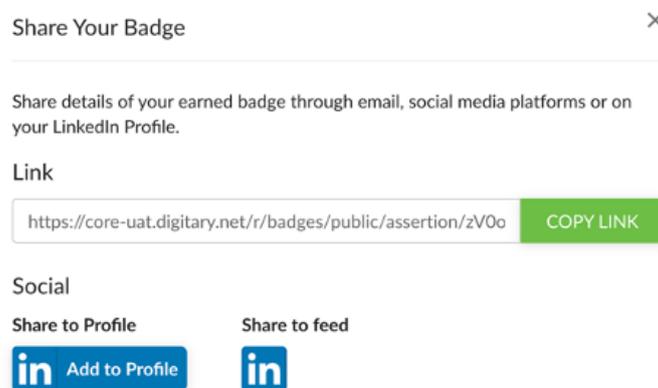


6.2 Sharing Badges

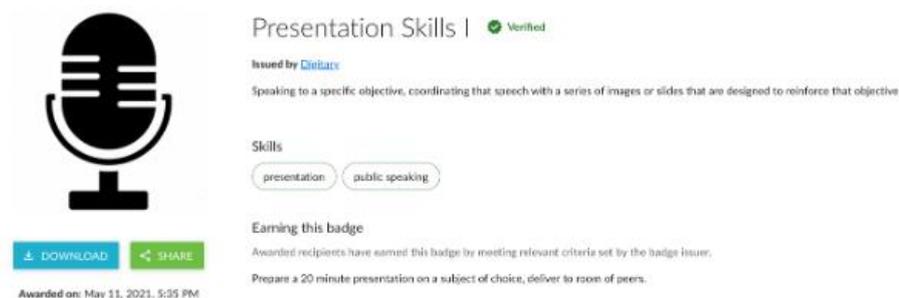
Badges can be shared with employers, for membership of an organisation, course applications, LinkedIn and on other social media, etc.

To share your badge, go to the Badges menu tab, click on **Share** next to the badge that you wish to share, or go into the individual badge details page to click on Share.

Then **Copy Link** to copy the unique URL for that badge.



The link can then be included in a private email or social media page such as LinkedIn, when a third party clicks on the link, the details of your badge are displayed.



We Issue [Open Badges](#)

6.2.1 Share to LinkedIn Profile or Feed

You can also share your badge directly to your LinkedIn profile or feed.

Share Your Badge ✕

Share details of your earned badge through email, social media platforms or on your LinkedIn Profile.

Link

COPY LINK

Social

Share to Profile Share to feed

 Add to Profile    

Choose **Share to Profile**

Click the **Add to Profile** LinkedIn icon. The sharing option will automatically populate the certification form on your LinkedIn profile with details such as the badge name, issuer, award dates, and other relevant information.

Add license or certification ✕

* Indicates required

Name*

Issuing organization*

Issue date

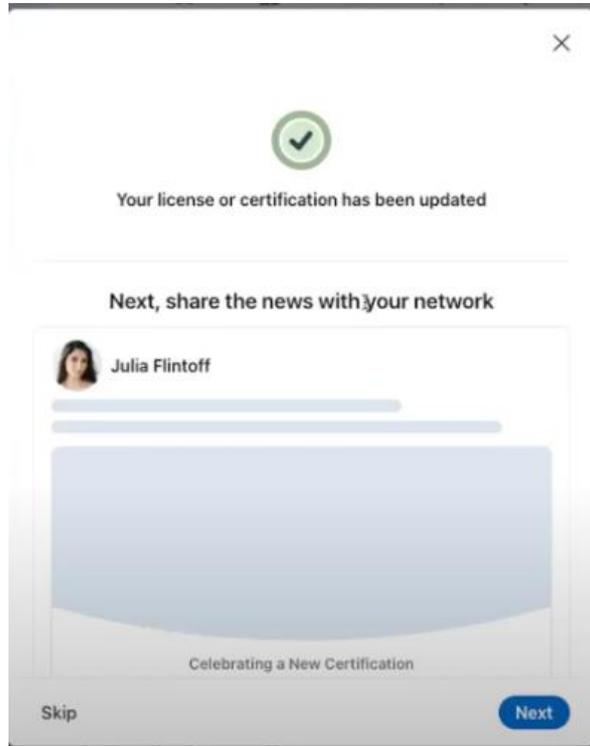
Expiration date

Credential ID

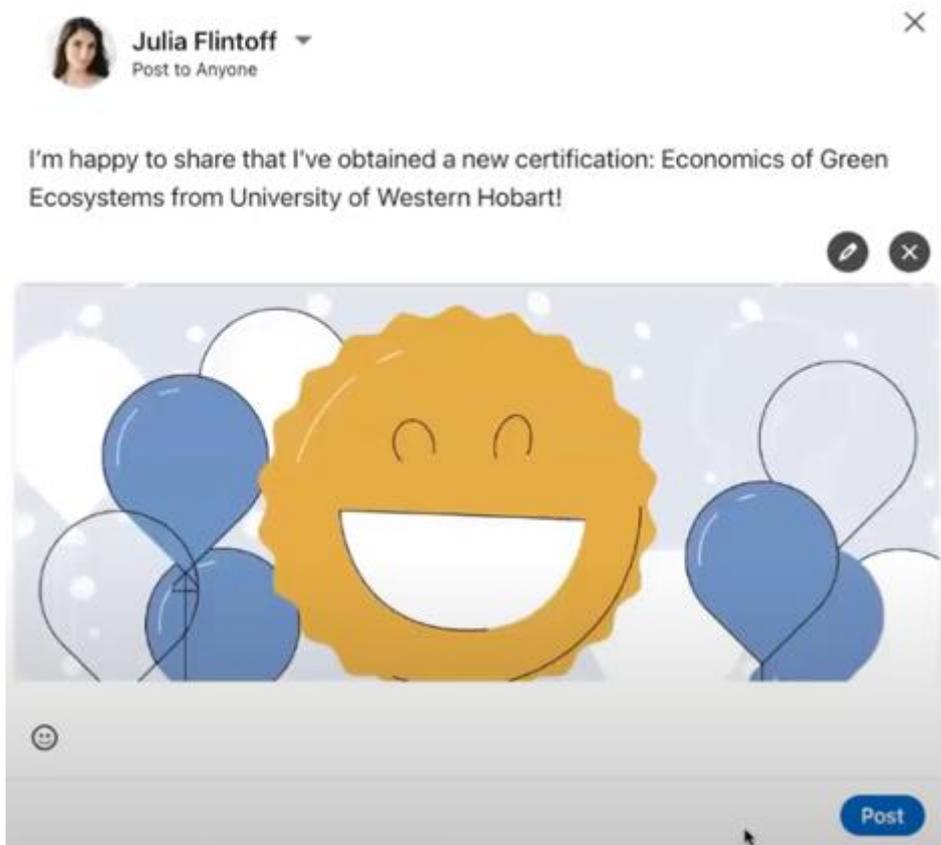
Credential URL

Skills
Associate at least 1 skill to this license or certification. It'll also appear in your Skills section.

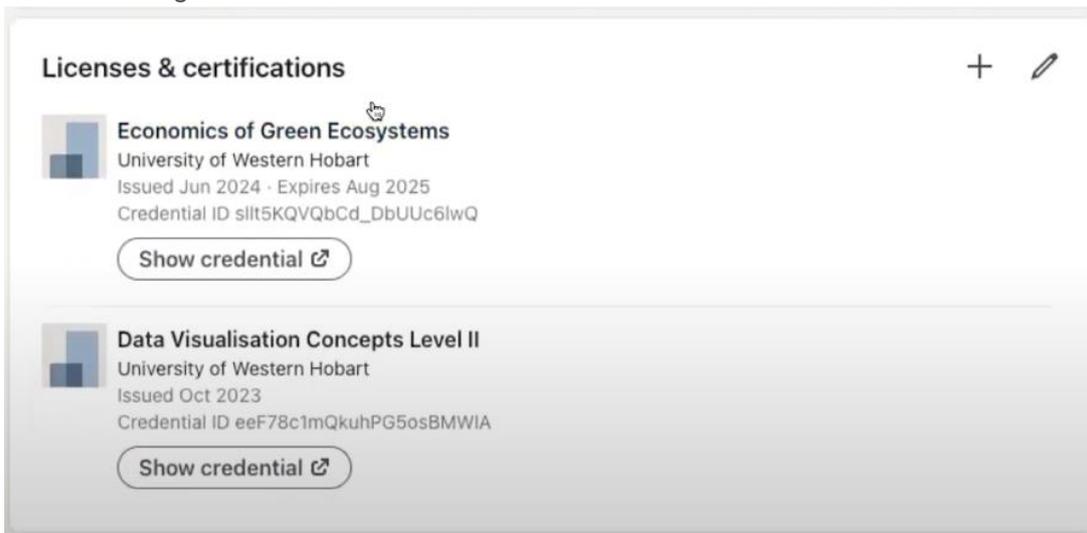
Edit details if you choose, and click **Save** to add to your profile.



LinkedIn gives you the option to post news of your award if you choose.

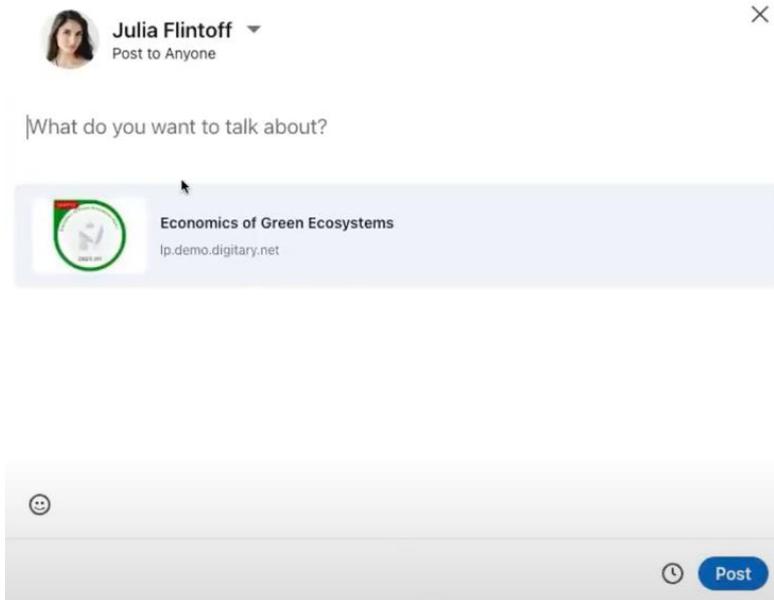


Whether you post your news or not, the Licences and Certifications part of your profile will now be updated to reflect the new badge.

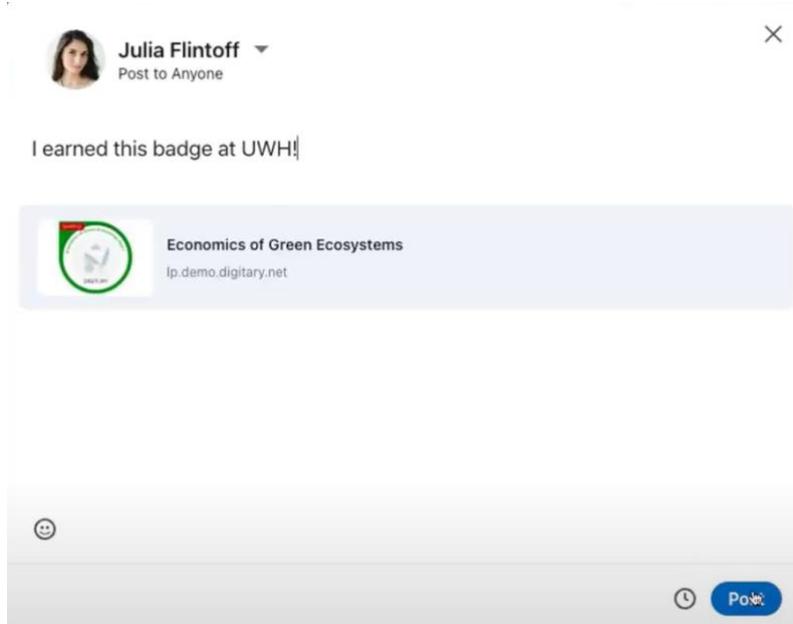


Choose Share to Feed

Click the social media icon to click to its feed. For example, for LinkedIn, this allows you to create a post and embed the badge's shareable URL directly into your LinkedIn feed with a single click.



Add your text to the post.

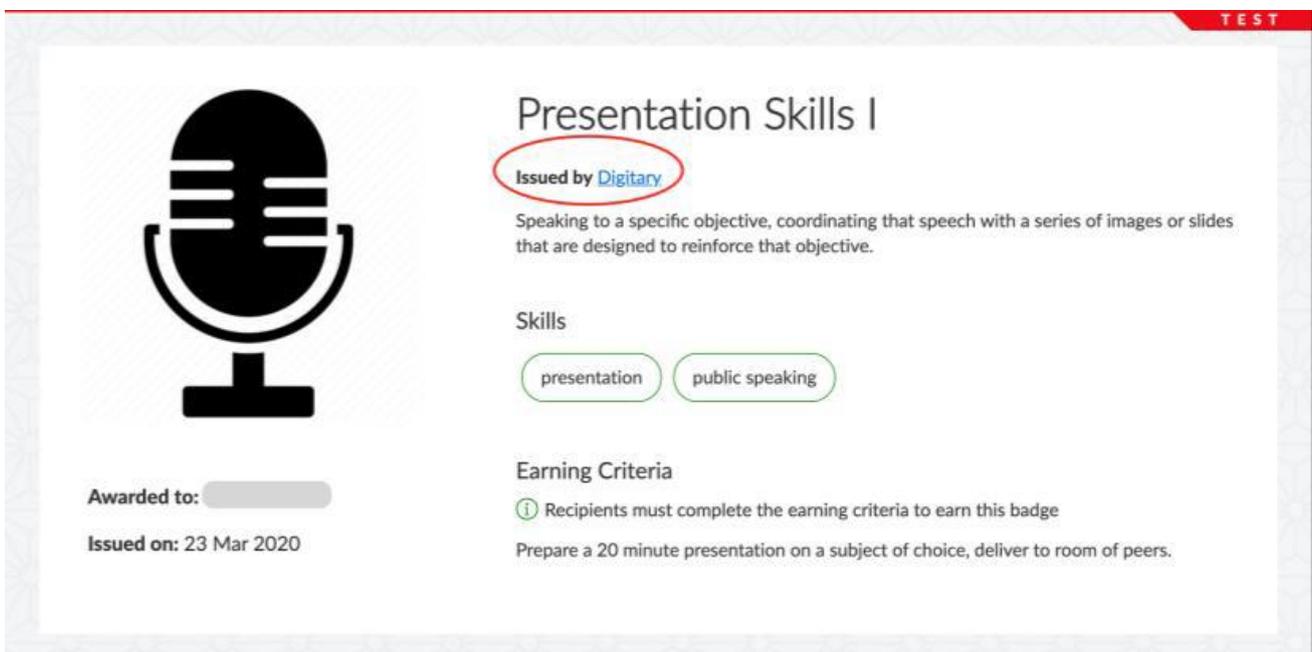


Click **Post** and your post will appear on your feed.



6.3 Issuer Information

From the individual badge information page, click on the issuer name (in the example below it's the fictitious Parchment University).



You'll see information about the issuer, below the issuer name, and the list of badges that the issuer offers.



7. Curated Profiles

Learners have always been able to easily share their issued academic credentials safely and securely through the Parchment Digitary Services. Curated Learner Profiles now allow learners to craft their own story and better articulate their academic achievements.

Curated Learner Profiles will allow learners to arrange any of their issued documents and badges into a single shareable academic profile. Using familiar sharing mechanisms available with their documents, learners are able to easily curate and securely share their profile towards any goal, e.g. internship, post-graduate job, summer volunteering post. Curated Learner Profiles increase learner engagement and support learner self-promotion by helping learners improve their award and skills articulation.

The screenshot shows a user profile page for 'John Citizen' under the heading 'Engineering Job Application'. The profile includes a bio: 'As a passionate Software Engineer and long-time admirer of evolutionary Artificial Intelligence, I was excited to see an opening for AI Software Engineer role. Considering my significant programming experience, technical expertise, and continuing commitment to further education in AI, I am confident I have the key skills to be an asset to Acme AI. Complimenting my advanced studies, I have also recently completed microcredentials in data visualisation and social network modelling. Both of these enhanced my core understanding of this emerging space equipping me with the solid foundation to pursue my career in AI.' To the right is a 'Manage your profile' panel with instructions on how to use the page to create and manage information, and buttons for 'PREVIEW' and 'SHARE'. Below the bio are sections for 'Links' and 'Achievements', both with '+ ADD' buttons. A grid of four document thumbnails is shown at the bottom.

7.1 Create a Profile

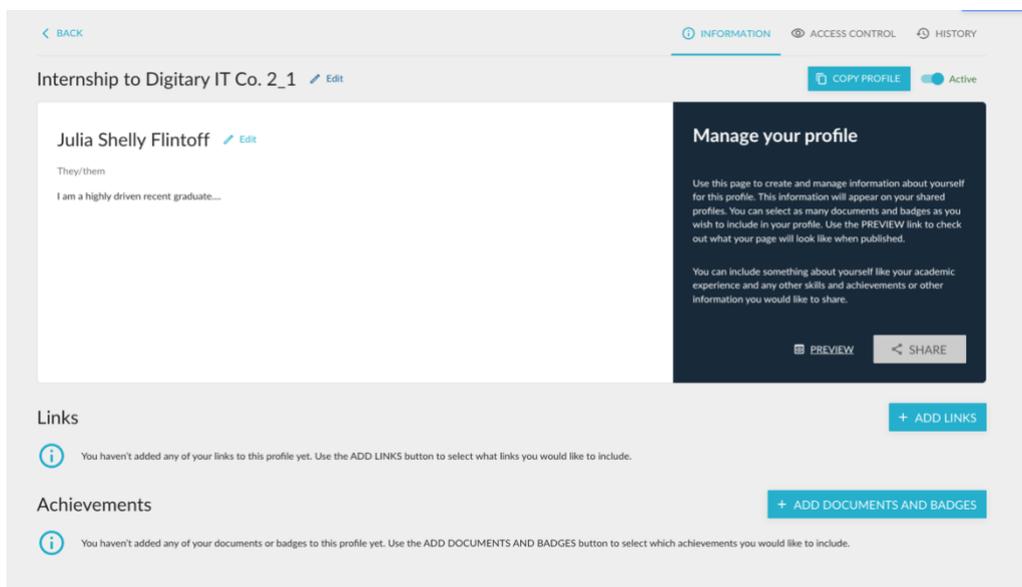
Once logged in to your account, click **Profiles** from the menu bar. Click **Create**.

The screenshot shows a user profile page for 'Emma Waterstone' under the heading 'Renewable Energy Engineering Graduate Student'. The profile includes a profile picture, name, and bio: 'I am thrilled to introduce myself as an engineering student eager to launch my career as an entry-level engineer. As an excellent academic achiever and volunteer, I am confident that my skills, experience, and passion make me a valuable asset to your organization.' To the right is a 'Manage your profile' panel with instructions and buttons for 'PREVIEW' and 'SHARE'. The 'PREVIEW' button is circled in red. Below the bio is a 'READ MORE' link.

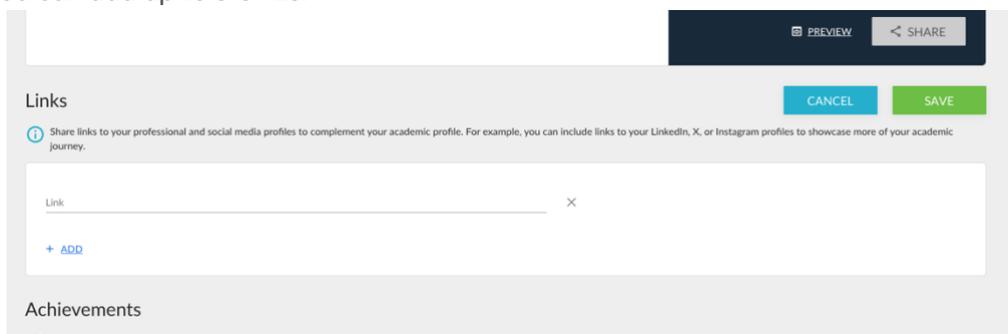
From here you can:

1. Name your profile
2. Edit your name, clicking edit here will allow you to edit all the below
You can change the way your name is presented and this can include additional characters such as brackets which allows for better presentation of yourself on document shares and profiles.
3. Include your pronouns
4. Upload a profile picture
5. Include a short introduction to your profile

Click **Save**, then choose to **Preview** at any time to see what your share recipient will see when you share your profile.



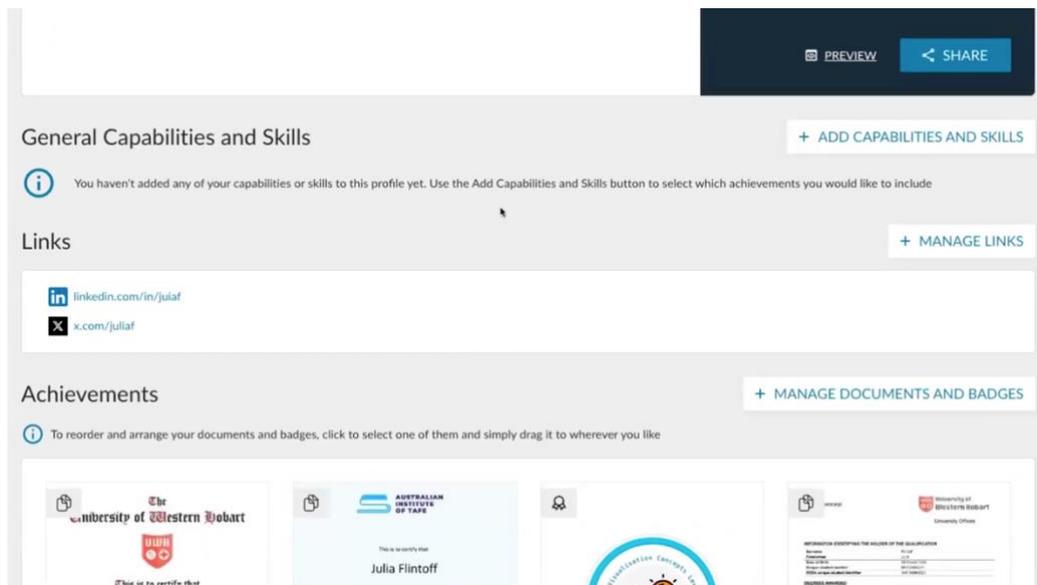
Click **+Add Links** to add external links to your profile, such as LinkedIn, a GitHub repository, or a personal blog, etc. You can add up to 5 URLs.



Click **+Add Documents and Badges** to choose which of your credentials to add to this profile. You can also click and drag to move the documents and badges into the order you prefer. Then click **Save**. You can click into any of the documents to expand the view.



Click **Preview** again and click on any document that you have included in your profile to see more details.



Once you have added one or more badges to your profile, the capabilities and skills associated with those badges will be included as options for you to add to your profile in order to highlight and focus on those qualities.

Click **+Add Capabilities and Skills** to see the list of capabilities and skills that you can include.

General Capabilities and Skills CANCEL SAVE

Visual presentation Sense-making Ideation workshops Complexity theory Data frameworks Data modelling
Information Mining Interviewing concepts AI basics Public Policy Government Ecosystems Sustainability
Conservation Organic Networks Leadership AI history AI Puzzles Asimov principles Three laws of robotics

Links

 linkedin.com/in/julaf
 x.com/julaf

Achievements

 To reorder and arrange your documents and badges, click to select one of them and simply drag it to wherever you like

Choose the capabilities and skills you would like to highlight.

General Capabilities and Skills CANCEL SAVE

Visual presentation Sense-making **Ideation workshops** **Complexity theory** **Data frameworks** **Data modelling**
Information Mining Interviewing concepts AI basics Public Policy Government Ecosystems Sustainability
Conservation **Organic Networks** Leadership AI history AI Puzzles Asimov principles Three laws of robotics

Links

 linkedin.com/in/julaf
 x.com/julaf

Achievements

And click **Save** to include in your profile.

General Capabilities and Skills + MANAGE CAPABILITIES AND SKILLS

 These are derived from your selected academic credentials below and highlight key competencies gained helping showcase your expertise.

Ideation workshops Complexity theory Data frameworks Data modelling Organic Networks

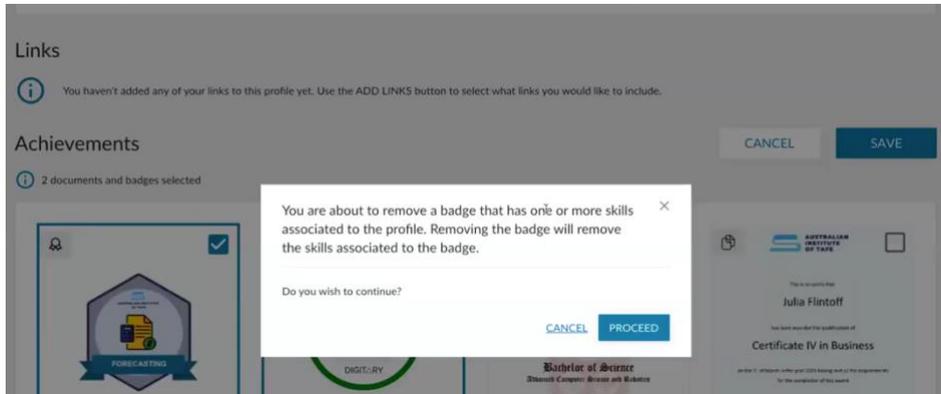
Links + MANAGE LINKS

 linkedin.com/in/julaf
 x.com/julaf

Achievements + MANAGE DOCUMENTS AND BADGES

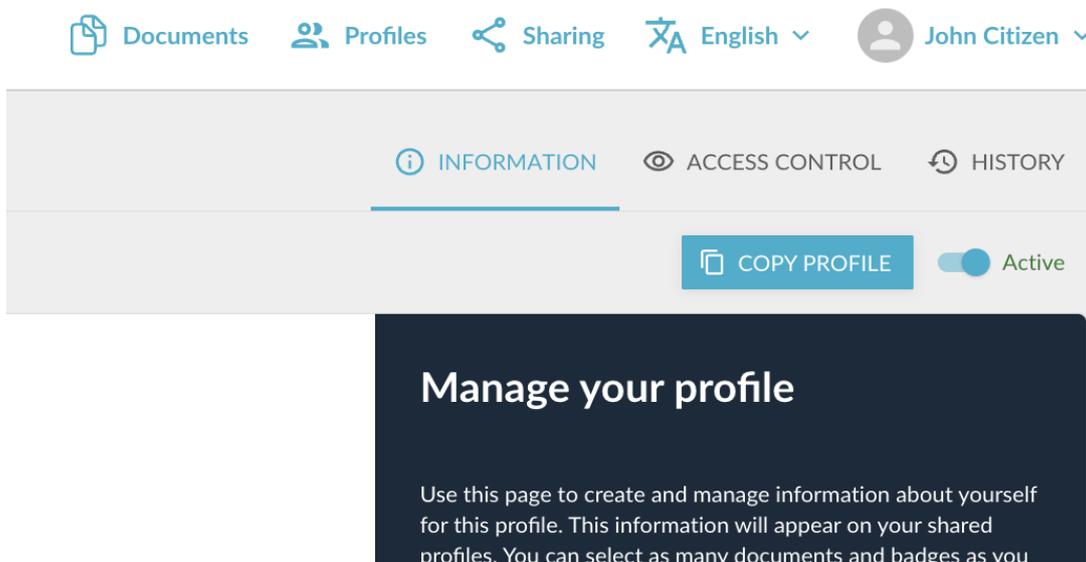
 To reorder and arrange your documents and badges, click to select one of them and simply drag it to wherever you like

If you would like to remove a badge from your profile, any capabilities or skills that you have chosen to highlight from that badge will also be removed. A pop-up warning will alert you.



Copy a Curated Profile

You can also create a copy of an individual Curated Profile. While creating profiles is quick and easy, variations between different profiles can be subtle, this feature allows you to select **Copy Profile** and another complete and new profile is created based on the original. This copy includes all the document and badge selections you have made as well as your profile summary and profile picture. The copy function is available both from within the profile and from the profile list page.



7.2 Edit a Profile

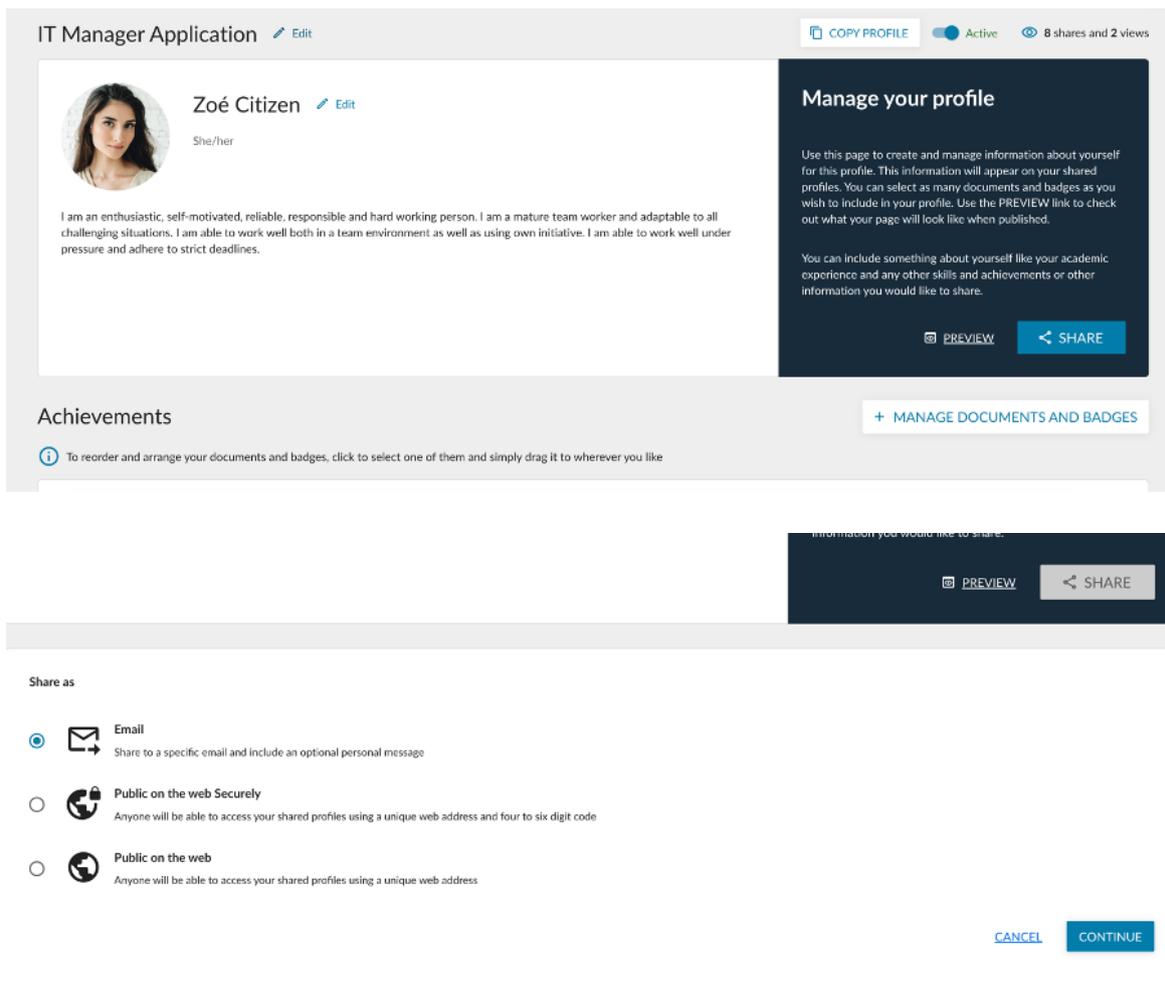
You can edit a profile at any time. However, if you have created a share of that profile before you make an edit, the original share will reflect the new edit.

If you require two different profiles tailored to two different audiences, even if the two profiles are only slightly different it is better to create the two profiles than to edit one.

7.3 Share Profile

Sharing a profile can be done in exactly the same way as sharing an individual document. Only Organisation Sharing is not supported for sharing a profile.

When you are ready to share, go to your profiles page, click into the individual profile view and click **Share**.



Choose how to share your profile from:

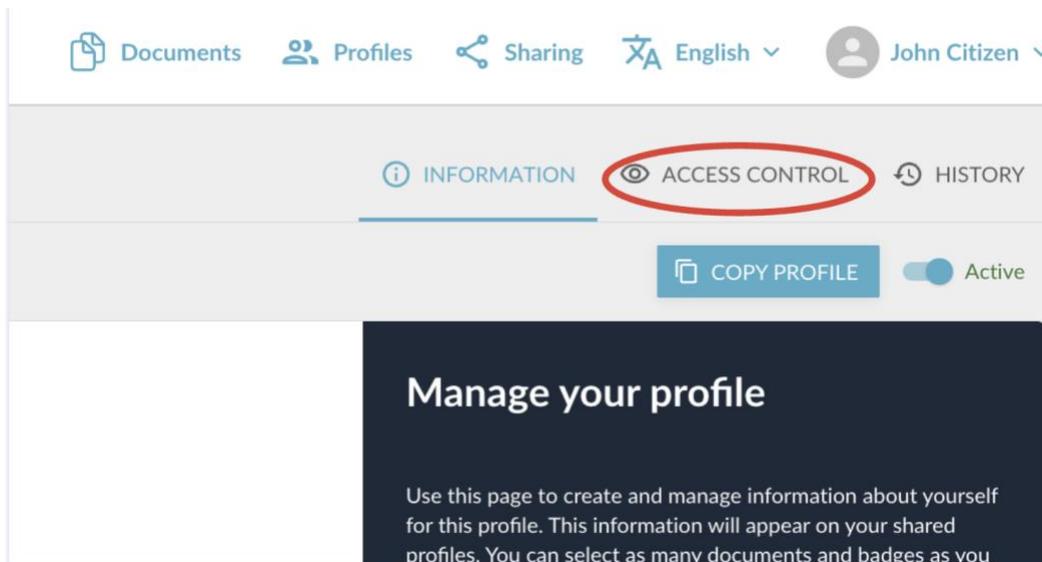
- **Email share** – share to a specific email address, optionally add a secure PIN and/or a share expiry date
- **Public on the web securely** – create a unique URL to your profile share with an associated PIN to access; anyone in possession of the URL and the PIN will be able to view your profile.
- **Public on the web (or Open Access) share** – create a unique URL to your profile share; anyone in possession of the URL will be able to view your profile

Please see the section on [Document Sharing](#) for exact steps.

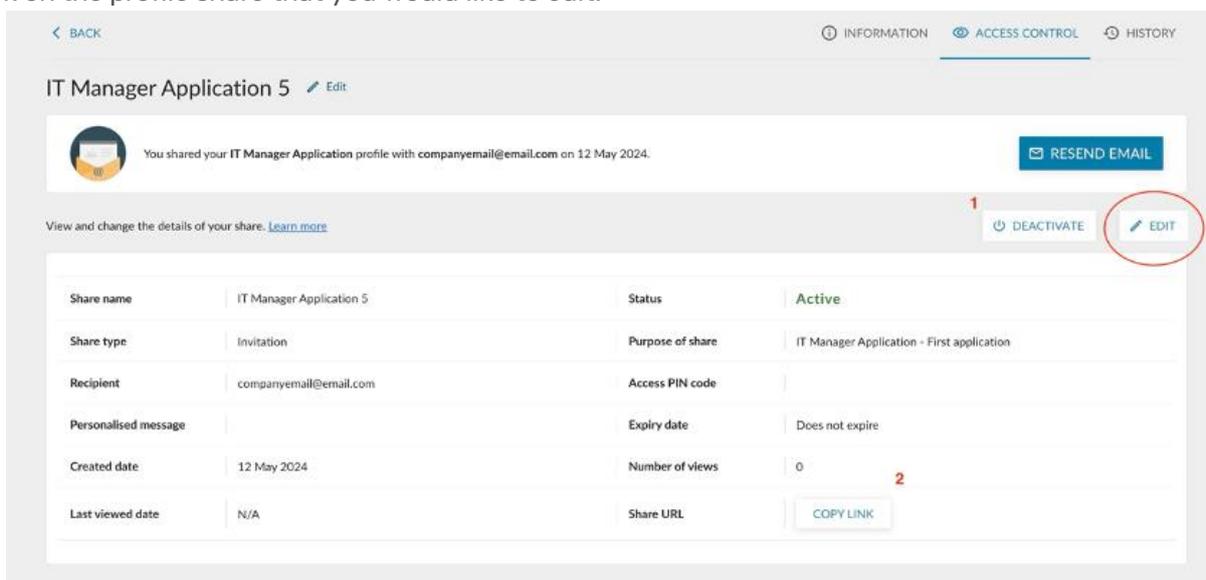
7.4 Edit or Deactivate a Profile Share or Copy the Share URL

After creating a profile share, you may like to edit the details of your share. These details can be viewed and edited in the same way as for a document share.

From the Profiles landing page, choose a profile and go into the **Access Control** tab to view the shares of that profile.



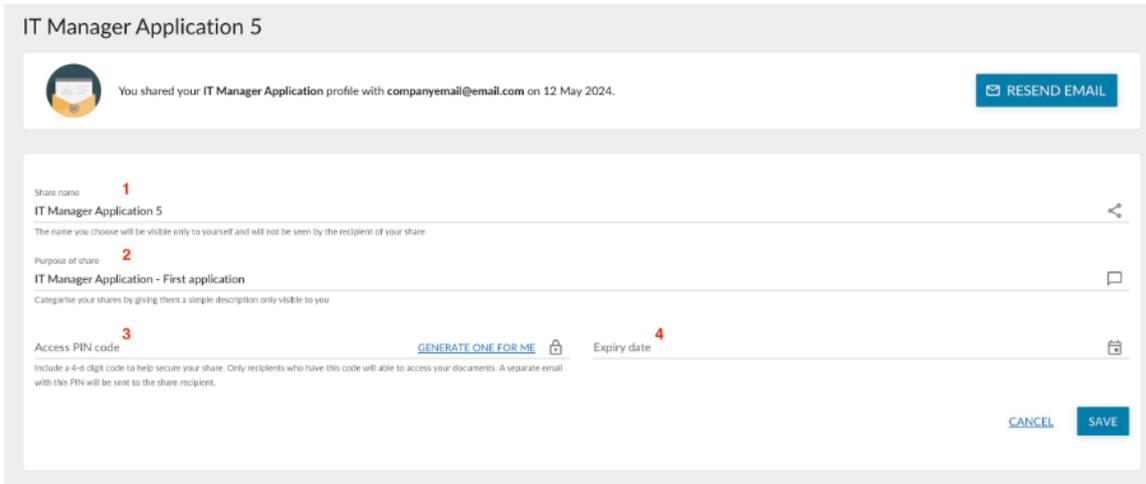
Click on the profile share that you would like to edit.



From here you can:

1. Deactivate the share or

2. Copy the Share URL to send separately, e.g. by email (If you do this and have set a PIN, be sure to also share the PIN with your recipient).



Click on **Edit** to modify the:

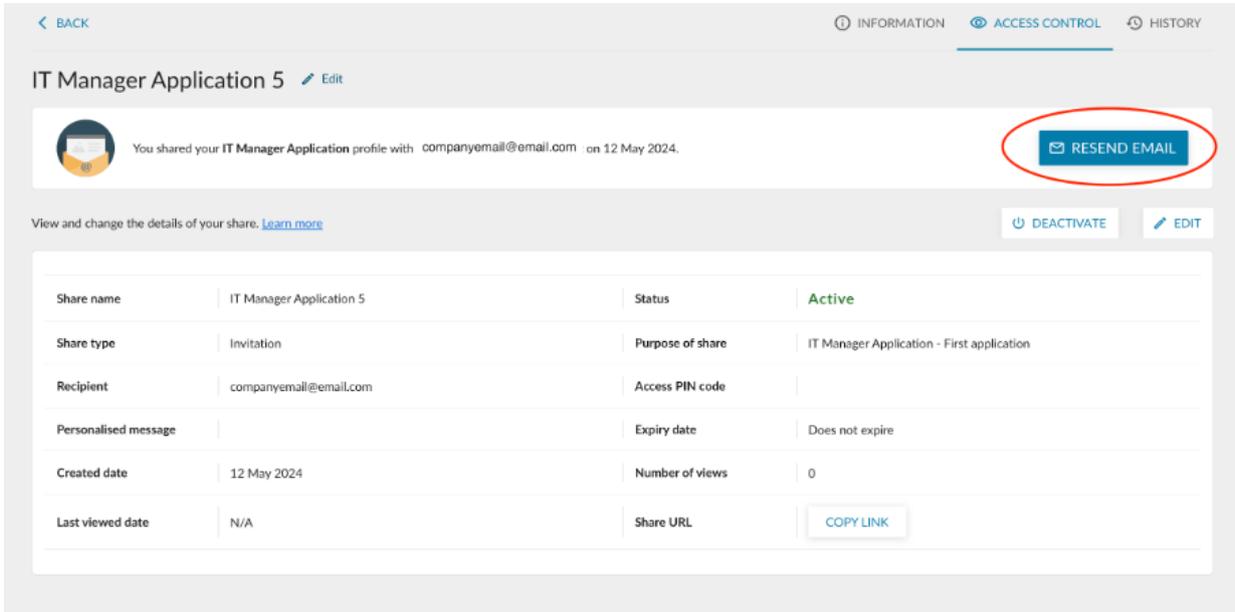
3. Share name
4. Purpose of share
5. Access PIN code (you can also remove the PIN code entirely)
6. Share expiry date

Click **Save**.

7.5 Resend Email Share Notification

You can resend the notification to your profile share recipient with the **Resend Email** button.

Go to the individual view of your profile and click the Access Control tab at the top of the page.



IT Manager Application 5 [Edit](#)

You shared your IT Manager Application profile with companyemail@email.com on 12 May 2024. **RESEND EMAIL**

View and change the details of your share. [Learn more](#) [DEACTIVATE](#) [EDIT](#)

Share name	IT Manager Application 5	Status	Active
Share type	Invitation	Purpose of share	IT Manager Application - First application
Recipient	companyemail@email.com	Access PIN code	
Personalised message		Expiry date	Does not expire
Created date	12 May 2024	Number of views	0
Last viewed date	N/A	Share URL	COPY LINK

Both the email notification of the share will be sent and also the email containing the share PIN if you have chosen to add a PIN.

7.6 View Profiles

From the home page, click **Profiles** on the menu tab.

Profiles

 Profiles allow you to curate which documents, badges and other information you would like people to see. You can create as many profiles as you like. For example, you might create a profile to share as part of a new job search or even towards a new study application. Completed profiles can be made publicly available the same way document shares are. You can use a simple URL that may be secured and can even expire. Click the CREATE button to begin adding profiles with My eQuals.

[+ CREATE](#)

Profile Name	Date Created	Shares	Views	Status	Actions
Volunteer Teaching Abroad	15 May 2023	1	0	Active	DEACTIVATE 🗑️
Internships Summer 2023	15 May 2023	2	1	Active	DEACTIVATE 🗑️

Showing all of 2 profiles.

You will see basic information about your profiles including:

7. Date the profile was created
8. Number of shares created of that profile
9. Number of views of the profile
10. Profile status (Active/Inactive)

Click into one of the profiles. You are in the Information tab for that profile and can edit details if you wish, see [Edit a Profile](#), above.

Internships Summer 2023 [Edit](#) Active 2 shares and 0 views

Zoé Citizen [Edit](#)
She/her
I am a highly motivated recent graduate...

Manage your profile

Use this page to create and manage information about yourself for this profile. This information will appear on your shared profiles. You can select as many documents and badges as you wish to include in your profile. Use the PREVIEW link to check out what your page will look like when published.

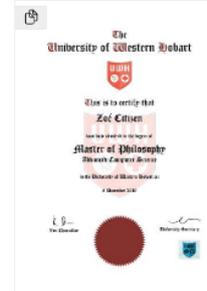
You can include something about yourself like your academic experience and any other skills and achievements or other information you would like to share.

[PREVIEW](#) [SHARE](#)

Achievements [+ MANAGE DOCUMENTS AND BADGES](#)













Click the **Access Control** tab to view details of the shares that have been created.

[BACK](#) INFORMATION **[ACCESS CONTROL](#)** HISTORY

Internships Summer 2023 > Access control data

i Use this page to monitor, manage and control access to your shares for this Profile
You have created 2 shares, of which 0 were viewed

Share name	Recipient	Date created	Expiry date	Status	Actions
Digitary IT - UK Branchy.net	15 May 2023	15 Aug 2023	Active	DEACTIVATE
Digitary ITy.net	15 May 2023	Does not expire	Active	DEACTIVATE

Showing all of 2 profile shares.

Click the **History** tab to see the history of your profile.

← BACK i INFORMATION ACCESS CONTROL HISTORY

Internships Summer 2023 > History

i The information below gives you an overview of all activity for this profile including any changes you have made as well as shares created and viewed.

Date ↓	Event description ↓	Executed by ↓	Recipient ↓
15 May 2023, 11:18	Profile share viewed by recipient	Zoé Citizen	rr [redacted] ry.net
15 May 2023, 10:57	Profile share created by owner	Zoé Citizen	rr [redacted] ry.net
15 May 2023, 10:55	Profile updated by owner	Zoé Citizen	N/A
15 May 2023, 10:55	Profile share created by owner	Zoé Citizen	[redacted] ry.net
15 May 2023, 10:53	Profile updated by owner	Zoé Citizen	N/A
15 May 2023, 10:52	Profile created by owner	Zoé Citizen	N/A

Showing all of 6 profile history events.

7.7 Deactivate, Delete or Copy Profile

From the Profiles tab, the profiles list page will give you actions on those profiles

Profiles

i Profiles allow you to curate which documents, badges and other information you would like people to see. You can create as many profiles as you like. For example, you might create a profile to share as part of a new job search or even towards a new study application.
Completed profiles can be made publicly available the same way document shares are. You can use a simple URL that may be secured and can even expire. Click the CREATE button to begin adding profiles with Digitary CORE.

[+ CREATE](#)

Profile Name ↓	Date Created ↓	Shares ↓	Views ↓	Status ↓	Actions
Teaching Abroad - Volunteering	15 May 2023	0	0	Active	1 DEACTIVATE 2 COPY 3 DELETE
Internship to Digitary IT Co.	11 May 2023	3	1	Active	1 DEACTIVATE 2 COPY 3 DELETE

Showing all of 2 profiles.

From here you can:

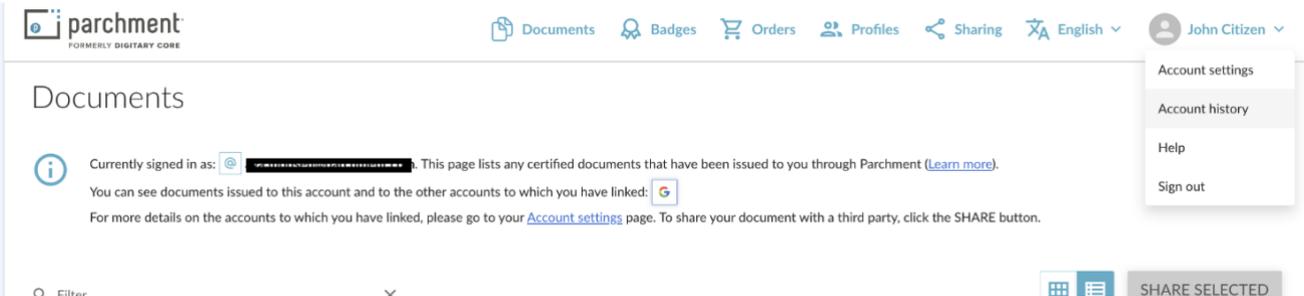
1. Deactivate the profile
2. Copy the profile – see [Create Profile](#) section
3. Delete the profile – shares of the profile that you have previously sent out will no longer be available to recipients.

8. Account Management

A student can view details of their account, reset their password and link accounts.

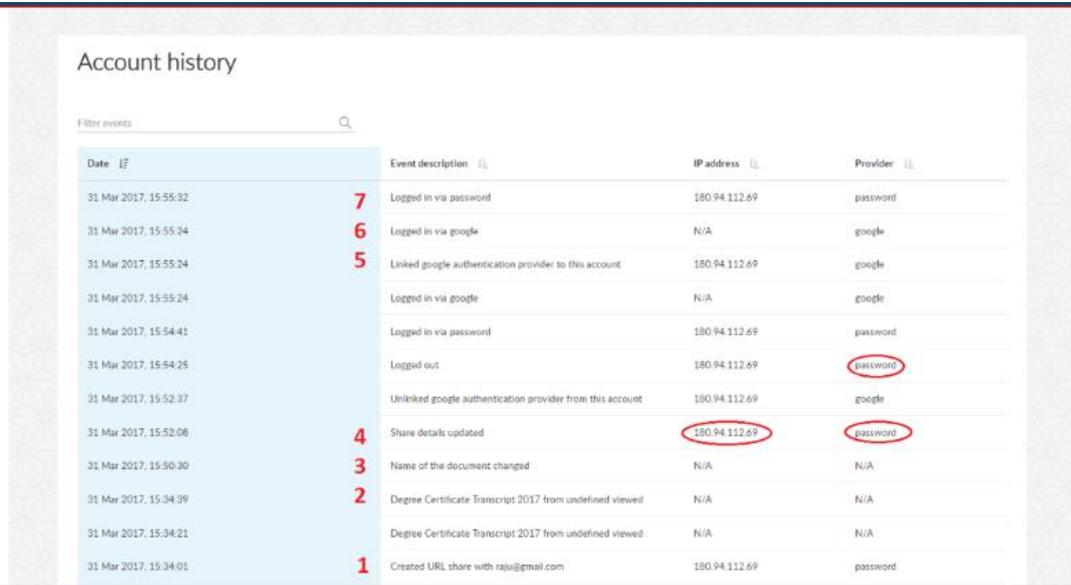
8.1 Account History

Click on the drop-down menu beside your name. Choose **Account History**.



The screenshot shows the Parchment user interface. At the top, there is a navigation bar with icons for Documents, Badges, Orders, Profiles, and Sharing, along with a language dropdown set to English and a user profile dropdown for John Citizen. The user profile dropdown menu is open, showing options for Account settings, Account history, Help, and Sign out. Below the navigation bar, the main content area is titled 'Documents' and contains an information icon and text explaining that the page lists certified documents issued to the user through Parchment. A 'SHARE SELECTED' button is visible at the bottom right of the interface.

This will show details of various events in the history of your account, shown in reverse chronological order: date and time, description, associated IP address, login provider. All columns are searchable and sortable: sort by clicking the column headers.



The screenshot shows the 'Account history' page with a table of events. The table has columns for Date, Event description, IP address, and Provider. The events are listed in reverse chronological order. Some cells in the table are circled in red to highlight specific details.

Date	Event description	IP address	Provider
31 Mar 2017, 15:55:32	7 Logged in via password	180.94.112.69	password
31 Mar 2017, 15:55:24	6 Logged in via google	N/A	google
31 Mar 2017, 15:55:24	5 Linked google authentication provider to this account	180.94.112.69	google
31 Mar 2017, 15:55:24	Logged in via google	N/A	google
31 Mar 2017, 15:54:41	Logged in via password	180.94.112.69	password
31 Mar 2017, 15:54:25	Logged out	180.94.112.69	password
31 Mar 2017, 15:52:37	Unlinked google authentication provider from this account	180.94.112.69	google
31 Mar 2017, 15:52:08	4 Share details updated	180.94.112.69	password
31 Mar 2017, 15:50:30	3 Name of the document changed	N/A	N/A
31 Mar 2017, 15:34:39	2 Degree Certificate Transcript 2017 from undefined viewed	N/A	N/A
31 Mar 2017, 15:34:21	Degree Certificate Transcript 2017 from undefined viewed	N/A	N/A
31 Mar 2017, 15:34:01	1 Created URL share with rajul@gmail.com	180.94.112.69	password

Description of events include:

1. Share created for a given email
2. Share viewed for a document (Document named: 'Transcript 2017' shown in this example)
3. Document name changed
4. Share details updated
5. Account linked with a provider (Google in this case)
6. Login with provider (Google, in this case)

7. Login with email and password

Associated IP addresses are given where applicable, together with the provider that was used for the event.

8.2 Edit Account Settings

From any page on the site, click on the drop-down menu beside your name, choose **Account Settings**. Here you can view and edit the details of your profile.

Account settings

Manage your personal details, communication preferences, and the way you identify yourself and access the system below.

Personal details



Name S [redacted] ry
Pronouns They/Them
Mobile +12 123 456 7890

1 [EDIT DETAILS](#)

Email accounts

You can sign in to your My eQuals account using any of the following email addresses, provided that they have been verified. The same My eQuals password can be used with each email.

Filter emails

2 [+ LINK ANOTHER EMAIL](#) 3 [CHANGE EMAIL PASSWORD](#)

Email account	Status	Actions
[redacted].com	Verified	MAKE PRIMARY REMOVE
s[redacted].net	Primary	Primary email cannot be removed.
[redacted]@gmail.com	Not verified	VERIFY REMOVE

Showing 1 - 3 of 3 email addresses.

Education provider accounts

4 [LINK ACCOUNT](#)

Account	Actions
You have not linked any education providers	

No education providers to show

Social network accounts

Network	Status	Actions
Google	Not linked	LINK
LinkedIn	Not linked	LINK
Facebook	Linked	UNLINK

5 [LINK](#)

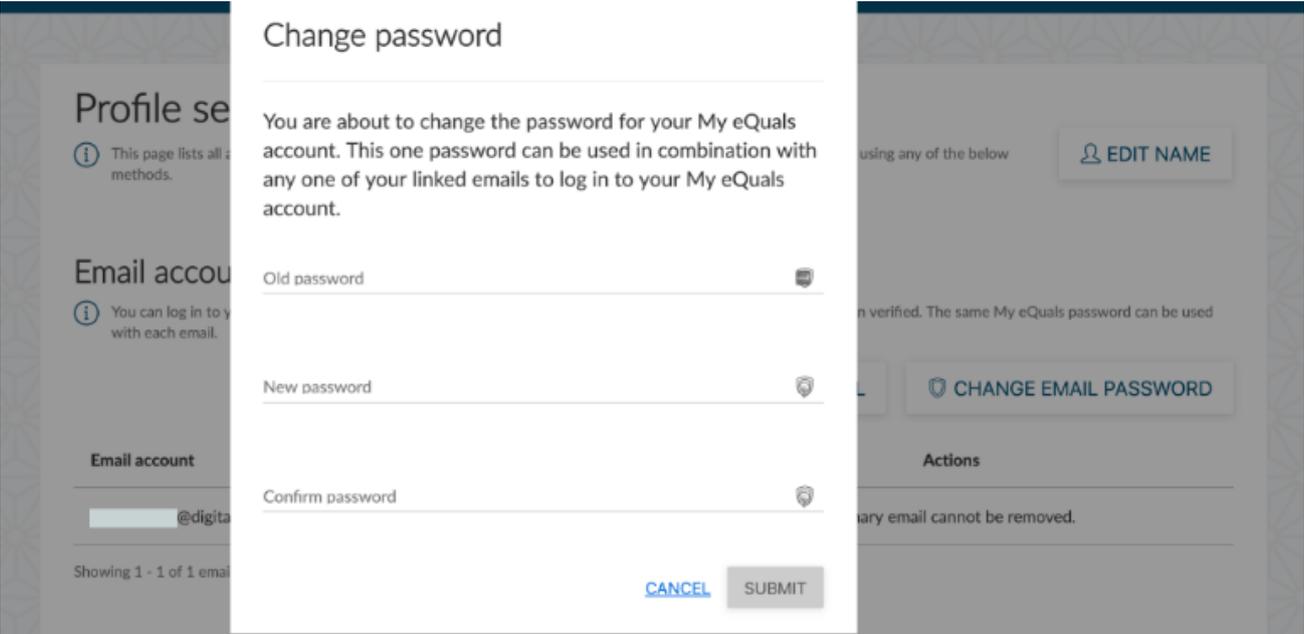
From the **Account Settings** home page, you can:

1. Edit the name that appears on your account, including changing the way your name is presented and this can include additional characters such as brackets, change the mobile number, add a pronoun or upload a picture to personalise
2. Link another email to your account
3. Change the password of your account (the one password can be used with all your linked accounts)

4. Link your account via an education provider login
5. Link your account to a social network accounts

8.3 Change Password

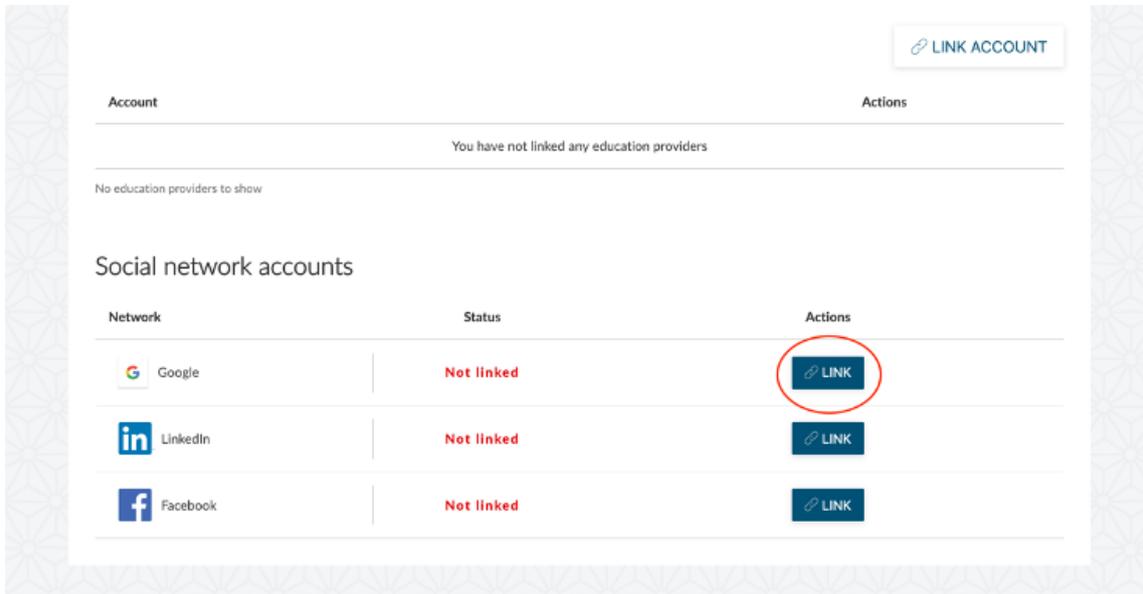
From any page on the site, click on the drop-down menu beside your name on the right-side, click on **Account Settings** and then on **Change Email Password**.



Enter an old password, New password and click on the **Submit** button.

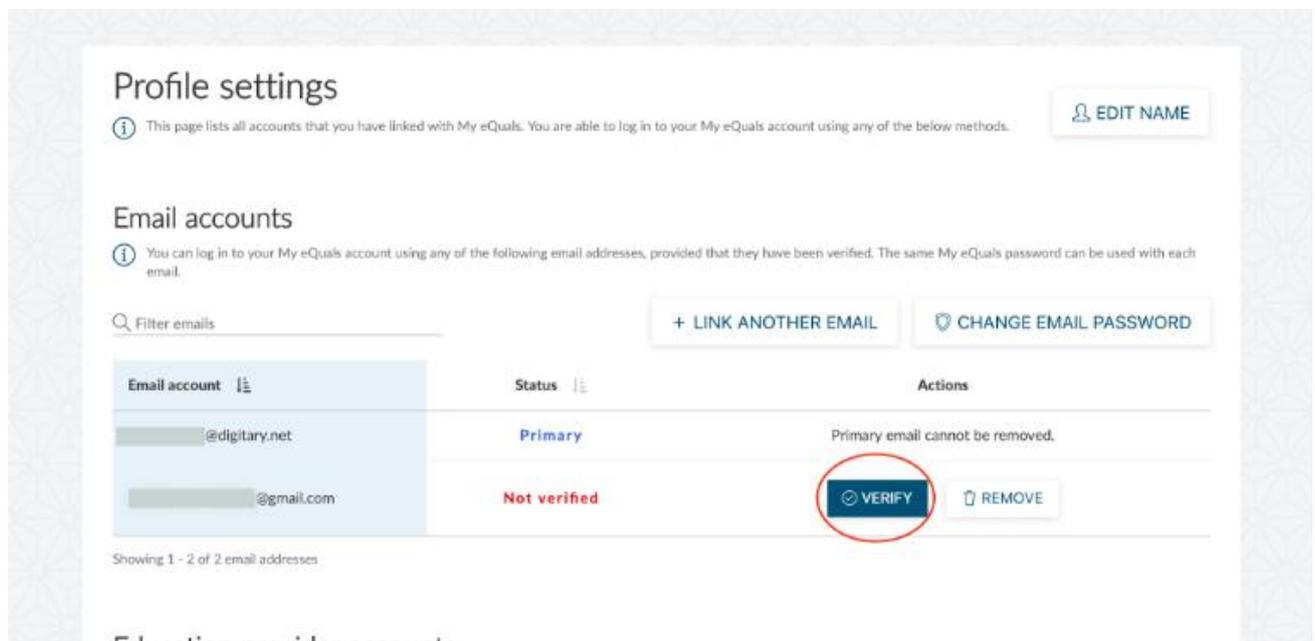
8.4 Link Account to LinkedIn, Facebook or Google

From the **Account Settings** page, choose to **Link** to a provider. In the example, below, if you are not already logged in with Google, you will be redirected to do so.

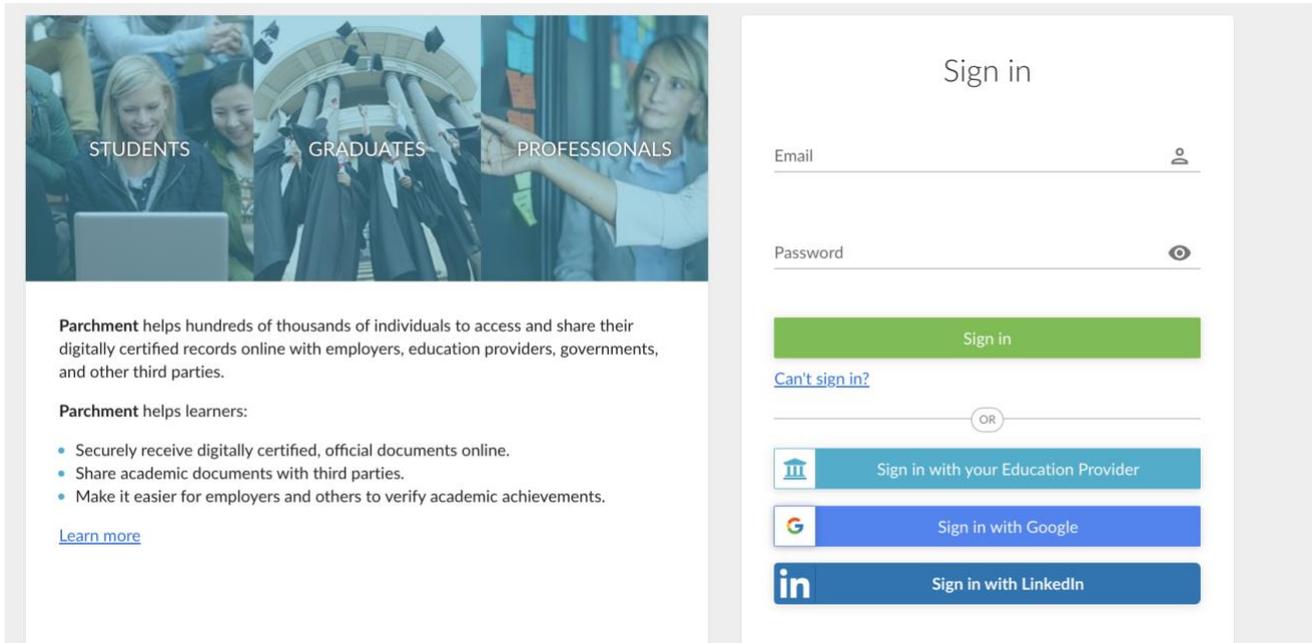


You will be asked to verify the email associated with your Google account by entering a verification code sent to that email if it is not yet associated with your account. This step is important as documents will not be visible when you attempt to sign in with Google unless this step is complete.

This works in the same way for LinkedIn and Facebook.

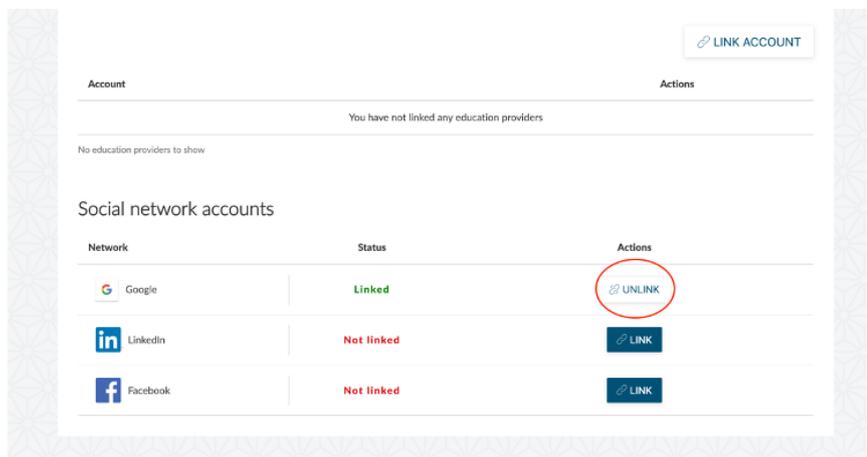


Verification email will be sent to Google account, user has to verify the email. Thereafter, you can sign in to the Learner Portal with one click on the Google icon at the login page.



8.4.1 Unlink Your Account

In the image below, Google has already been linked to the student’s account: the status is **Linked** and the option to **Unlink** is present. Click to **Unlink** the account.



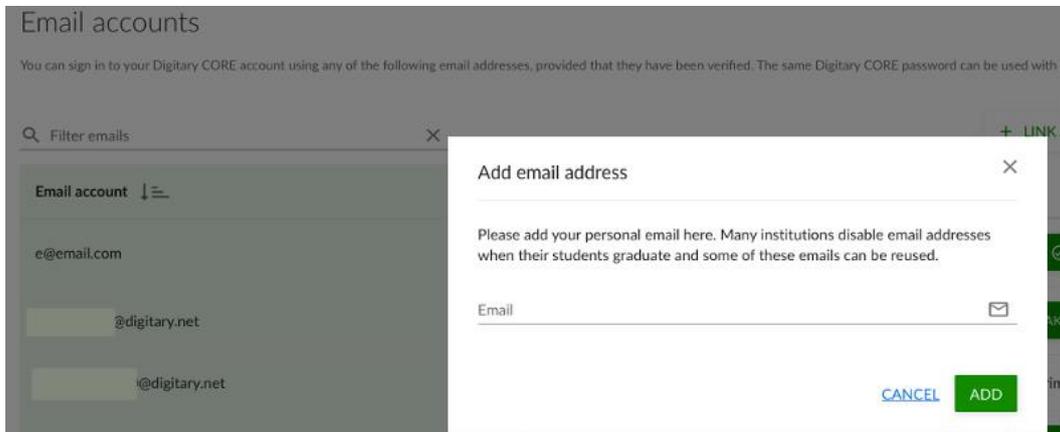
Network	Status	Actions
Google	Linked	UNLINK
LinkedIn	Not linked	LINK
Facebook	Not linked	LINK

8.5 Link Account to Another Email Address

This is particularly useful if a student’s email or single sign-on (to which documents have been issued) is provided by their university and is due to expire at some point after graduation.

From any page on the site, click on the drop-down menu beside your name, choose **Account Settings**, then from the **Email addresses** section, choose to **Link another email**.

Type in your email and click **Add**.



You will be sent an email to verify your new account. This email will contain a verification code which you must enter in your account.

Until you enter the verification code to verify your email address, your profile will show the status of the new email as **Not verified** and will continue to give you the option to enter the verification code.



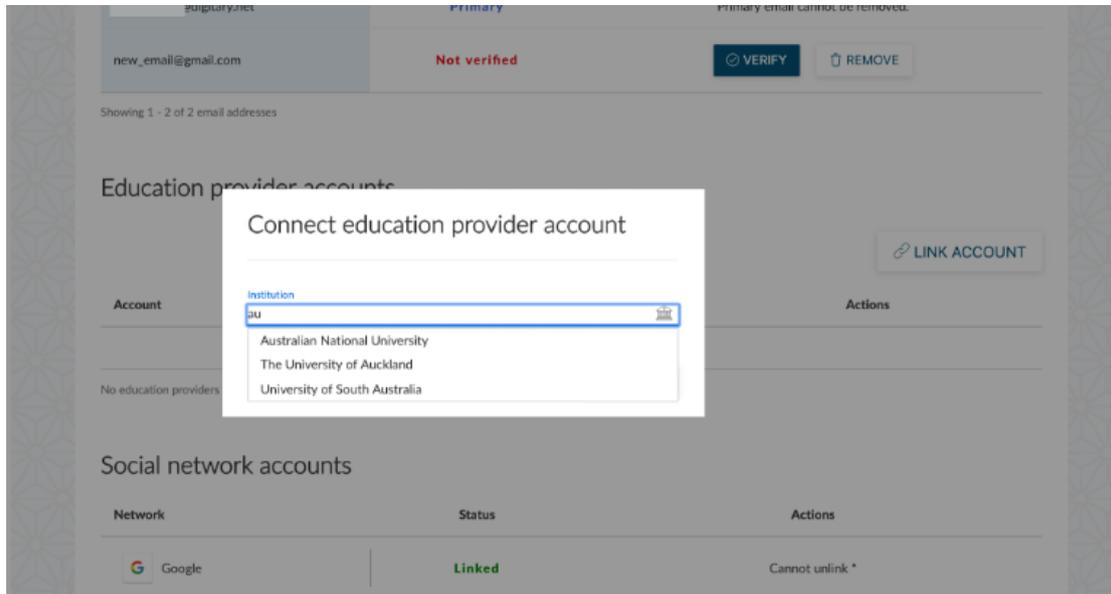
Once you have entered the code, you will be able to sign in using the new email and your existing password.

8.5.1 Unlink an Email

To unlink an email from your account, simply click the **Remove** button and you will receive a pop-up message saying the account is unlinked and that email will no longer be present in the linked account list of logged-in accounts.

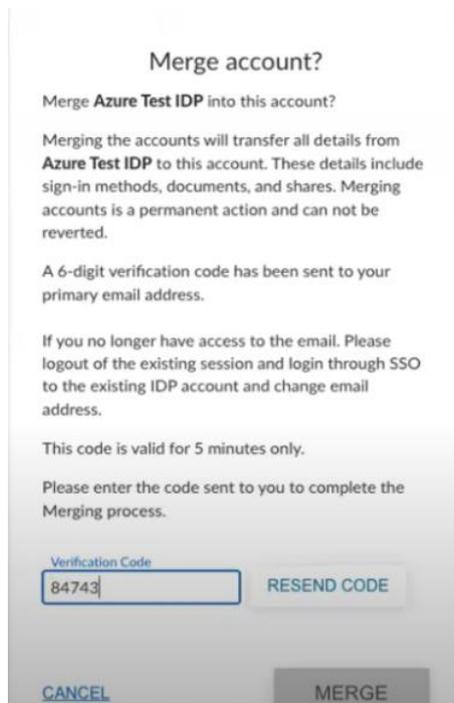
8.6 Link Account to an Education Provider Account

You can link your account to your education provider's account: under Education Provider Accounts, click **Link Account** and begin to type your education provider name.



Click to continue and you will be redirected to your education provider's login page. Enter your details to sign in and after a successful authentication you will be redirected back to your Parchment Digitary account.

At this point, you will be asked to enter the 6-digit verification code that has been sent to your primary email address in order to complete the link.



If you have attended more than one educational provider, you will be able to link to each of these if you choose.

8.7 Specify a Primary Email

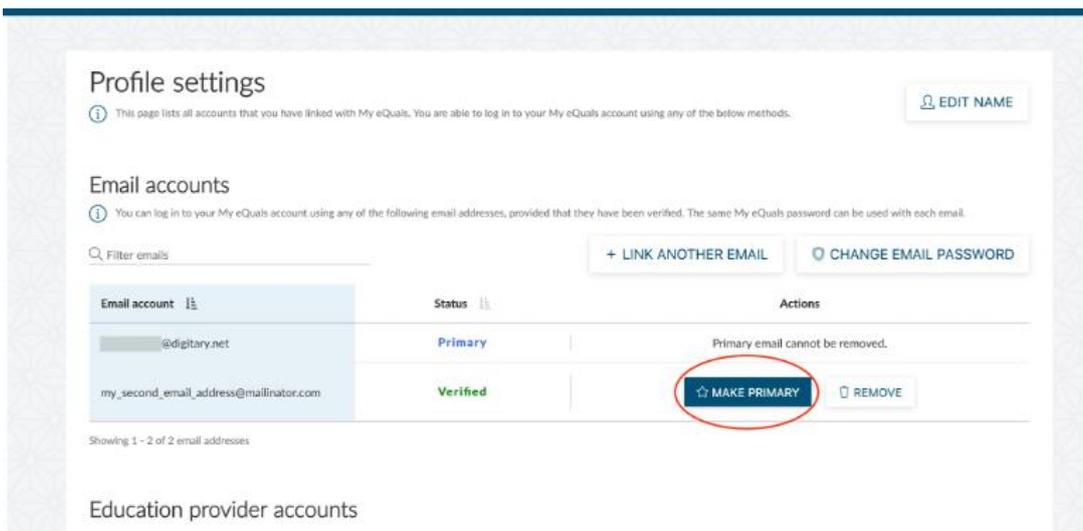
A primary email is one to which system notifications via Parchment are sent.

Once a new email has been linked to your account and that email has been verified, you can then make that email your primary email. Click on **Make Primary** button.

Click **Remove** to unlink the email from your account.

Note: If an organisation issues a new document to the student, the system will send the notification email to the address specified by the organisation NOT the primary email defined by the student.

Reset password emails will go to whatever email is put in the **Can't Sign In?** form.



8.8 Merging Accounts

This occurs when a student has created two different accounts in Parchment Digitary Services and may or may not have documents in either account.

In this situation, if you sign into one account and try to link the email that is already associated with a second Parchment Digitary Services account you will be asked if you wish to **Merge accounts**.

Continuing on to merge your accounts will mean that all documents will be accessible via your current account.

Worked Example:

1. A student has 2 separate accounts: email1/password1 and email2/password2
2. Student logs into account email1 with password1 and wants to link email2
3. System informs student that account already exists and would they like to merge?
4. Student chooses yes and then must login to email2 with password2.
5. You will then be asked for a verification code. After successful sign in, an email notification will be sent to email2 with a verification code which is valid for 5 minutes. You will need to enter this verification code onscreen in order to complete the merge.
6. After the successful merge, email2 account inherits password1 from email1 account. This occurs because the student was originally logged into email1 with password1 and then chose to merge email2 into their email1 account
7. Thereafter, the student can sign in to the Learner portal using email1/password1 or email2/password1
8. Effectively, an account merge means that two separate accounts are merged into one account. There is only ever one password associated with an account, however there may be multiple email addresses configured.
9. The student can sign in using any of the email addresses that are linked to their account, using their one password.
10. When the student resets the password using one of their linked emails, the password is reset for the entire account.
Therefore, if email2 is entered in the reset password form, and "pswdChange1" is entered as the new password, then the student will need to sign in to their Parchment Digitary Services account using either email1/pswdChange1 or email2/pswdChange1
11. The primary email remains as configured in the student's account settings. So, if the primary email is "email1" in the above reset password scenario, even though the student used email2 to reset their password, their primary email remains set as "email1"

8.9 Signing Out

This feature offers the student the ability to safely close their session. This is an important step when the student is viewing their Learner Portal from a public station, for example in a library.

Documents

 Currently signed in as: @ [redacted] 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.



9. Appendix

Parchment Digitary Services Portal - Linking and Merging Accounts examples

Purpose

The purpose of this appendix is to provide detailed instructions for the different login options available to users to access the Parchment Digitary Services Learner Portal.

Parchment Digitary Services Login Requirements:

1. Flexibility in using alternative email addresses or via presence on social media eg. Facebook, LinkedIn, to sign in to .
2. When documents are issued by Universities to Students' new emails, there is a need to access the newly issued documents together with existing documents on accounts previously registered with Parchment Digitary Services.

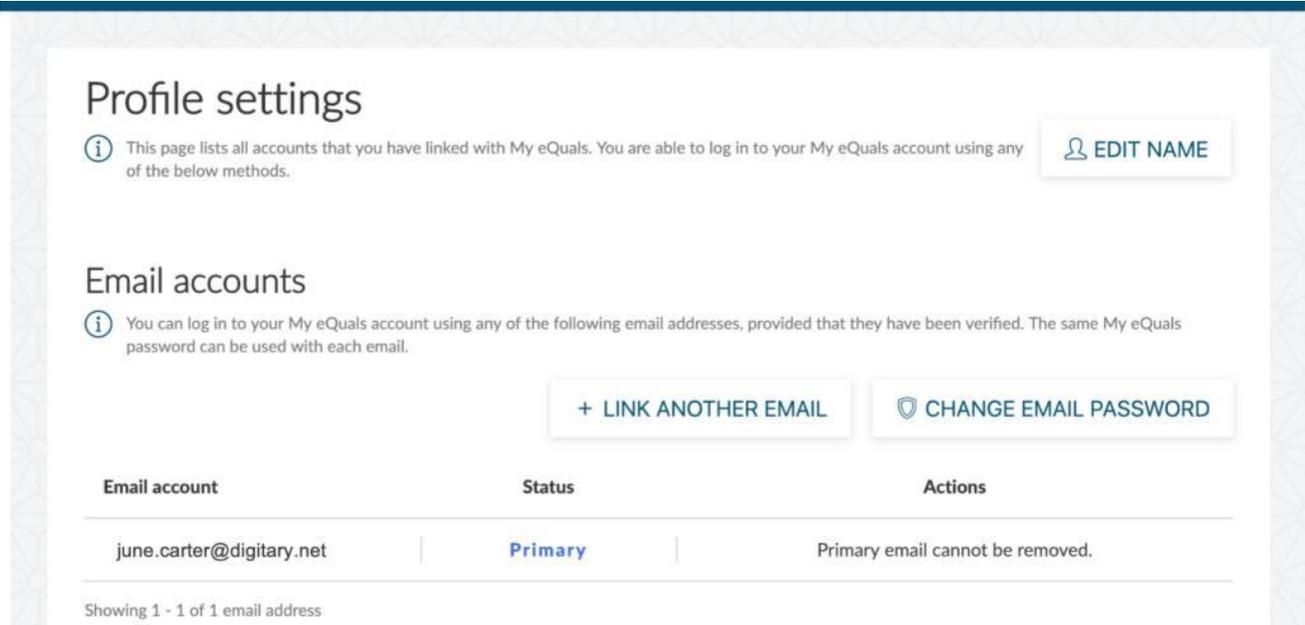
9.1 Linking Accounts - Alternative Emails

Linking an existing account in Parchment Digitary Services to an additional email address (**not** yet registered in Parchment Digitary Services) provides flexibility as users can also sign in to Parchment Digitary Services via the newly linked email.

In this scenario, the existing account is june.carter@digitary.net and the new email address that we would like to link is june@digitary.net.

STEP 1:

Sign in to your account (june.carter@digitary.net) and click on Account Settings below your name on the right hand side. You will see the screen as below:



Profile settings

i This page lists all accounts that you have linked with My eQuals. You are able to log in to your My eQuals account using any of the below methods. [EDIT NAME](#)

Email accounts

i You can log in to your My eQuals account using any of the following email addresses, provided that they have been verified. The same My eQuals password can be used with each email.

[+ LINK ANOTHER EMAIL](#) [CHANGE EMAIL PASSWORD](#)

Email account	Status	Actions
june.carter@digitary.net	Primary	Primary email cannot be removed.

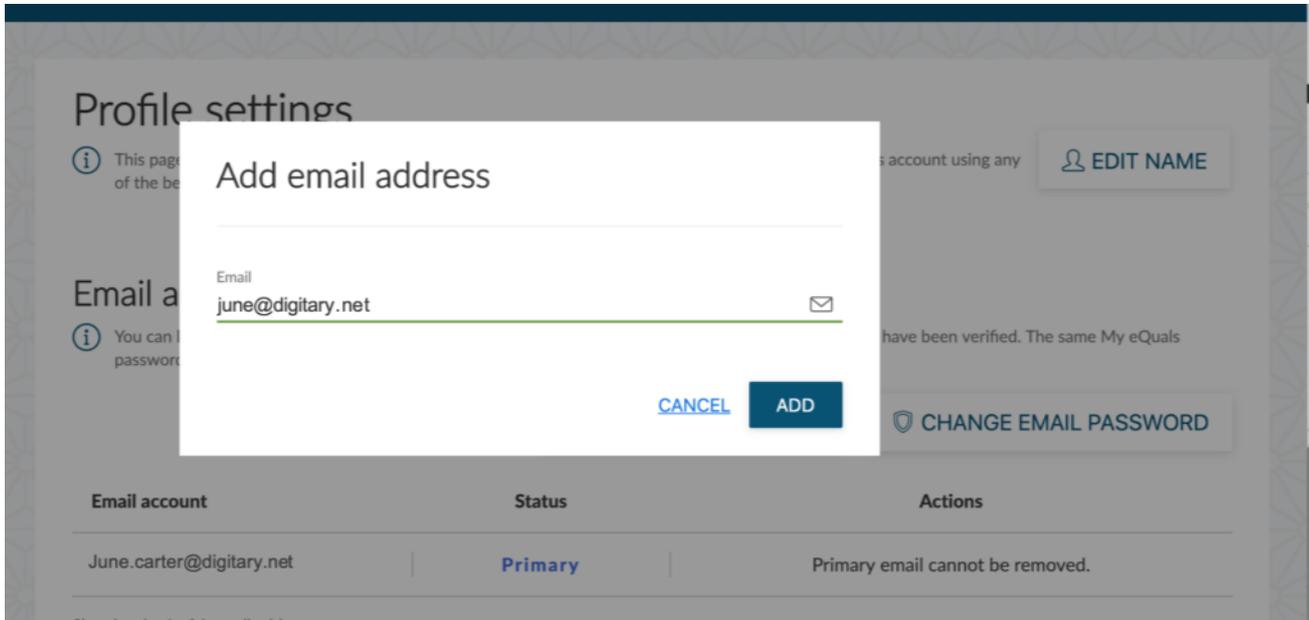
Showing 1 - 1 of 1 email address

STEP 2:

Click **Link another email** to link your new email to this account.

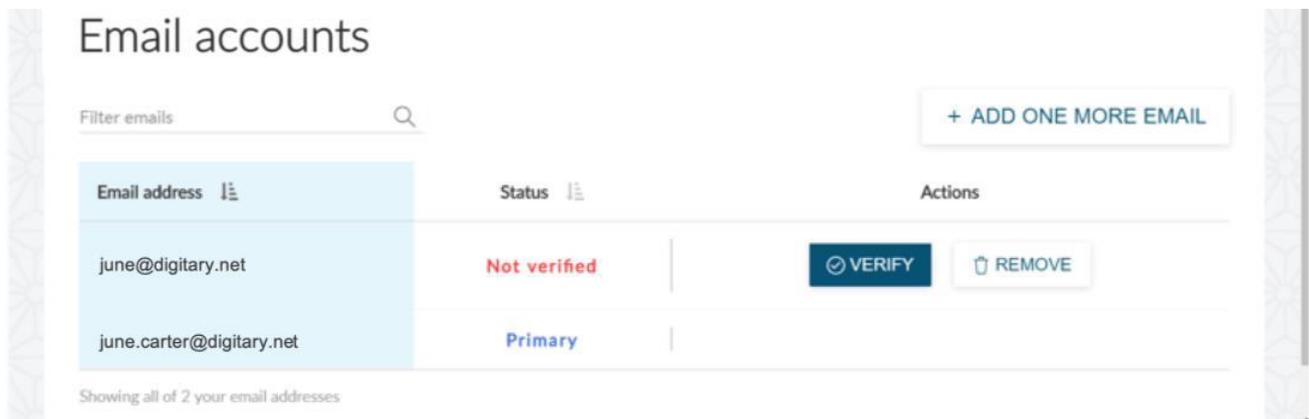
STEP 3:

Add the new email address and click the **Add** button.



STEP 4:

You will see that a verification code needs to be entered to complete the link process.

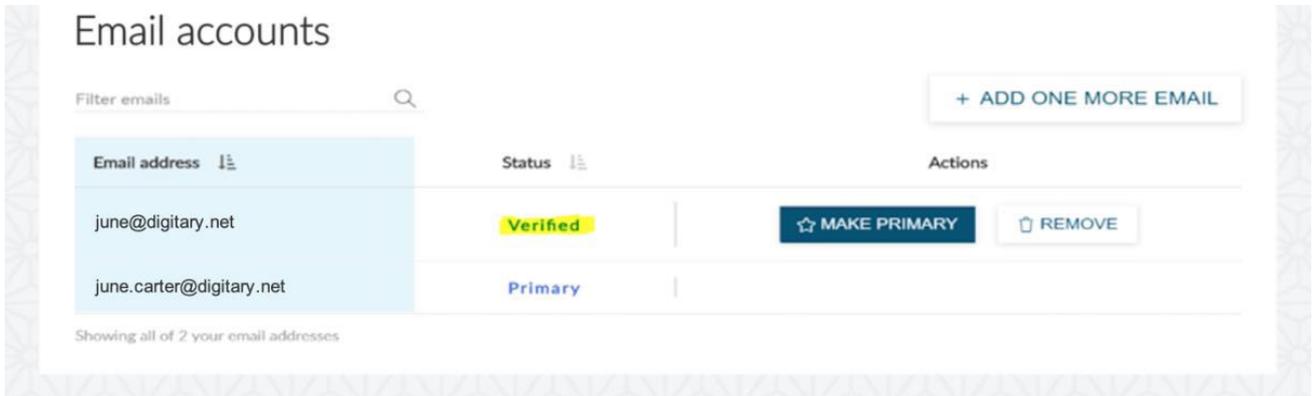


STEP 5:

You will receive a notification email june@digitary.net with the verification code. Enter that verification code in your account.

STEP 6:

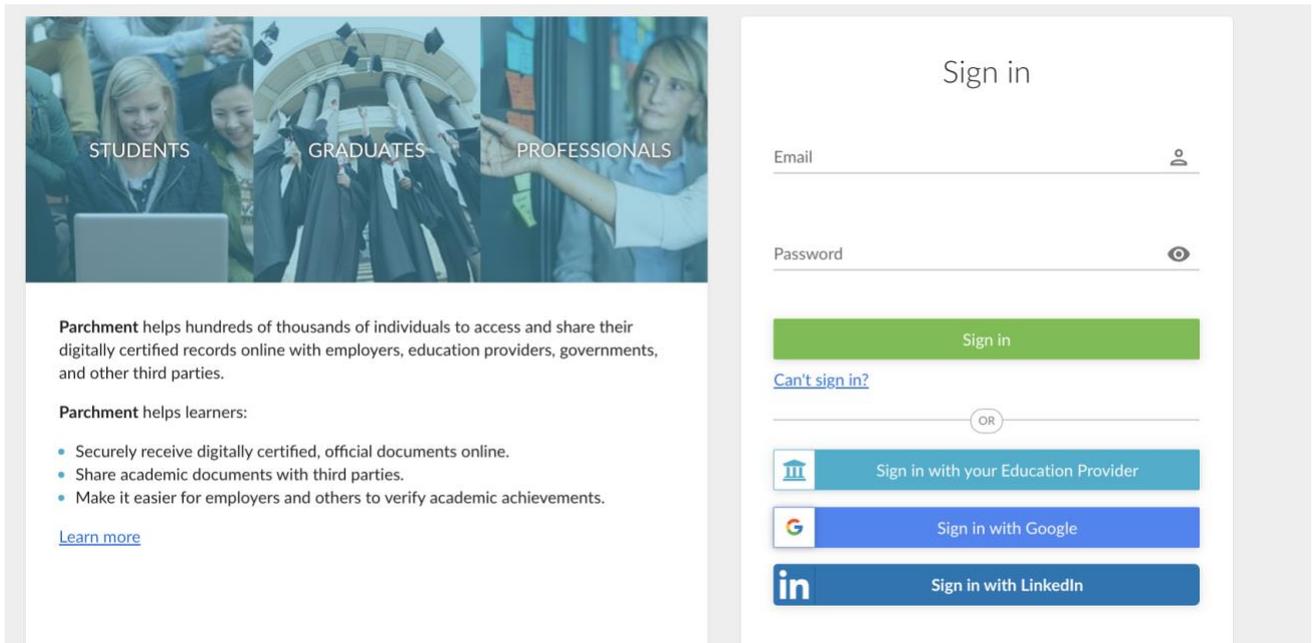
The new email address can be seen as verified in your Parchment Digitary Services account **Account Settings** page.



STEP 7:

Now you have the option to sign in to your Parchment Digitary Services account using the linked email address (june@digitary.net) and the password of your primary email account.

All linked email addresses can be used to sign in using the same Parchment Digitary Services password that you set when you first registered.

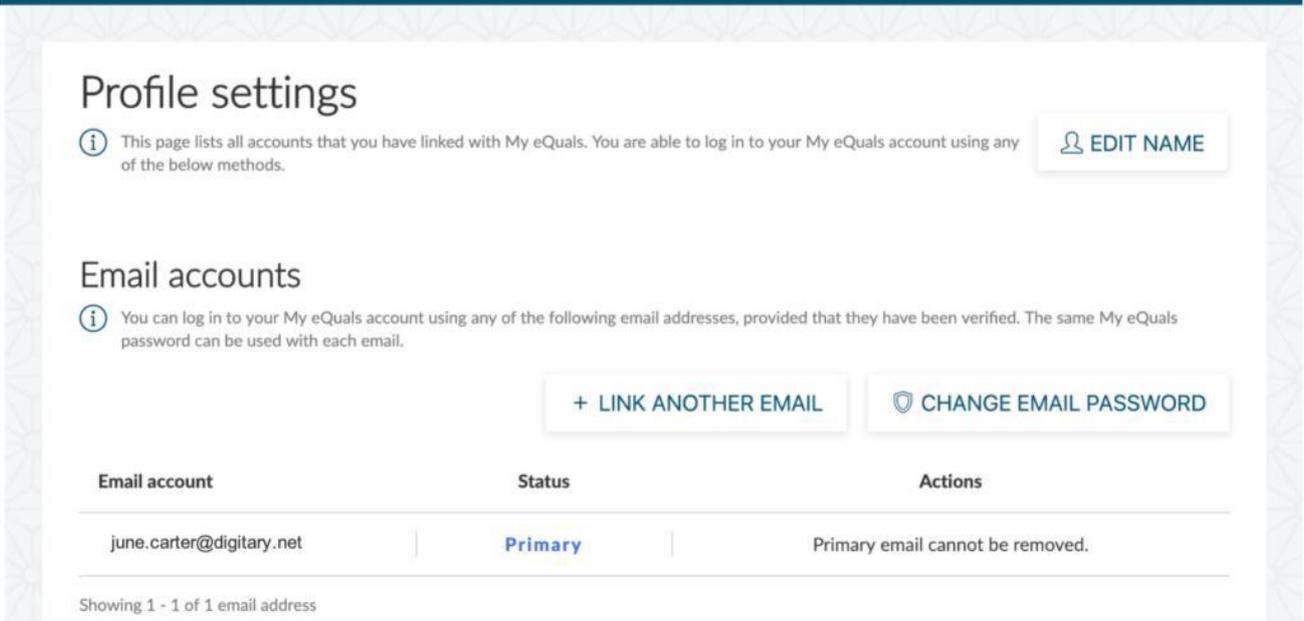


9.2 Merging Accounts When a new email is already associated with another Parchment Digitary Services account (ie, the email has been registered with Parchment Digitary Services previously).

This account merging feature enables an account in Digitary to be merged with another existing account. In the below scenario, june.carter@digitary.net & xxx@gmail.com are both registered.

STEP 1:

Sign in to your newly registered account (june.carter@digitary.net) and click on the **Account Settings** page below your name on the right hand side.



Profile settings

i This page lists all accounts that you have linked with My eQuals. You are able to log in to your My eQuals account using any of the below methods. [EDIT NAME](#)

Email accounts

i You can log in to your My eQuals account using any of the following email addresses, provided that they have been verified. The same My eQuals password can be used with each email.

[+ LINK ANOTHER EMAIL](#) [CHANGE EMAIL PASSWORD](#)

Email account	Status	Actions
june.carter@digitary.net	Primary	Primary email cannot be removed.

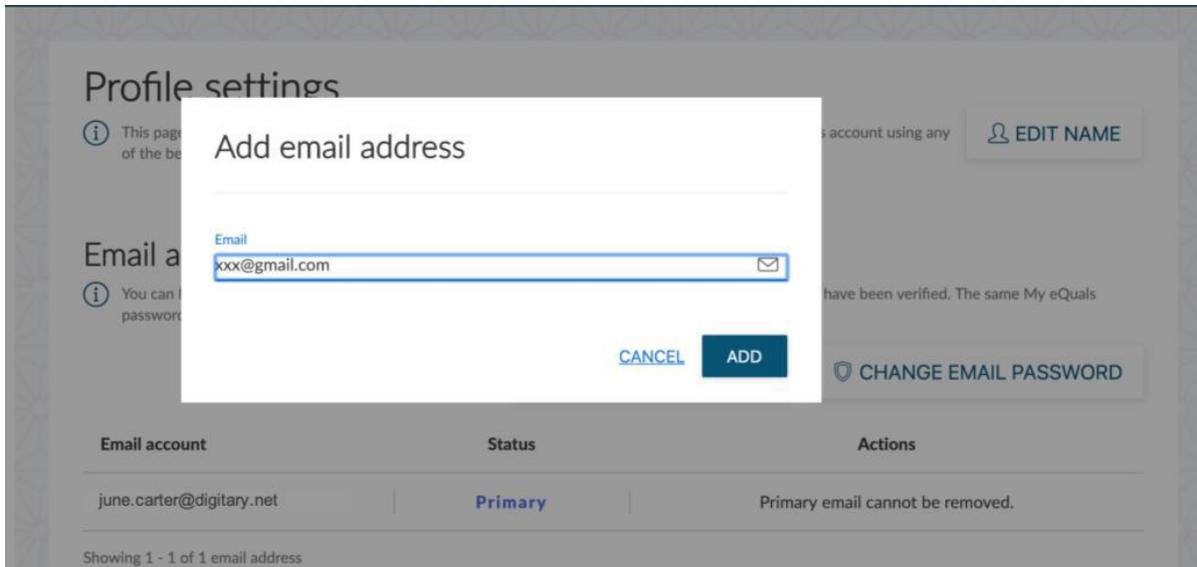
Showing 1 - 1 of 1 email address

STEP 2:

Click **Link another email** to link your new email to this account.

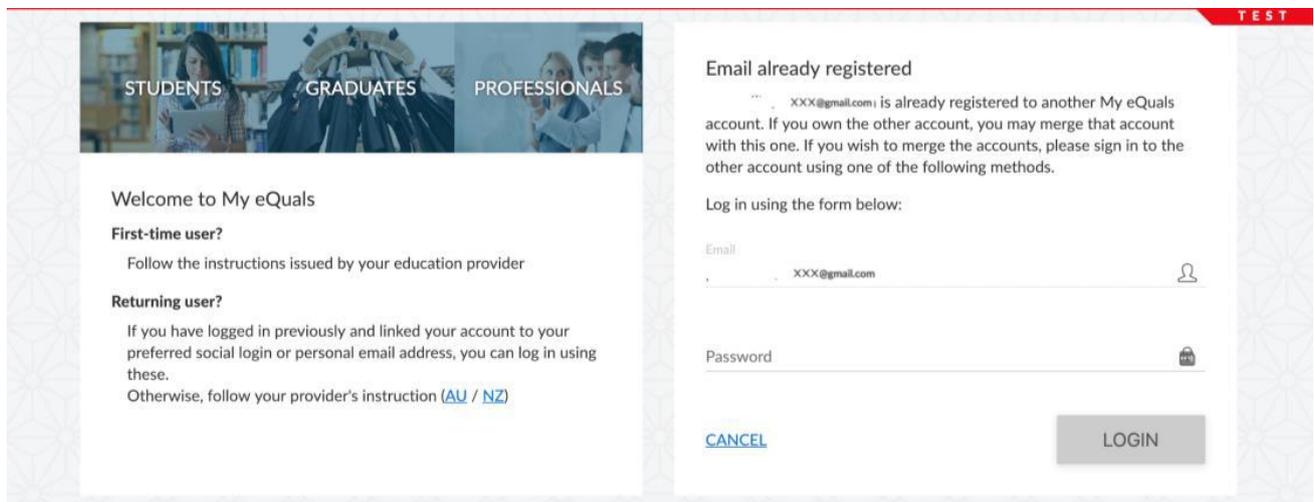
STEP 3:

Enter the email address (that was previously registered on Parchment Digitary Services) and click **Add**.



STEP 4:

You will be switched to the Parchment Digitary Services login page and prompted to merge the accounts by logging in with the new email address, in this example by logging in using xxx@gmail.com.



STEP 5:

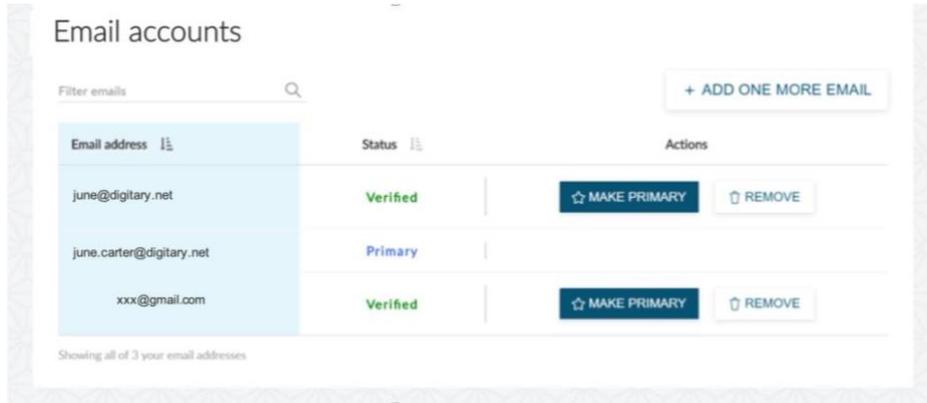
You will then be sent an email notification with a verification code and asked to enter this code in the next page. Enter the verification code.

STEP 6:

You will see a **successful account merged** message onscreen.

STEP 7:

Accounts are merged successfully. You can now use june.carter@digitary.net or xxx@gmail.com to sign in to your account with the same password (that for the owning account june.carter@digitary.net).



STEP 8:

Click on **Documents** to return to the document list page. You will see all documents issued to both emails displayed and available to you.

Revision History

Version	Version Date	Author	Comments	Release
1.1	30 th Jan 2017	M Rizzi	1st draft issued for review (Rel 1.6.0)	1.6.0
1.2	17 th Feb 2017	LC Lee	Updated and posted to Confluence (Rel 1.6.1)	1.6.1
1.3	12 th Apr 2017	LC Lee	Updated with new features (Rel 1.6.12)	1.6.12
1.4	18 th May 2017	K Dand	Added details of existing features (Rel 1.6.15)	1.6.15
1.5	14 th Jun 2017	K Dand	Added appendix page explaining linking & merging accounts scenarios	
2.0	1 st Jul 2017	M Rizzi	Sync DSD and Parchment Digitary Services for OP/LP manual	1.7.2
2.1	13 th Jul 2017	M Rizzi	Non-Google ReCaptcha	1.7.2

2.2	24 th Jul 2017	M Rizzi	Multiple IdP account linkin, mandate student to link to other account provider if IdP account is expiring, mandate student to enter email address if one is missing from their IdP account	1.7.3
2.3	16 th Aug 2017	M Rizzi	Email Share - copy link not available after typing email address	1.7.4
2.4	21 st Aug 2017	M Rizzi	Added revision history to manual	1.7.4
2.5	23 rd Nov 2017	M Rizzi	Login improvements incorporated, incl new Account Settings page layout	1.7.7
2.6	22 nd Jan 2018	M Rizzi	Payment for a document	1.8.0
2.6	2 nd Feb 2018	M Rizzi	Merge account and primary email explanations	1.8.0
2.7.0	6 th April 2018	M Rizzi	No new changes	1.8.2
2.9.0	9 th Oct 2018	M Rizzi	Recipient field added in document history log, date created field added in share list page, reference field in share	1.8.5
2.9.1	24 th Oct 2018	M Rizzi	Images review	1.8.6
1.8.6.0	9 th Nov 2018	M Rizzi	Change manual version numbering, share reference in verifier view	1.8.6
1.9.0.1	14 th Jan 2019	M Rizzi	Add pic of back button in individual doc view	1.9.0
1.9.0.2	16 th Jan 2019	M Rizzi	Update copyright year	1.9.0
1.9.1.1	1 st Mar 2019	M Rizzi	Change login page images	1.9.1
1.9.2.0	24 th May 2019	M Rizzi	Align to new logo/format standards	1.9.2
1.9.3.0	12 th Aug 2019	M Rizzi	Typos, modify text 'log in' to 'sign in', change login page images, purpose of share	1.9.3
1.9.4.0	8 th Oct 2019	M Rizzi	Document orders, revise images	1.9.4
1.9.5.0	21 st Nov 2019	M Rizzi	No changes	1.9.5
1.9.6.0	10 th Dec 2019	M Rizzi	No changes	1.9.6
2.0.0	17 th Jan 2020	M Rizzi	No changes	2.0.0

2.0.1	17 th Mar 2020	M Rizzi	Badges	2.0.1
2.0.2	12 th Jun 2020	M Rizzi	No changes	2.0.2
2.0.3	31 st Jul 2020	M Rizzi	Badges - can download as PNG	2.0.3
2.0.4	21 st Oct 2020	M Rizzi	No changes	2.0.4
2.0.5	10 th Dec 2020	M Rizzi	Resend share notification email	2.0.5
2.1.0	18 th Feb 2021	M Rizzi	No changes	2.1.0
2.1.1	18 th Mar 2021	M Rizzi	No changes	2.1.1
2.1.1.1	6 th May 2021	M Rizzi & M Jegourel	Payments for documents, share credits, images changes to incorporate above	2.1.1
2.1.2	16 th May 2021	M Rizzi & M Jegourel	Signing out, add pay-to-verify image	2.1.2
2.1.3	28 th Jun 2021	M Rizzi	No changes	2.1.3
2.1.4	18 th Aug 2021	M Rizzi	Remove document order section as this is covered in the Papers Copy and Digital Orders document	2.1.4
2.1.5	4 th Oct 2021	M Rizzi	No changes	2.1.5
2.1.6	14 th Dec 2021	M Rizzi	No changes	2.1.6
2.2.1	15 th Feb 2022	M Rizzi	No changes	2.2.1
2.2.2	25 th Apr 2022	M Rizzi	Payment page modifications (address required)	2.2.2
2.2.3	26 th Jun 2022	M Rizzi	No changes	2.2.3
2.2.4	24 th Aug 2022	M Rizzi	Menu tabs are moved from the left-hand side to top of the screen; images and text edited to reflect this. Document grid view option available Profile settings renamed Account Settings Help pages moved Share activity registers shares of learner's document by the document issuer Internationalisation - language choice	2.2.4
2.2.5	18 th Nov 2022	M Rizzi	Profile page – add photo and pronoun, phone	2.2.5

			numbers captured in registration page	
2.3.1	21 st Feb 2023	M Rizzi	No changes	2.3.1
2.3.2	9 th May 2023	M Rizzi	Badges clearly marked as revoked, Link another email address, including merge event, Appendix link and merge examples, Curated profiles	2.3.2
2.3.3	5 th July 2023	M Rizzi	Toggle revoked badges view, add additional characters to your name such as brackets, click into document in curated profile for expanded view, mobile phone validation, link an SSO account	2.3.3
2.3.4	25 th Aug 2023	M Rizzi	Registration page: uses verification code, mobile number not required; verification code for linking social media accounts; sharing documents wizard format change	2.3.4
2.3.5	27 th Dec 2023	M Rizzi	Curated profiles: can rearrange documents and badges, deactivate, delete, or copy a profile Share name and Purpose of share auto-populated with profile name. Document sharing: autogenerate a PIN, PINs automatically sent to email recipients. 3-step verification process for registration SSO registration requires email validation	2.3.5
2.4.1	20 th Feb 2024	M Rizzi	Editable curated profile share	2.4.1
2.4.2	26 th Apr 2024	M Rizzi	Profile share aligns with document share Allow share recipient to download document/profile Resend profile share email notification	2.4.2
2.4.3	28 th Jun 2024	M Rizzi	Edit document share – autogenerate PIN Resend share notification email sends PIN email Badges - containing more attributes and information	2.4.3
2.4.4	17 th Sept 2024	M Rizzi	Multi-factor authentication at login Badges: Share to LinkedIn profile or feed Link to open standards in badge view Verified badge icon	2.4.4

2.4.5	17 th Nov 2024	M Rizzi	Badges - share to social media - verified status - Expired badge banner - Linked badges green ticked when awarded Curated profile – add external links	2.4.5
2.5.1	30 th Jan 2025	M Rizzi	No changes	2.5.1
2.5.2	25 th Apr 2025	A Mohsen	Images updated	2.5.2
2.5.2.1	30 th Apr 2025	M Rizzi	- Prompt during email share to create organisation share - Profiles – add capabilities and skills	2.5.2