

# eDocuments Student User Guide

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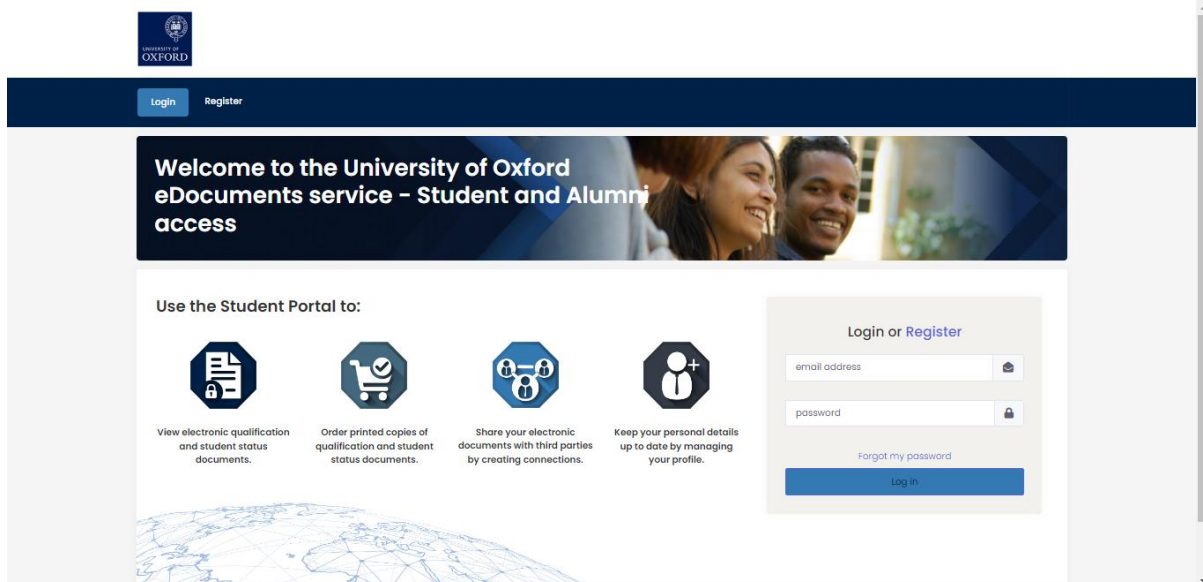
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## Introduction

This guide will demonstrate how to carry out the essential functions of the University of Oxford eDocuments Service.

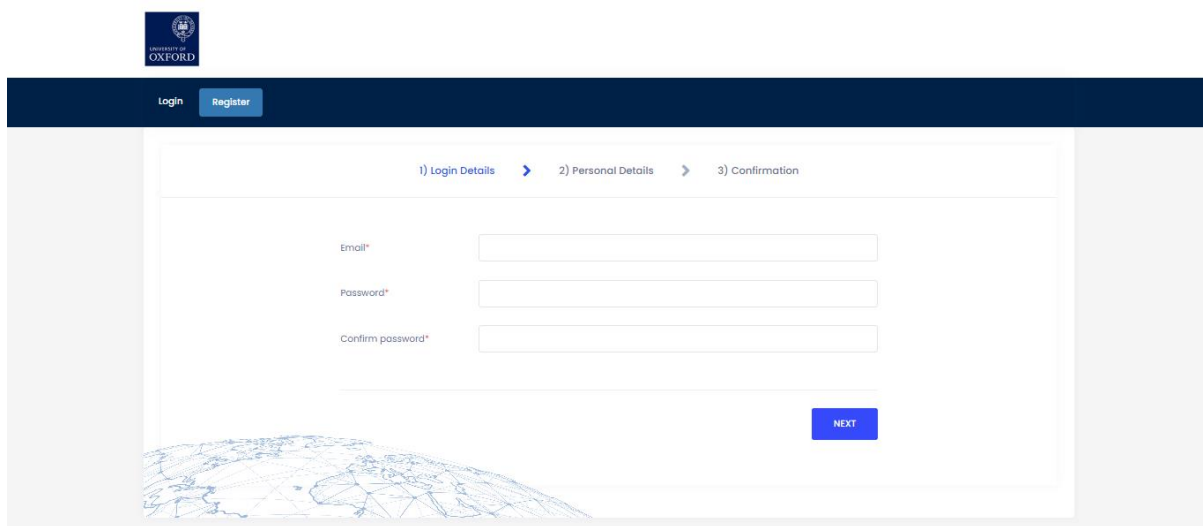
## Getting Started

### Registration



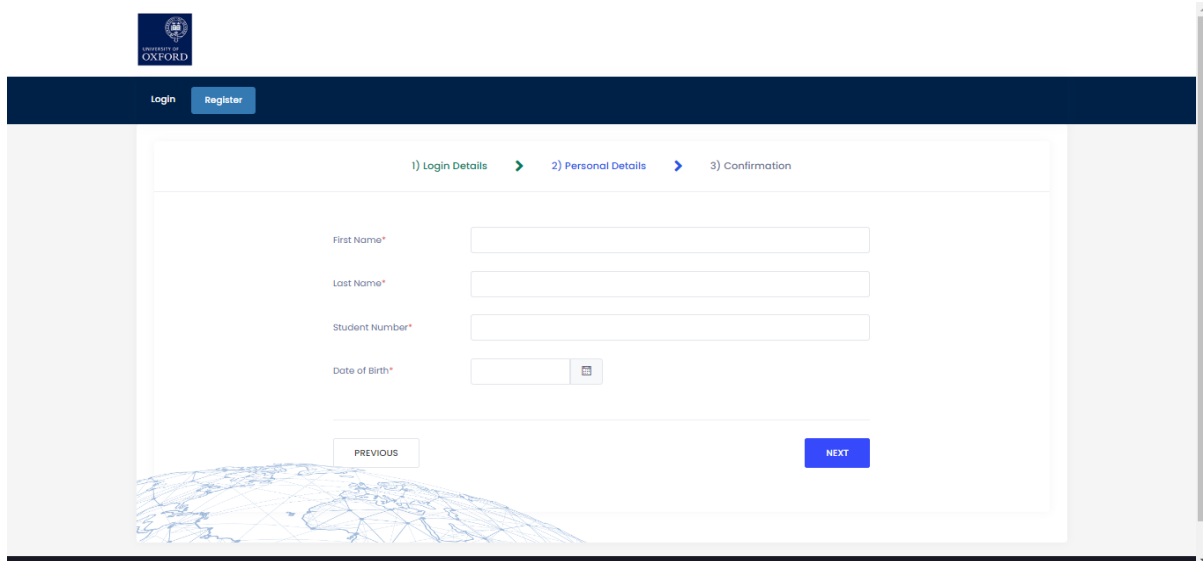
1. Open the portal by going to <https://student.edocuments.ox.ac.uk/>
2. Select Register

### Login Details



3. Enter your email address, this should be your personal email address rather than your ox.ac.uk email if you have one
4. Create a password
5. Select Next

## Personal Details



The screenshot shows the University of Oxford registration interface. At the top left is the University of Oxford logo. Below it is a dark blue navigation bar with 'Login' and 'Register' buttons. The main content area has a breadcrumb trail: '1) Login Details > 2) Personal Details > 3) Confirmation'. The 'Personal Details' step is active. The form contains four input fields: 'First Name\*', 'Last Name\*', 'Student Number\*', and 'Date of Birth\*'. The 'Date of Birth' field includes a calendar icon. At the bottom of the form are 'PREVIOUS' and 'NEXT' buttons. A decorative wireframe globe is visible at the bottom left of the form area.

6. Enter your:
  - a. First Name
  - b. Last Name
  - c. Student Number
  - d. Date of Birth

This information should match what is on the SITS/eVision system to ensure smooth access to the system.

7. Select Register
8. If your details are correct, you will receive a confirmation email within minutes, you will need to follow the link in this email to confirm your email address

**N.B. You may receive an email with a 'User account approval needed' message, if this happens your account will be approved within a few days.**

### Logging in

1. Enter the email address you registered with
2. Enter the password you registered with

You may change both your email address and password from within your Profile.

If you become locked out of the system, you can wait for the system to automatically unlock, or contact [eDocuments Support](#).

## Forgotten Password



Login Register

Reset Password

Email address

[Return to Login](#) [Reset Password](#)

The image shows a 'Reset Password' form. It has a title 'Reset Password' at the top. Below the title is a label 'Email address' followed by a text input field. At the bottom of the form are two buttons: 'Return to Login' and 'Reset Password'.

If you have forgotten your password:

1. Select the Forgotten Password link below the Log in button
2. Enter your email address
3. Select Reset Password

You will be sent a link to reset your password.

4. Open your email
5. Click on the link or copy and paste into your browser
6. Enter a new password
7. Confirm the password by entering it again
8. Select Reset Password

## Profile

You can manage your personal details within the system. Please be aware that any changes made here only relate to this system.

## Enrolments Numbers

Hover over the Enrolment Numbers button, and all associated enrolment numbers will appear.

## Personal Details

You may change any of the details listed. Please be aware that changing your name here, will not change the documentation.

1. Select the field you wish to change
2. Enter the new information
3. Select Save

## Additional Contact Information

You may add, additional phone numbers, additional email addresses and social media.

1. Select the additional information you wish to add from the tabbed list
2. Select an option from the dropdown menu
3. Enter the appropriate information
4. Select Add

## Addresses

Add addresses and set default delivery and billing addresses.

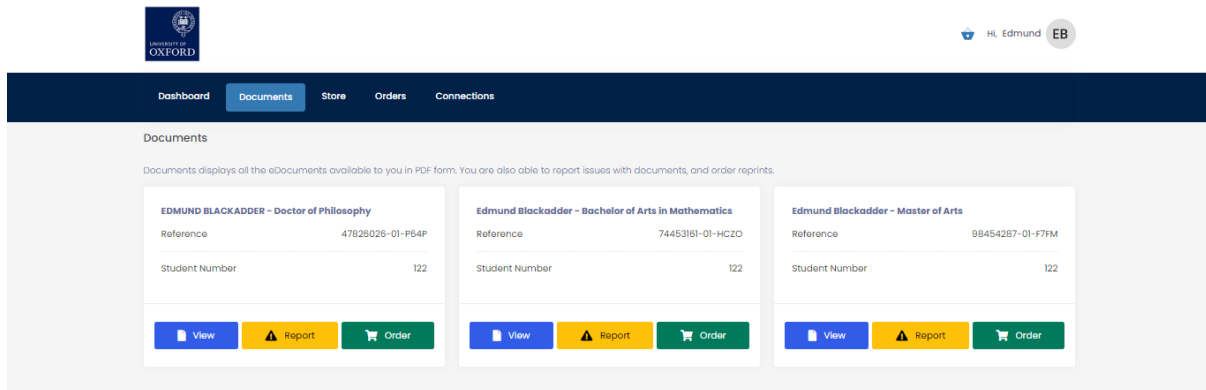
1. Select Add
2. Enter details as required
3. Use the toggle to set either a Default Delivery or Billing Address
4. Select Save

## Change Password

1. Enter current password
2. Enter new password
3. Re-enter new password to confirm
4. Select Save

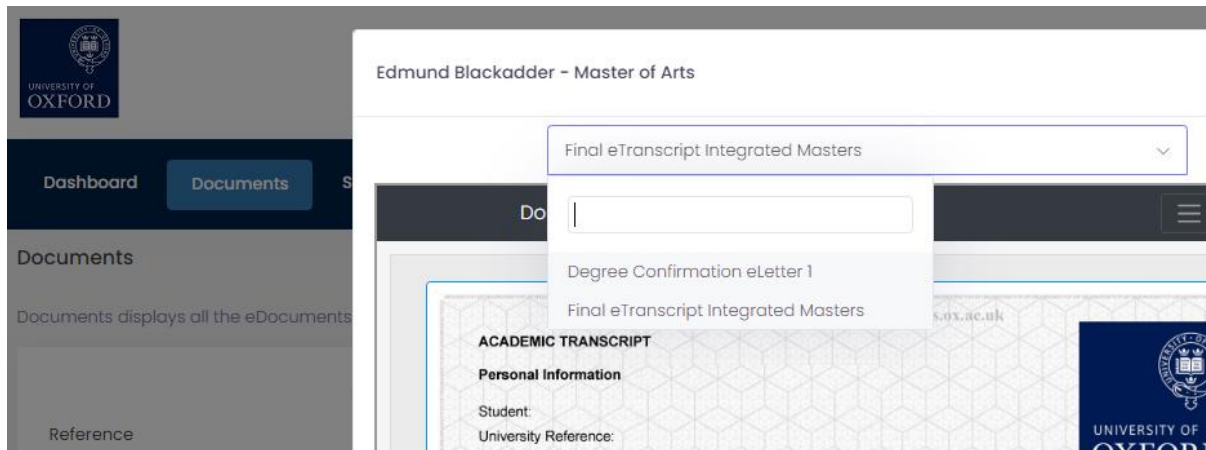
## Documents

Displays eDocuments available to you in PDF form.



### To View Documents

1. Select View
2. Use the drop down to select the document



### To Print or Save Documents

1. Select View
2. Select the DocViewer menu
3. Select Print File or Save File

### Reporting

If there is an issue with one of your documents you can report it.

1. Select Report
2. Select an Issue Reason from the drop down list
3. Provide a more detailed description of the issue in the field
4. Select Send

### Ordering

Selecting order will redirect you to the [Store](#).

## Store

Purchase your one-off registration fee and order reprints of certificates.

## Purchasing

1. Select Details underneath the product you wish to purchase
2. Use the check boxes to select the document(s)
3. Select Add to Basket

A message will notify you that your document has been added to the basket.

4. When you are finished, select Checkout, or select the basket icon next to your profile, then select Checkout
5. You can add new billing and Delivery addresses, or use the default addresses in your profile
6. Select a delivery method
7. Select Pay

You are now taken through to the Payment system.

8. Check the items and if correct, select Continue
9. Enter your contact details as prompted and select Continue
10. Enter your payment details as prompted and select Continue
11. Review the information you have entered and when ready, select Confirm
12. Select Continue Shopping to return to your Dashboard

## Orders

Orders displays a list of all purchases made via the store. You can view additional information about each order, by selecting the Details icon.

## Connections

Allows you manage your interactions with third party organisations.

### Adding Connections

1. Select Add Connection
2. Enter the recipient name and email address
3. Add a date on which you would like the connection to expire (optional). If left empty, it will set the date to be a month after the connection is initiated
4. Select Send
5. Use the checkboxes to select the documents you want the recipient to have access to
6. Select Share Documents

Once the third party accepts the connection, the status will change from Pending to Active.

### Editing permissions

You can edit the documents that each third party has access to at any point.

1. Select the edit permissions icon under Actions
2. Check or uncheck documents
3. Select Share documents

### Edit timeframe

Once the connection status is Active, you can change the time limit the third party has to view documents.

1. Select the Extend Connection icon under Actions
2. Select the Extend Date field
3. Use the calendar to prolong the date or bring the date forward
4. Select Save

### Cancelling Connections

1. Select the Cancel icon under Actions
2. When asked if you would like to delete this record, select Yes

The record is no longer in the list of Active Connections.

### Reactivating Connections

1. Select Inactive
2. Select the Reactivate Connection icon
3. Enter an expiry date for the connection
4. Select Reactivate