

## University of Oxford e-Documents Service

### Digital Degree Conferral Letters

#### What is a Digital Degree Conferral Letter (dDCL)?

The 2020 pandemic has caused delays in producing the paper transcripts for recent graduands and has prevented graduands from having their degrees formally conferred at a ceremony. In the absence of the paper transcript and a formal conferral, the digital degree conferral letter (dDCL) provides a means for students to verify their qualification from Oxford.

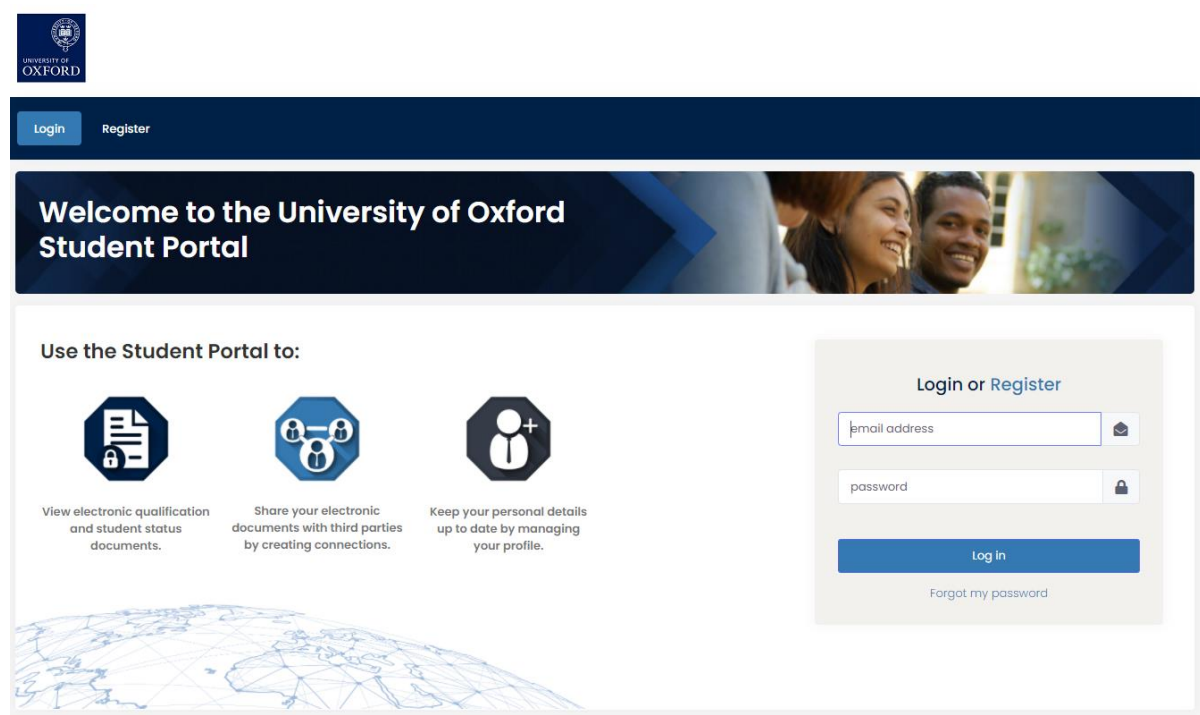
Accessing and sharing a dDCL will not prevent you from attending an in-person degree ceremony in the future; the University will return to holding degree ceremonies once it is safe to hold large-scale gatherings, and you will be contacted in due course about the booking process for this.

The dDCL is a replica of the paper Degree Confirmation Letter and presents your name, the awarding institution (ie University of Oxford), your Award and Award classification, dates of study and your college.




The dDCL will be shared via the Cloud working with a company called Advanced Secure. Advanced Secure works with many universities to provide paper and digital award and qualification documentation.

#### How can I access one?

You will access the system via a link which will be emailed to you once your dDCL is ready to view. Clicking the link will take you to the University of Oxford Student Portal for degree conferral letters. It will look like this:



The screenshot shows the University of Oxford Student Portal login page. At the top left is the University of Oxford logo. Below it are 'Login' and 'Register' buttons. A large banner reads 'Welcome to the University of Oxford Student Portal' with a background image of students. Below the banner, the text 'Use the Student Portal to:' is followed by three icons and their descriptions:

-  View electronic qualification and student status documents.
-  Share your electronic documents with third parties by creating connections.
-  Keep your personal details up to date by managing your profile.

On the right side, there is a 'Login or Register' form with fields for 'email address' and 'password', a 'Log in' button, and a 'Forgot my password' link. The bottom of the page features a blue wireframe map of the world.

## 1. Registration

On your first visit you will need to Register – to do this you will need to provide information during the registration process which is checked against existing data held in the University’s database. This will normally be your student number (provided in the email sent to you), date of birth, email address, first name and last name. There may also be additional items of information required. You will automatically be registered if the data you provide exactly matches the University’s records. If the information provided does not match the University’s data one of our team will check your request to see if it can be accepted.

Once registered, you will receive a confirmation email. You must click the link in this email to confirm your email address, before you can log in.

## 2. Login

Details to provide are:

- Username – this is your email address.
- Email address – This can be changed from within your profile.
- Password – This can be changed from within your profile.
- Locked out – If you become locked out you can either wait until the system automatically unlocks you or contact support using the details provided in the link (during normal office hours Mon-Fri 9-5).

Then you will be able to see your degree conferral letter in ‘Documents’; share your letter with others in ‘Connections’; and manage your details in ‘Profile’.

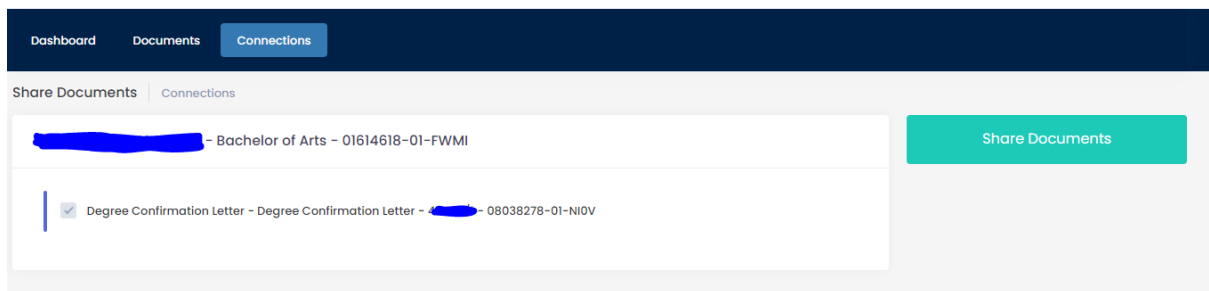
The screenshot shows the University of Oxford Student Portal dashboard. At the top left is the University of Oxford logo. At the top right, it says "Hi, Bryony" next to a circular profile icon with the initials "BC". Below this is a dark blue navigation bar with three tabs: "Dashboard" (selected), "Documents", and "Connections". The main content area features a large banner with the text "Welcome to the University of Oxford Student Portal" and a background image of two students. Below the banner are three main sections: 1. "Documents": Shows "You have 1 documents" and "View, report and order documents" with a "VIEW" button. 2. "Profile": Shows "Manage your personal details, social media and addresses" with a "MANAGE" button. 3. "Connections": Shows "You have 0 active connections and 0 pending connections" with a "MANAGE" button.

### 3. Sharing your dDCL

You can share your dDCL with a third party by clicking on 'Connections' and then 'Add Connection' in the top right hand corner. You will need to provide the recipient's:

- Name
- Email address
- Expiry date \*this is optional but allows you to share documents for a specified time period, if desired\*\*

After providing these details you can then choose which documents to share with the requester by selecting the tick boxes (for example if you have more than one dDCL you can choose to share all, or a subset of these).



Tick the box for those you wish to share and then click "Share Documents".

This will email a link to your third party asking them to register and then login to view your document. You can manage your connections and revoke access to your documents at any time from within the Connections area of the student portal.

### 3. Saving and Printing

You are also able to save your dDCL and/or print it, if required. This can be done from within the document preview window by clicking the download or print icons:



#### Any questions

About your student record or and a problem accessing the system then please contact [documents@admin.ox.ac.uk](mailto:documents@admin.ox.ac.uk)