

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.

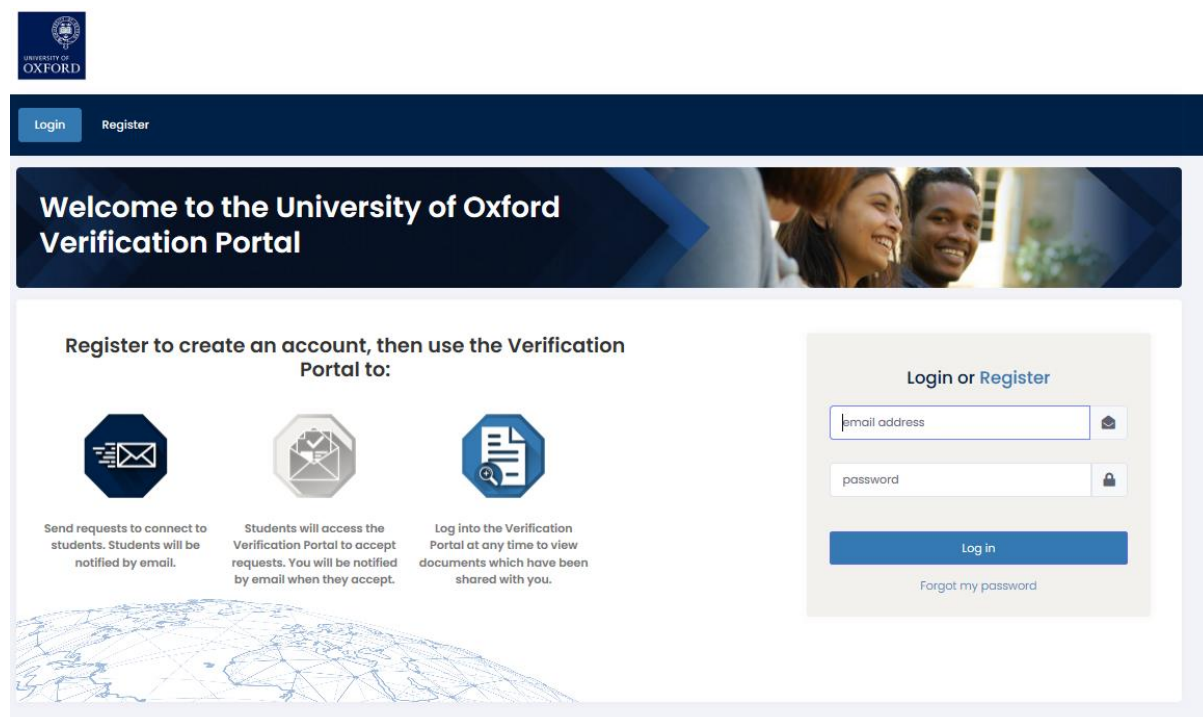
The dDCL is a replica of the paper Degree Confirmation Letter and presents a student's name, the awarding institution (ie University of Oxford), their Award and Award classification, dates of study and their college.

The dDCL is 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?

Alumni can request a dDCL via our online store. A link to access their dDCL will be emailed to them once their dDCL is ready to view. They can then choose to create connections with third parties and share their dDCL with them.

If a dDCL has been shared with you, you will receive an email with instructions of how to access the [Verification Portal](#). The portal will look like this:



The screenshot shows the University of Oxford Verification Portal interface. 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 Verification Portal' with a background image of students. The main content area is titled 'Register to create an account, then use the Verification Portal to:' and features three steps with icons: 1. 'Send requests to connect to students. Students will be notified by email.' (envelope icon), 2. 'Students will access the Verification Portal to accept requests. You will be notified by email when they accept.' (envelope icon), and 3. 'Log into the Verification Portal at any time to view documents which have been shared with you.' (document icon). To the right is a 'Login or Register' form with fields for 'email address' and 'password', a 'Log in' button, and a 'Forgot my password' link. A wireframe map of the world is visible at the bottom left of the page.

1. Registration

On your first visit you will need to Register – to do this you will need to provide the following information: email address, first name, last name. These details should match the information which the alumni has provided to us, to share their documents with you.

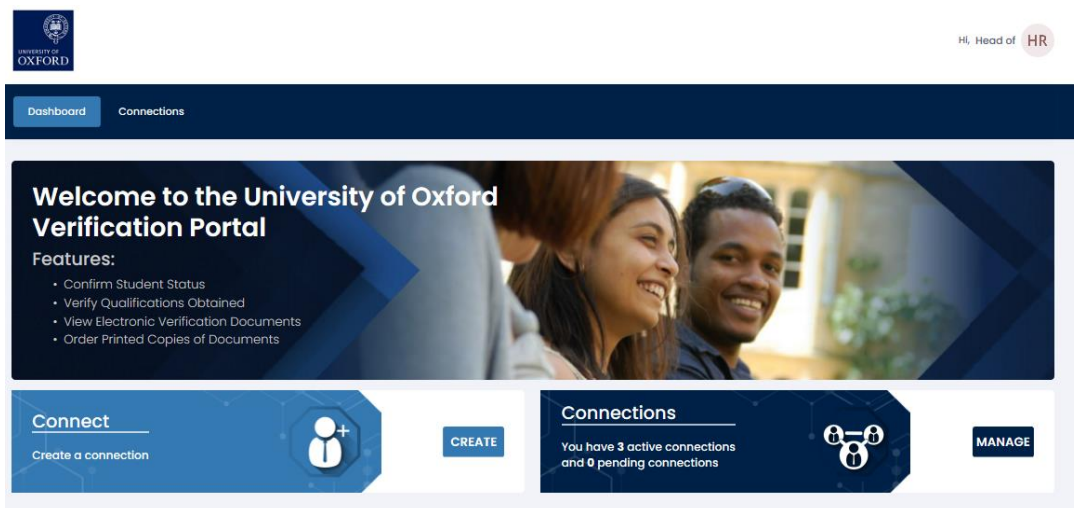
Once registered, you will receive a confirmation email. You must click the link in this email to confirm your email address, before you can log in.

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 connections in 'Connections', or add new connections in 'Connect'.



The screenshot shows the University of Oxford Verification Portal dashboard. At the top left is the University of Oxford logo. At the top right, it says "Hi, Head of HR". Below the header is a navigation bar with "Dashboard" and "Connections" tabs. The main content area features a large banner with the text "Welcome to the University of Oxford Verification Portal" and a list of features: "Confirm Student Status", "Verify Qualifications Obtained", "View Electronic Verification Documents", and "Order Printed Copies of Documents". Below the banner are two main sections: "Connect" with a "CREATE" button and "Connections" with a "MANAGE" button. The "Connections" section displays "You have 3 active connections and 0 pending connections".

3. Viewing a dDCL

You can view dDCLs which have been shared with you from within the connections area. Clicking 'Connections' will display a list of all your active connections. Clicking the magnifying glass next to each connection allows you to view underlying documents shared with you.

Each dDCL contains a smartverify QR code in the bottom left hand corner, which can be scanned using a smartphone to verify that this is an active and authentic dDCL document.

Any questions

About your student record or and a problem accessing the system then please contact documents@admin.ox.ac.uk