Step by step instructions for sharing your HEAR documents online

1. Select 'View my documents'.

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You are here > Hame		Settings Prep Guice
Tou have 1 document available to	you. You are not sharing any documents online	*:
Homepage		
Please select from the options below		
View my documents	Configure document sharing	View history
		2000 2005 2010
SELECT	SELECT	SELECT

2. Click on 'Share' for the document you want to share.

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You are here > Home > My Documents					Settings	neip Guide
Displaying 1 to 1 of 1 documents iss	ued to you					
My Documents						
	Reference :	Type :	Status :		Actions	
	3470	HEAR	MALAINE	Vena	Share Publish	History
Mr Documents						
This page contains all documents that have to you electronically. From here, you can	e been issued					
* View your documents (requires Adobr	e Reader)					
may wish to verify the documents	o paratos wito					
 and verifiable by certain authorised thin basis been associed to this control 	d parties who					
View the bistory of all access to your	documents -					

3. The 'Share' link goes to a page explaining about sharing. Then click 'Create.'

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Status: Logged in from IP: 146.227.0.13 as Jo Bloggs (ipb@dmu.ac.uk)	Last login: Wed Jan 29 15:17:36 GMT 2014 Logout
My Documents Sharing History	Settings Help Guide
You are here > <u>Home</u> > <u>My Documents</u> > Sharing (3470)	
Sharing for document id 3470 (HEAR)	
You	are not currently sharing this document
Document Sharing	
other third parties with secure online access to your	
documents. This page can be used to create and	
manage your document shares.	
Document sharing works by generating a secure and	
unique URL on this site. You can control the level of	
access control associated with the URL, and you can	
choose how the URL is delivered to the person you	
wish to share your document(s) with.	
To create a new share for this document, click on this	
button:	
Create	

4. Choose type of Share (in this case, an open access link which expires after a set time, and can also be expired or extended as required)

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Status: Logged in from IP: 146.227.0.13 as Jo Bloggs (pb@dmu.ac.uk)		Last login: Thu Jan 30 11:24:42 GMT 2014 Logout	
My Documents Sharing History		Settings Help Guide	
You are here > <u>Home</u> > <u>Sharing</u> > <u>Create New Share</u> > Create Share (3470)			
Create Share for document id 3470 (HEAR)			
Setting Access Control There are three access control settings for a document share:	Access Control:	Open access	
Open access - anybody who is in possession of the generated URL can access your shared document. Registered users - anybody who is in possession of the generated URL and generater with this section on access		Registered users Specific email (recommended)	
your shared document. Specific email - Only the registered user who controls the email address shown opposite can access your shared document		Recipient email:	
Configuring Expiry Date	Share expiry:	Please select when this document share will automatically expire:	
Document shares can be configured to automatically expire after a defined period of time. After that time, the document will not be accessible via the generated URL		Choose: (default: 90 days) •	
Selecting Delivery Method			
There are two choices of delivery method:	Delivery method:	 Manual delivery 	
Manual delivery - You can copy and paste the generated URL and distribute it yourself. Secure email delivery - This site will send the URL via certified delectronic email to the email address of your choice (secure feed in the next pace).	3 78	 Secure email delivery (recommended) 	
		Next	

5. Page displays the link.

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Status: Logged in from IP: 146.227.0.13 as Jo Bloggs (ipb@dmu.ac.uk)	Last login: Thu Jan 30 11:24:42 GMT 2014 Logout	
My Documents Sharing History	Settings Help Guide	
You are here > <u>Home</u> > <u>Sharing</u> > <u>Create New Share</u> > Create Share (3470)		
Document share successfully created		
Create Share for document id 3470 (HEAR)		
<image/> <section-header><section-header><section-header><section-header><section-header><text><text><text></text></text></text></section-header></section-header></section-header></section-header></section-header>	https://verify.dmu.ac.uk/verifier/serv/erIDocument/VerifierApp1emplate/VerifyDAT.vm? datid=cepZKX00NTHunZEnQBm5Ra0ci	

6. The following screen is shown when the link is clicked (eg, by an employer who you have sent the link to)

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🖉 🖉 https://verify.dmu.ac.uk/verifier/servlet/DocumentVerit 🔎 👻 🖉 🖉 Digitary® Relying Parties A 🗙		♠ ☆ ⊕
	DE FR IT 🔜 📃 🖊 🗾 🔺 🔺 🔺	<u></u>
DE MONTEODT		
UNIVERSITY		
LECESTER		
Login Register Verify Document Forgot Password	How it Works Help Guide	
		Е
Ve	erification Passed	
Verification PASSED. This means that the document sh	own below has passed a number of strict security checks.	
registering with the system you will also be able to avail	of an account history.	
Click on the link if you would like to see additional verifica	tion information: View / Hide	
Is this your first time !	here? Find out more	
Digital Si	gnature on this Document	
Signed By	Date	
Signetury 1 Student and Academic Serie		
Signature 1 Student and Academic Servi	ces Vved Jan 29 14:49:52 GMT 2014 View / Hide	
PAGE 1 OF 7 VALID ONLY FOR ONLINE VIEW	NG AT https://verify.dmu.ac.uk PAGE 1 OF 7	
	HIGHER EDUCATION ACHIEVEMENT REPORT	
LEICESTER	Jo Bloggs	
	Bachelor of Arts (Honours) in Human Resource	
De Montfort University	management	*

7. You can disable or extend the link on the 'Edit Share' page (reached by by choosing 'Edit' on the 'My Documents' page.) To disable the link, you should click the 'Offline' selection under Share Status and then the 'Save' button.

Share settings were successfully updated		
Edit Share		
Document Sharing	Document reference:	3470
The current configuration for this document share is shown		
opposite. This page can be used to make changes to the	Share URL:	https://verify.dmu.ac.uk/verifier/servlet/Document
document share. You can enable or disable the share, and reconfigure access control and expiry settings		VerifierApp/template/VerifyDAT.vm?
roomigaro acceso control ana orphi y contingo.		datid=Gy4cFtCfFlCrLiKfiK8hl2us
There are three access control settings for a document share:		
Open access - anybody who is in possession of the		Ť
generated URL can access your shared document.	Access Control:	Open access
generated URL and registers with this system can access		
your shared document.		 Registered users
Specific email - Only the registered user who controls the		Specific email (recommended)
 email address shown opposite can access your shared document 		· · · · · · · · · · · · · · · · · · ·
document.		
Share status		This share is offline. The access control settings
it is available to third parties that you have given access to. If you		have no effect
wish to discontinue access before the share expires, you can set	Share Status:	
it to offline and your document will no longer be accessible online		U Unine
using this share's URL.		
Configuring Expiry Date		Offline
You can change the expiry date of your share here. A share		This share earned be accessed online
cannot nave an expiry date beyond the expiry of the document it refers to		This share calling be accessed unline
	Share Expiry:	90 day(s) from now
Share URL Delivery		
You can deliver the URL for this share in one of two ways:		This share is offline. The expiry settings have no
 Manual Delivery - by copying and pasting the URL opposite 		effect
and distributing it yourself		
Email button below, you can have the URL delivered by		
certified email from the institution to an email address of your		Save
choice		

8. If the shared link is clicked now, the following message is displayed.

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Login Register	Verify Document Forgot Password	_		How it Works	Help Guide
0	The system was unable to verify the requent 1. you have used an incorrect or inco 2. you have not been properly author 3. your authorisation to view the docu 4. the document is no longer available 5. your permission has been removed	ACCESS DEI sted document. This could be be mplete URL sed to access the document ment has expired e on the system to verify this document	NIED cause		
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