

This document is aimed at students who have graduated after 2020.

It will guide you through the login process to access your official college documents, such as letters, transcripts, and certificates, or share a document with a third party.

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- [2. How to register your account](#)
- [3. How to transfer your account](#)
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#### How to log in to the eDocuments website:

Welcome to the Imperial College London Student Portal

1

Click on '[Access your eDocuments](#)' link.

2

Click 'Register' if you have never logged in to your Imperial account before.

Login or **Register** or **Transfer**

Click 'Transfer' if you have recently graduated AND do not plan to continue your studies at Imperial.

Click 'Log in' if you have already registered or transferred your Imperial account to your personal email.

[Forgot my password](#)

**Log in**

'Log in with Imperial Email' option is ONLY used by current students, NOT alumni.

Once you transfer your Imperial account, you will no longer be able to log in using your Imperial email. If you plan to continue your studies at Imperial after your graduation, you should keep using the 'Log in with Imperial Email' option.

## DC Reference Guide for Alumni

### Accessing your official documents

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### How to register your account:

1) Login Details > 2) Personal Details > 3) Confirmation

1

Enter your personal email, then create a secure password, following the criteria required, and click 'Next'.

Security criteria will be displayed underneath the 'Password' box when setting your password.

Personal Email\*

Password\*

Numeric character required  
Uppercase letter required  
Non-Alphanumeric character required  
Minimum of 12 characters required

Confirm password\*

2

Enter your 'First Name', 'Last Name', CID, 'Date of Birth' and click 'Next'.

Use 'Previous' if you need to go back and/or make any changes.

First Name\*

Last Name\*

Enrolment Number (CID)\*

Date of Birth\*

Opt in for third party search

By clicking this button, you consent to your information being included in the list of search results available to third parties who register to use the verification portal.  
The search results will include your name and the details of any awards issued to you, and will enable third parties to connect with you.  
Your email address and other contact details will not be shared unless you accept or create a connection request.

3

Review your information, before clicking 'Submit'. A confirmation email outlining the next steps will go to your registered email address.

Confirmation email has been sent to your registered email address

Dear Alexandros,

Thank you for initiating the transfer of your Imperial account or registering a new account. Please follow the steps below to complete your transfer.

Step 1 - Click to [confirm your email](#)

Step 2 - Login via <https://studenticluat.dcbuild.co.uk/> once step 1 is complete. Use the email address and password specified during the transfer.

Use 'Previous' if you need to go back and/or make any changes.

Personal Email:

First Name:

Last Name:

Enrolment Number (CID):

Date of Birth:

Opt in for third party search:

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### How to transfer your account:

1) Login Details > 2) Personal Details > 3) Confirmation

1

Imperial Email\* @imperial.ac.uk

Personal Email\* @gmail.com

Password\*  
Numeric character required  
Uppercase letter required  
Non-Alphanumeric character required  
Minimum of 12 characters required

Confirm password\*

NEXT

Enter your Imperial email, your personal email, create a secure password following the criteria required, and click 'Next'.

Security criteria will be displayed underneath the 'Password' box when setting your password.

1) Login Details > 2) Personal Details > 3) Confirmation

2

First Name\*

Last Name\*

Enrolment Number (CID)\*

Date of Birth\*

Opt in for third party search

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Your email address and other contact details will not be shared unless you accept or create a connection request.

PREVIOUS

NEXT

Enter your 'First Name', 'Last Name', CID number, 'Date of Birth' and click 'Next'.

Use 'Previous' if you need to go back and/or make any changes.

3

Personal Email: @gmail.com

First Name: Alexandros

Last Name:

Enrolment Number (CID):

Date of Birth:

Opt in for third party search: No

PREVIOUS

SUBMIT

Review your information, before clicking 'Submit'. A confirmation email outlining the next steps will go to your registered email address.

Confirmation email has been sent to your registered email address

Dear Alexandros

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#### How to view your documents:

Login or Register or Transfer

test4444@yahoo.com

.....

Forgot my password

Log in

Log in with Imperial Email

1

Once you successfully transferred or registered your account, go to '[Access my eDocuments](#)' link, enter your credentials and click 'Log in'.

#### Welcome to the Imperial College London Student Portal

2

Documents

You have Document(s)  
View and report issues with documents

VIEW

Click on the 'View' button next to 'Documents' tile.

Justin Bieber - Bachelor of Science

Reference

Enrolment Number

Programme Title Medical Biosciences

View Report Order

Justin Bieber - Bachelor of Science

Reference

Enrolment Number

Programme Title Medical Biosciences

View Report Order

Letter(s) for : Medical Biosciences

Reference

Enrolment Number

Programme Title Medical Biosciences

View Report Order

3

Click 'View' on the document you want to view.

E-CERT | Certificate - Clinical Medicine Research (National Heart and Lung Institute)

E-CERT | Certificate - Clinical Medicine Research (National Heart and Lung Institute)

E-DIPSUP | Diploma Supplement - Clinical Medicine Research (National Heart and Lung Institute)

E-TRANS | Transcript - Clinical Medicine Research (National Heart and Lung Institute)

4

Use the dropdown option to switch in between award documents.

Award documents open by default on the Certificate. Use the dropdown to select the transcript or cover letter.

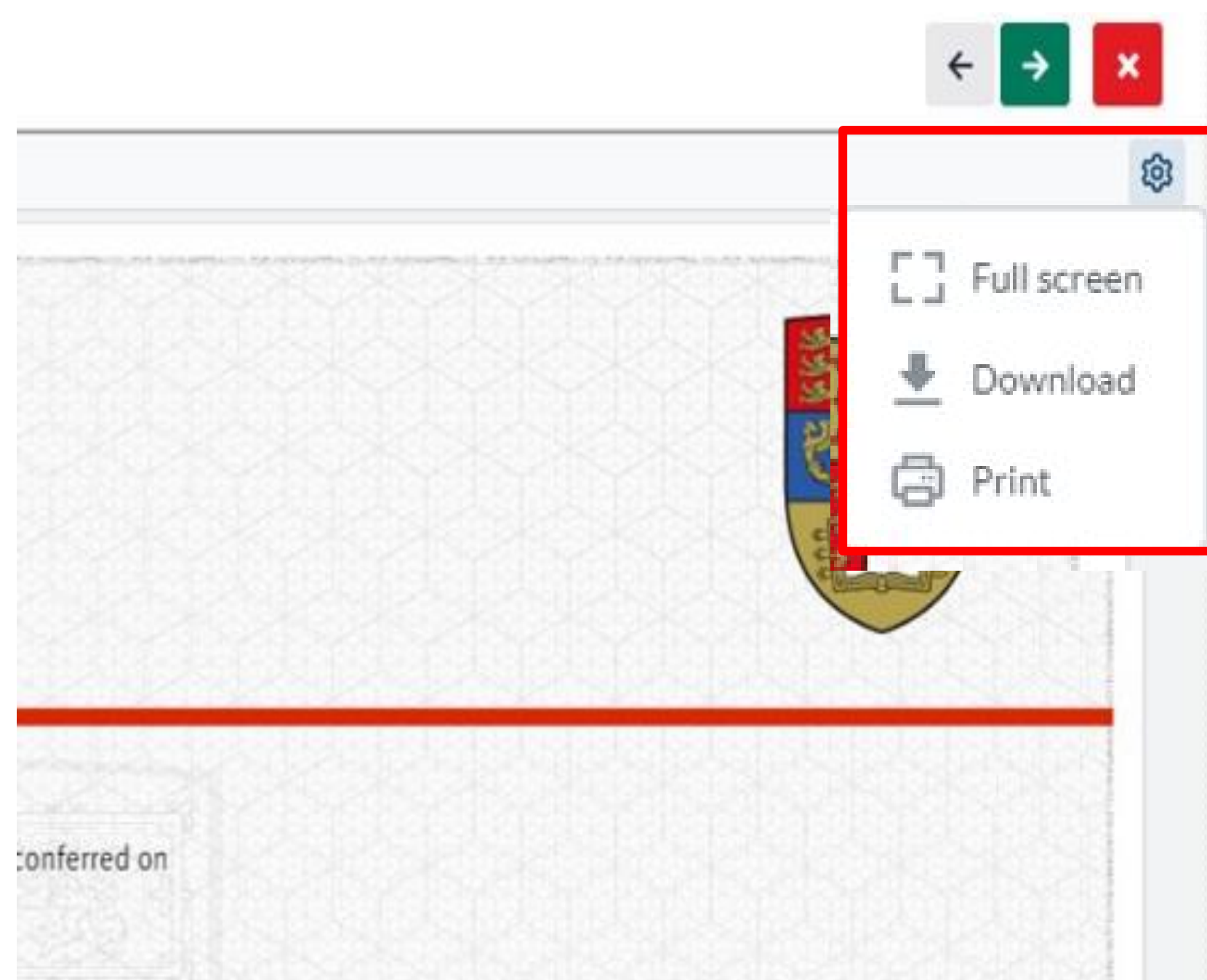
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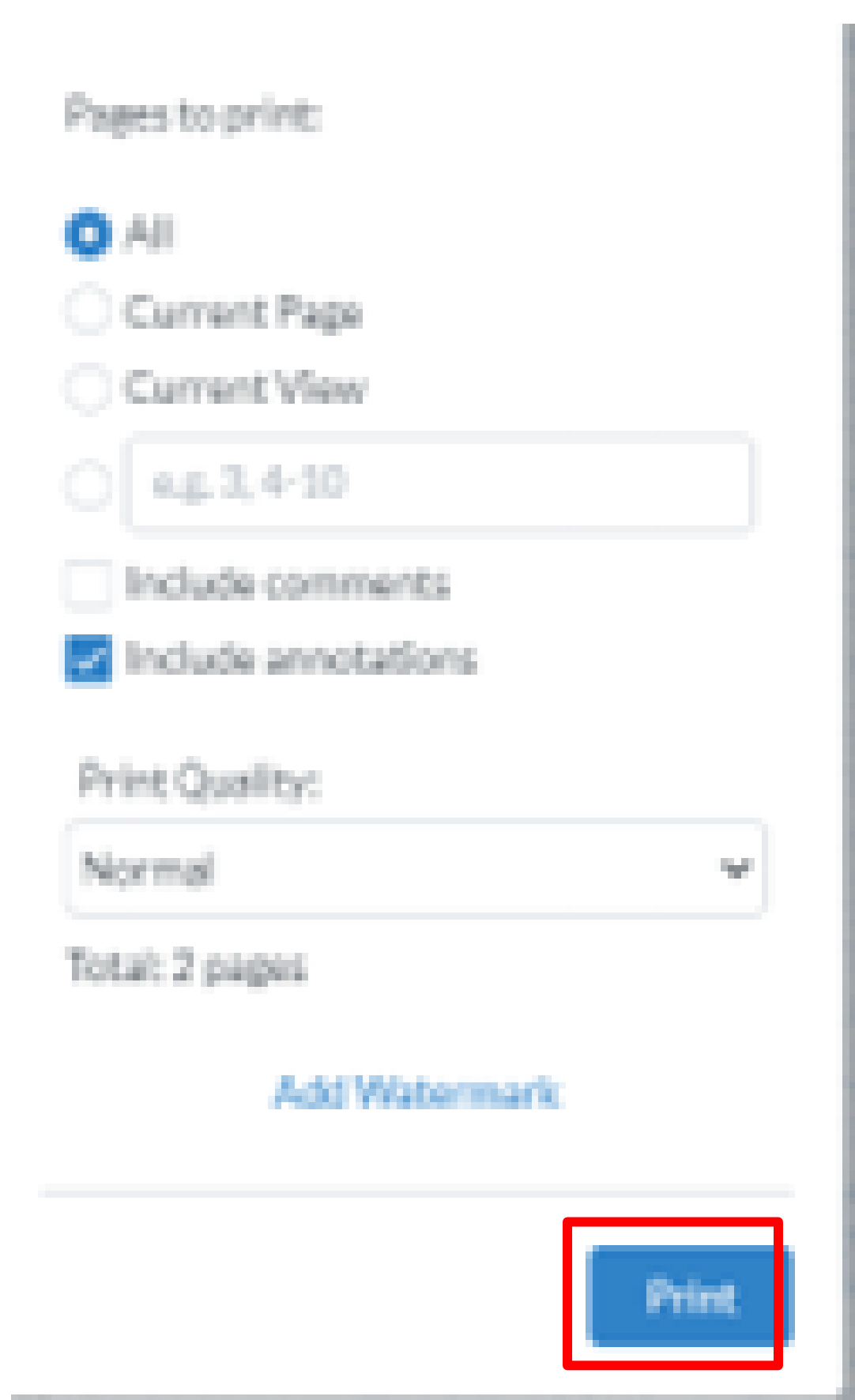
#### How to download or print your documents:



5

Click on the cog icon to 'Download' or 'Print'.

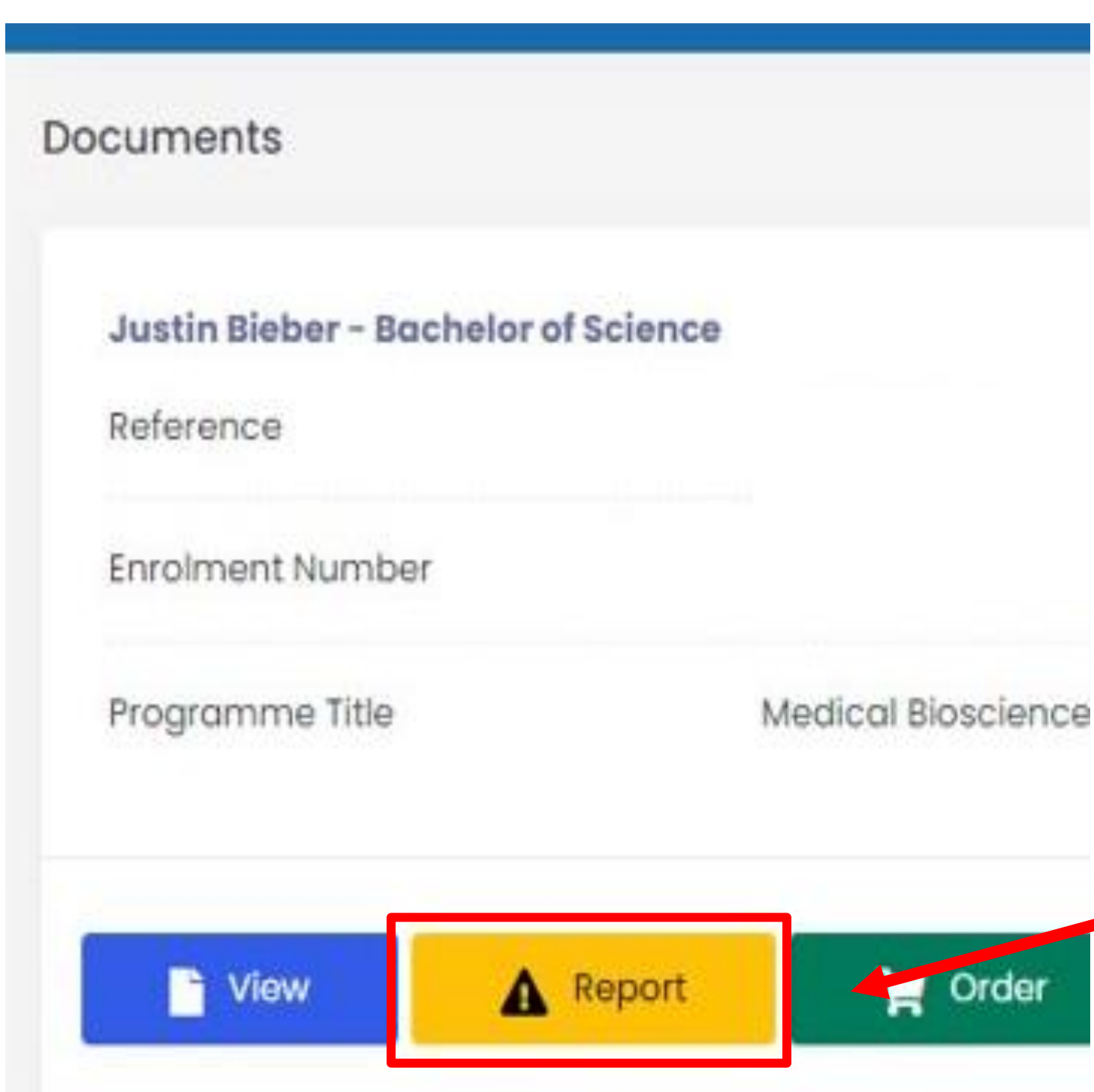
Some organisations will not accept this online version. In this situation you can share the documents with the third party. This is covered later in the guide.



6

If a downloaded file causes any issues e.g. it is too large to upload then you can instead print to PDF. Select 'Print' on the cog menu and then click 'Print' again.

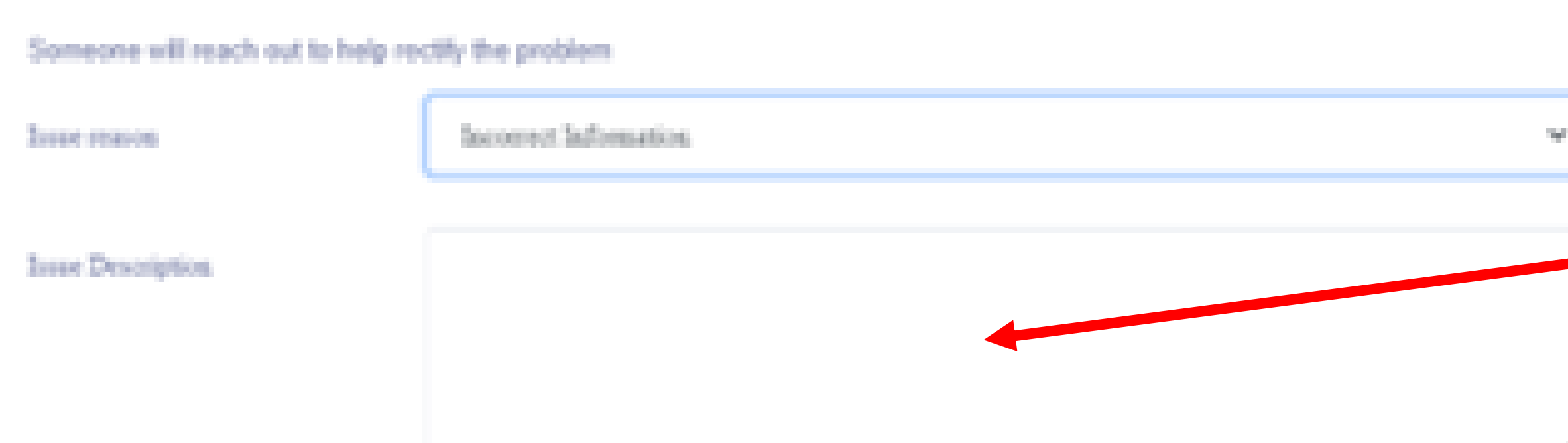
#### How to report an issue with your documents:



7

Click on the yellow 'Report' button to report an issue.

Note that documents will be updated with any changes made via My Imperial by 2pm the following working day. If documents have still not updated after this, please send an email to: [registry.systems@imperial.ac.uk](mailto:registry.systems@imperial.ac.uk).



8

Provide as much information as possible on the issue experienced.

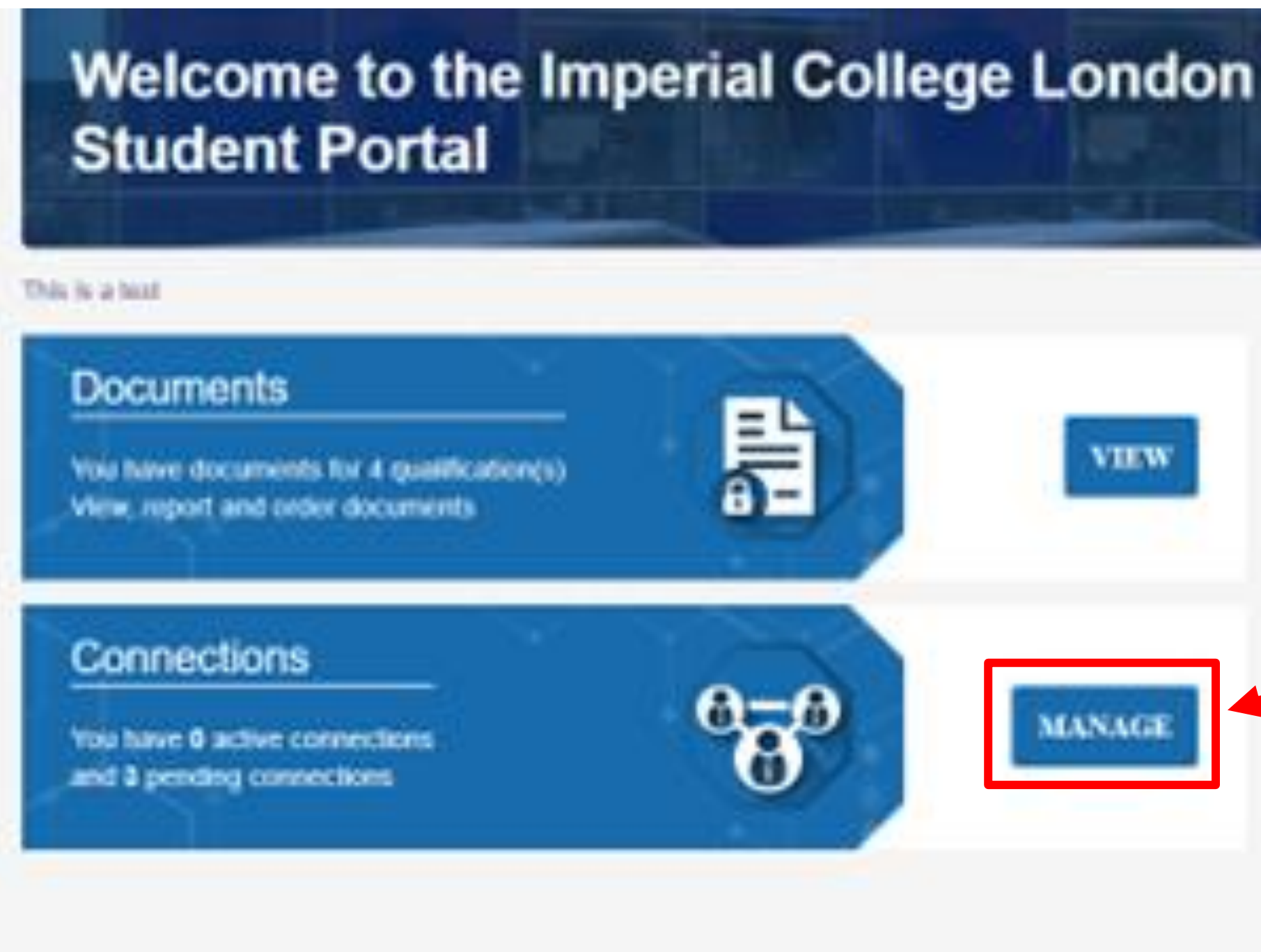
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#### How to share your documents:



1

Click on the 'Manage' button next to 'Connections' tile.

Connections

<input type="checkbox"/>	Name	Email	Username	Status	Email Confirmed
<input type="checkbox"/>	JB Justin Bieber Student			Active	x

**Add Connection**

2

To add a new connection, click 'Add Connection'.

Add Connection

Recipient Name\* John Brown

Recipient Email\* johnbrown@gmail.com

Expiry Date 28/06/2023

Cancel **Send**

3

Fill in the person's name, email address and how long you wish them to have access to your documents and click 'Send'.

On the next screen, tick the documents that you wish the person to view and then click 'Share documents'.

Initiated by	Documents Shared	Expires	Actions
ThirdParty	1	20/12/2022	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Student	1	26/01/2023	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

4

Using the radio buttons under the 'Actions' section, you can edit the connection (documents shared, expiry date), delete it or resend an email.

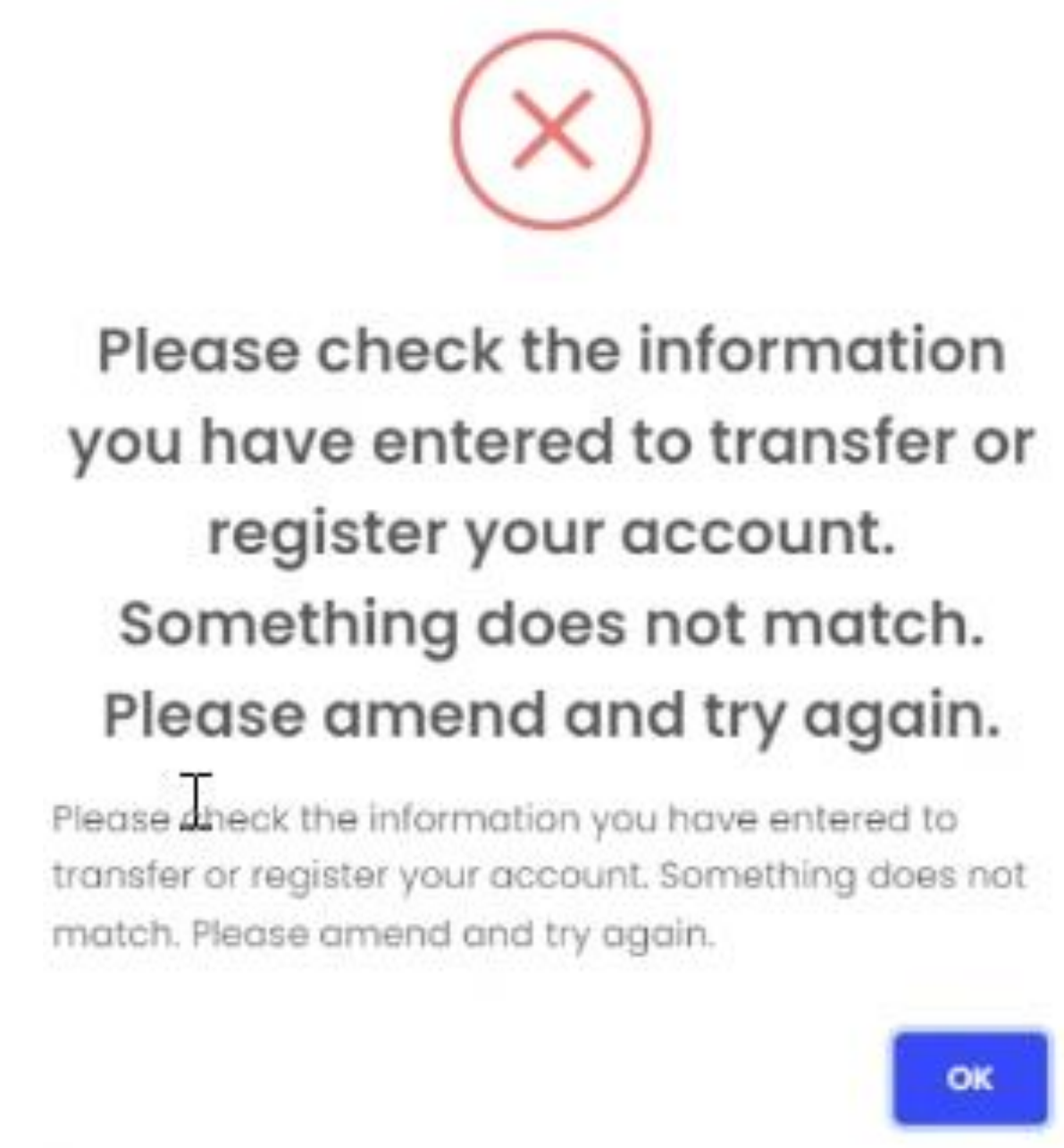
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#### Troubleshooting and support:

**Q1: What happens if I get my Imperial email and/or name wrong when using the 'Transfer' login option?**

**A1: If you get your Imperial email or name wrong during the 'Transfer' process, you will get an error message. Double check the details entered are correct e.g., your name is in the correct format, as provided at the time of registration.**



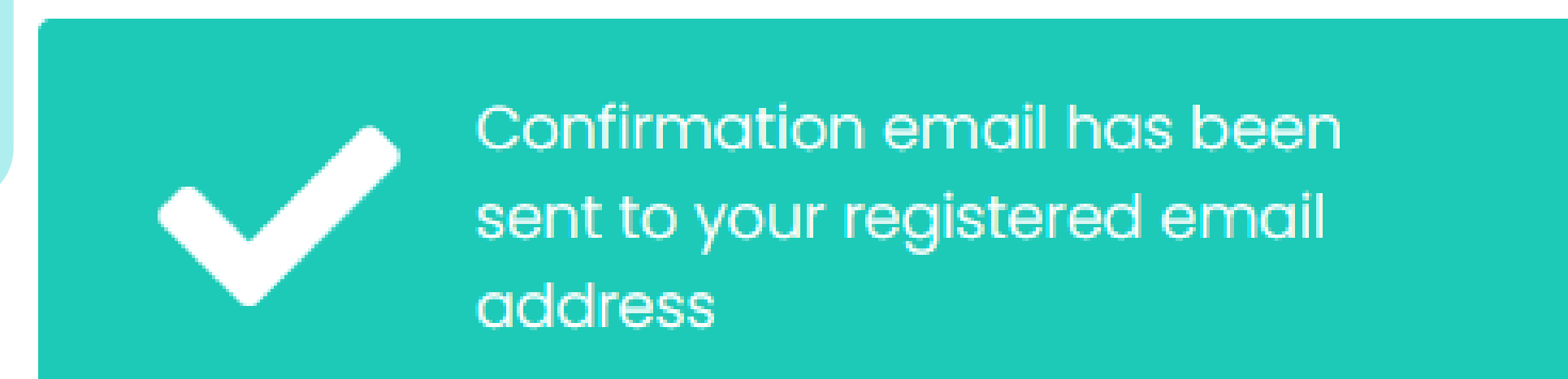
**Q2: What happens if I get my CID and/or date of birth wrong when using the 'Transfer' login option?**

**A2: If this happens, you get an email confirmation message, and your user account goes into 'Pending', awaiting approval by an Admin user.**

Name	Email	Username	Status
AC Aaron Christopt Student	oluomo72@yahoo.com	oluomo72@yahoo.com	Pending
AA Aula Abbara Student	test@gmail.com	test@gmail.com	Pending

**Q3: How do I know I have successfully transferred my Imperial account to my personal email address?**

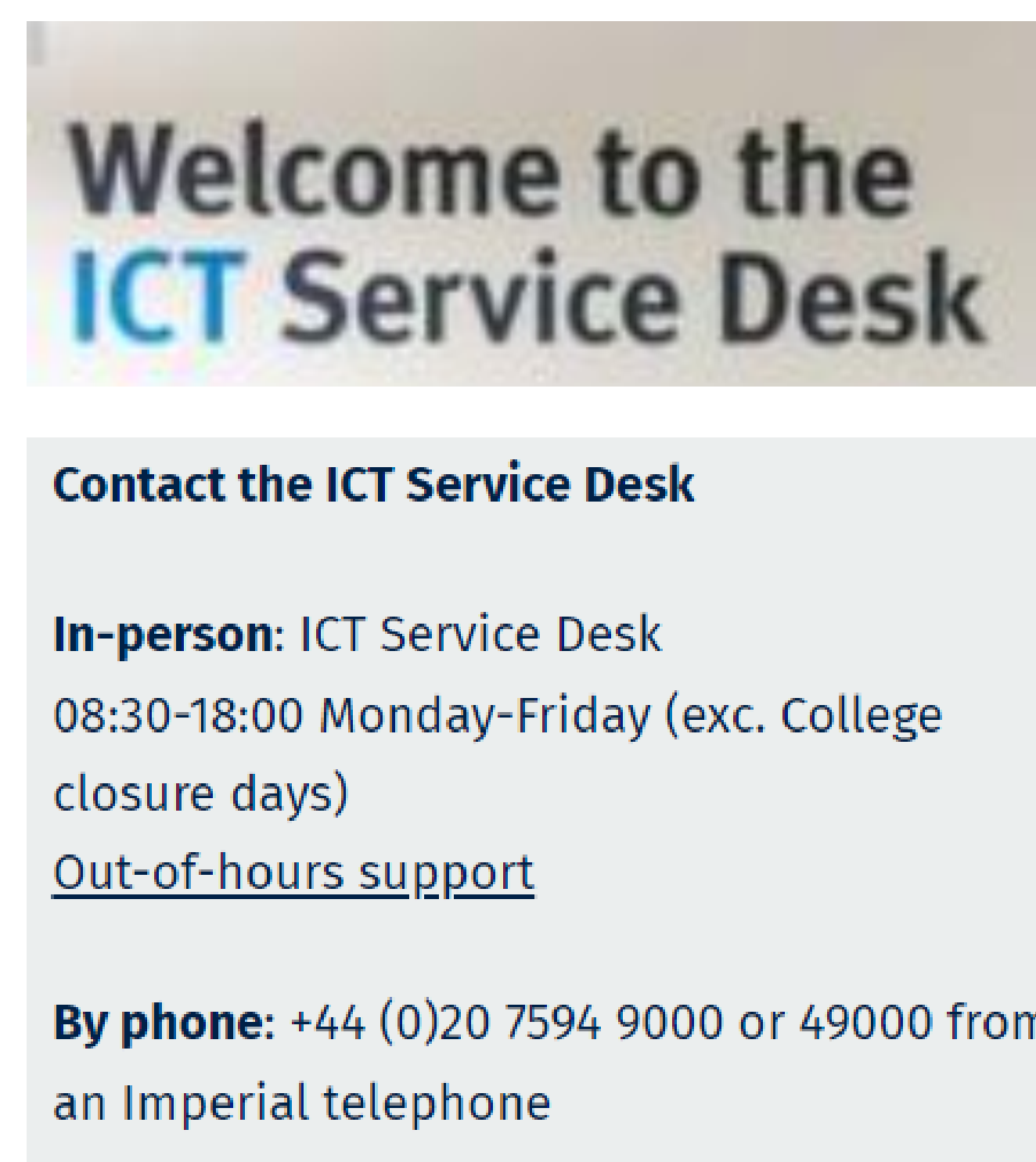
**A3: When the information is correct, you should receive a confirmation email to your registered personal email address. You will still need to confirm your email address before you log in to the website.**



Dear Alexandros Lattas,  
Thank you for initiating the transfer of your Imperial account or registering a new account. Please follow the steps below to complete your transfer  
**Step 1** - Click to [confirm your email](#)  
**Step 2** - Login via <https://studenticlmat.dcbuild.co.uk/> once step 1 is complete. Use the email address and password specified during the transfer

**Q4: Who do I reach out to if I need any technical support?**

**A4: For further support, please contact the [ICT Service Desk](#). If you raise a ticket, a member of the ICT team will need to call you back to confirm your identity.**



**Q5: Where do I go for more information?**

**A5: Please access [this link](#) for more information, including some FAQs.**

