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INTRODUCTION

The IMI's Digital Certificates eModule is a secure online portal providing access to digital copies of candidate Qualification, Quality Assured Programmes (QAP) and IMI Accreditation achievement certificates.

The candidate portal enables users to have access to all certificated achievements with the IMI. Digital copies are provided and can be downloaded to secure PDF format.

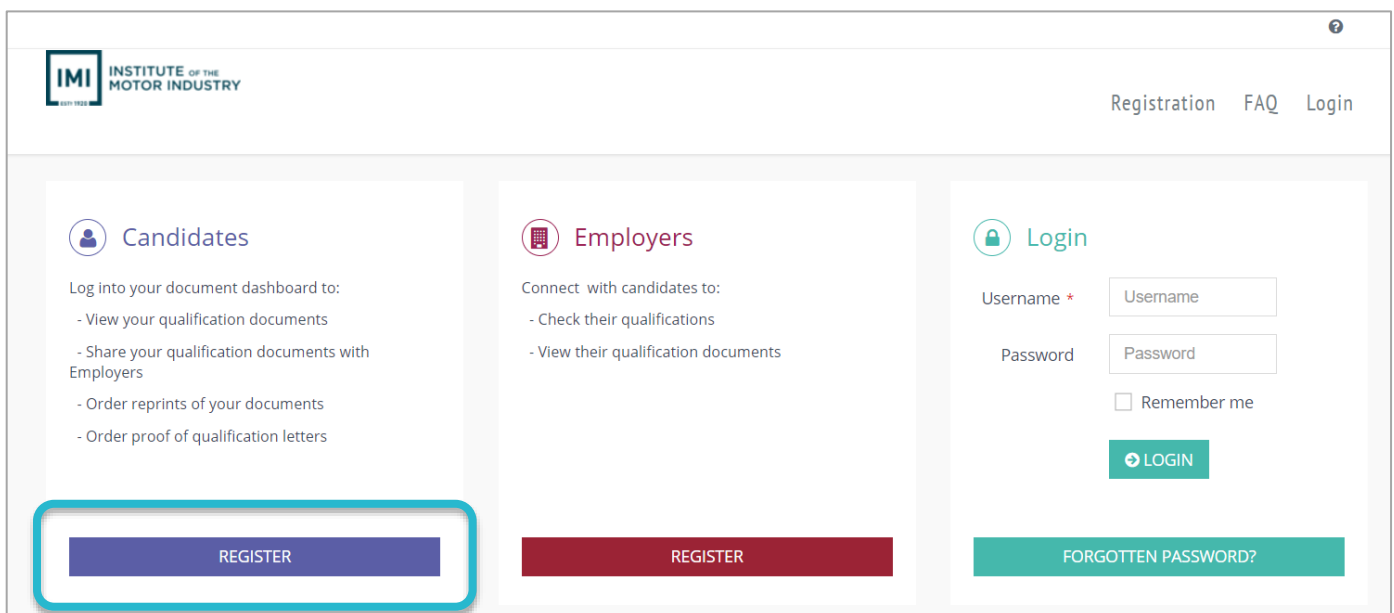
The purpose of this document is to provide step by step instructions on all processes which relate to Candidate access to the IMI's Digital Certificates eModule.

ACCESS

To access this system, please use the following link:


<https://veri.theimi.org.uk/>

To gain access candidates will need to go through the registration process:



The registration process is split in to 3 sections:


- Register (Login) – insert candidate username (email address) and password which will provide access to the system.
- Candidate data so we can match the certificated details to the account – if candidate number is not known, insert NA.
- Access (Confirm) – confirm inserted details and submit.


Registration [FAQ](#) [Login](#)

HOME > REGISTRATION > CANDIDATE REGISTRATION


CANDIDATE REGISTRATION

Follow our simple 3 step process to create your account and access your Document Dashboard.




1. REGISTER

Enter your registration details below.



2. ACTIVATE

Activate your account.



3. ACCESS

Login to access your account.

1
Login

2
Profile

3
Confirm

LOGIN

Email Address

PROFILE

Candidate Number

First Name Surname

Telephone Number Mobile Number

Date of Birth

PREVIOUS
SUBMIT

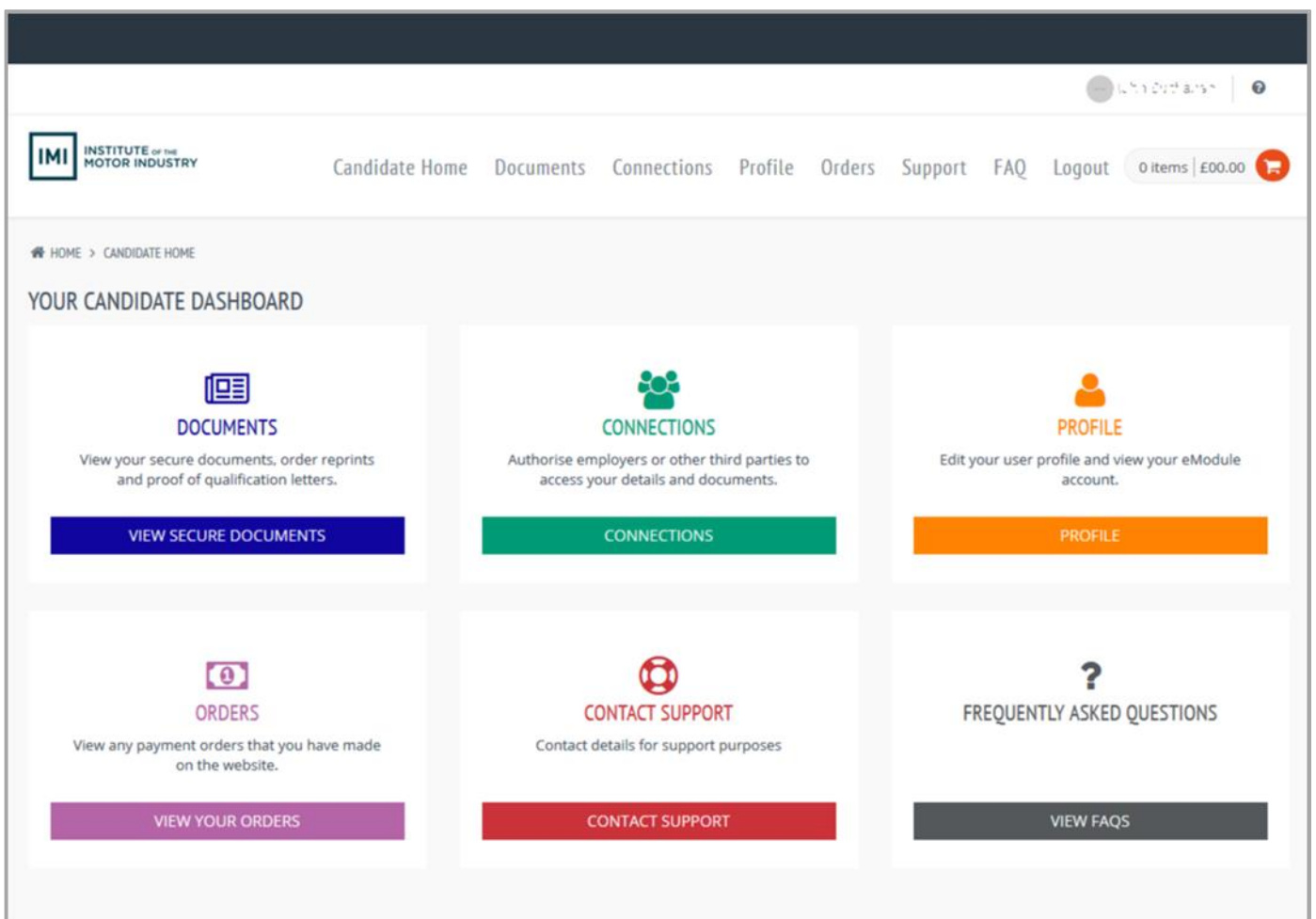
If all of the data inserted matches a candidate record in our database, an email will be sent to the candidate providing them with their access details.

If any of the data does not match, we have to manually verify the details. An email will be sent to the candidate to advise them they are pending authorisation.

HOME PAGE

The Candidate home page is split into sections:


- Documents
- Connections
- Profile
- Orders
- Support
- FAQ



Each section can be accessed via the menu running across the top of the screen or via the icons in the middle of the page. Each page also has a help section in the top right hand corner. Users can always return to the home page by clicking Home or the IMI logo.

DOCUMENTS

Candidates will be able to view all certificated achievements with the IMI within this area:

Clicking the  icon which will display the following options:

- Details
- Share Qualification
- eDocuments**
- eCertificate
- eTranscript
- Order**
- Order POQ
- Order Certificate
- Raise an Enquiry

- Details - this will show the document card:

CERTIFICATE DETAILS
✕

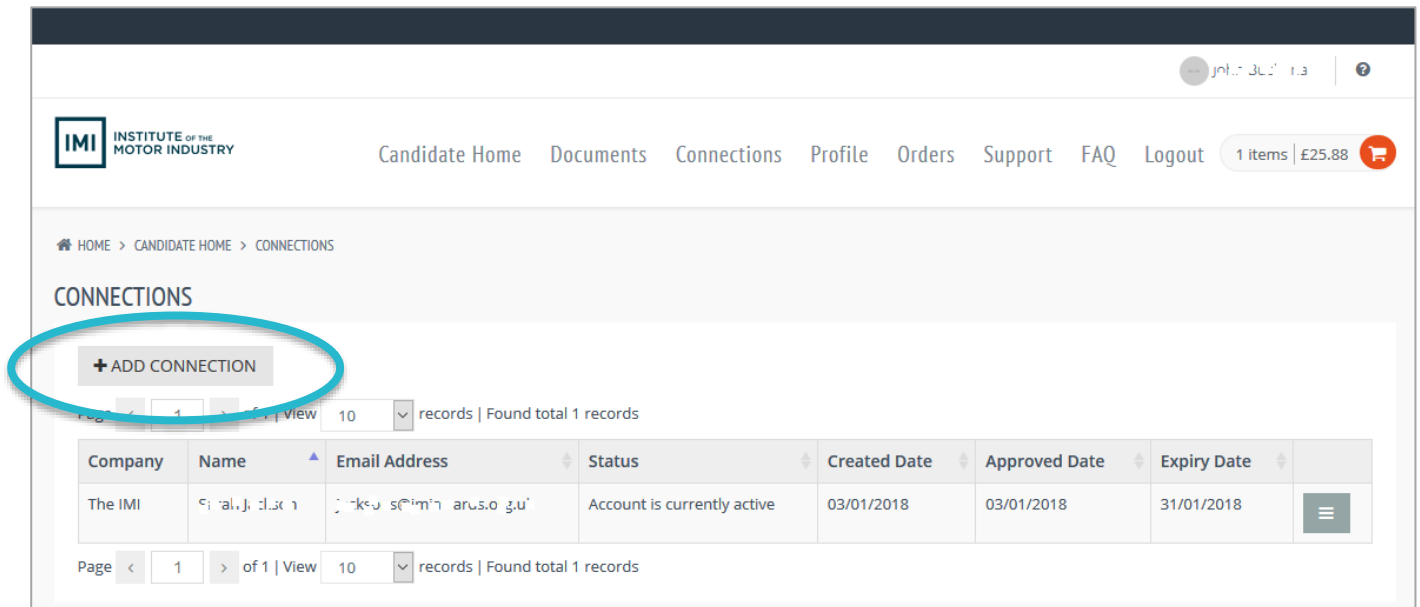
DC Certificate Number	01653033-01-1802
Fullname	Elison Jean Winberg
Candidate Number	4235110
Qualification Number	603/1465/5
Grade	Pass
Issue Date	06/06/2017
Centre	Fanshaws
Expiry Date	
Description1	

PRINT
CLOSE

- Share qualification – more information on this process starts on follow section.
- eCertificate and eTranscript – these will provide PDF versions of full and unit/credit certificates (certificates issued before 1st November 2017 will only have the Document card available. PDF versions of certificates are only available for certificates issued on or after this date).
- Order POQ and order Certificate – this document more information on these processes start on page 10 of this document.
- Raise an Enquiry – this is used if any of the details this for the achievement are believed to be incorrect.

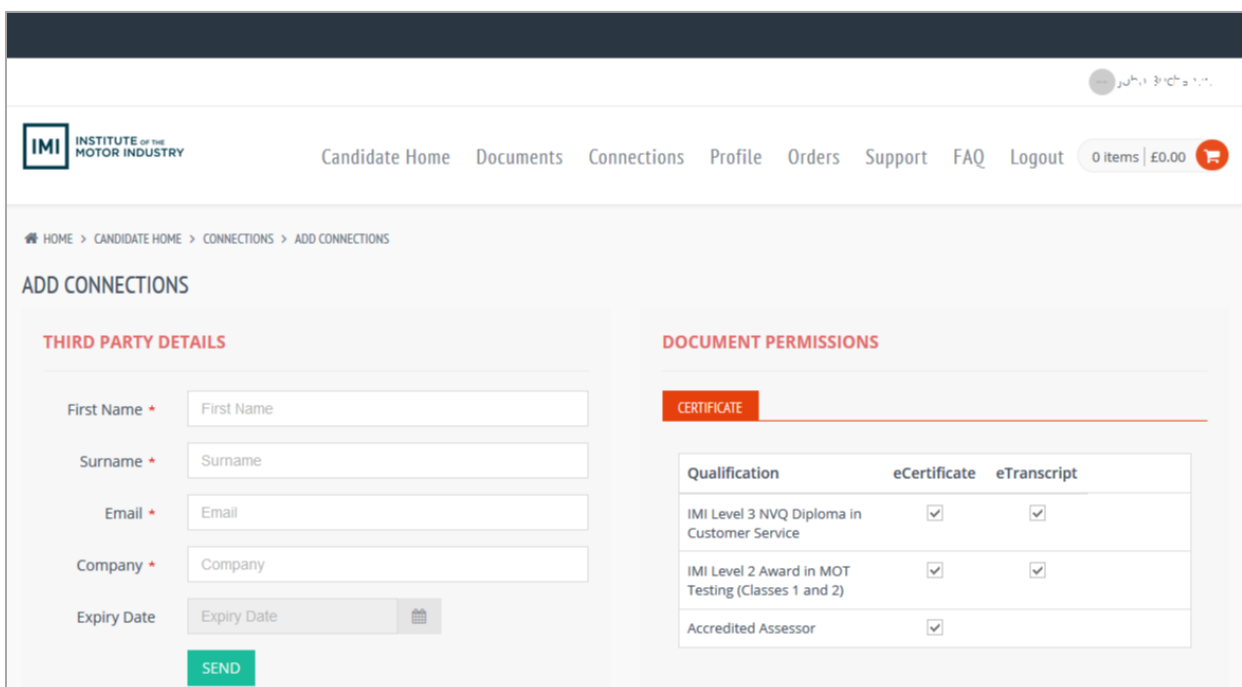
CONNECTIONS

This section of the website enables candidates to share their achievement data with external third parties such as potential employers, colleges/training providers etc.



Certificates issued before 1st November 2017 will only have the Document card available and are not able to be shared with third parties.

To share achievement data click 'Add Connection'. The below screen appears.



Insert the third party information and select the achievement details which are to be shared. Once completed, click Send.

When inserting the details the user is required to insert an Expiry date. This date determines how long the third party will have access to the achievement details. If this is left blank, 1 month's access will be provided.

Upon completion of adding a connection, the third party will be sent a confirmation email and will be asked to register on this system to gain access to the achievement details.

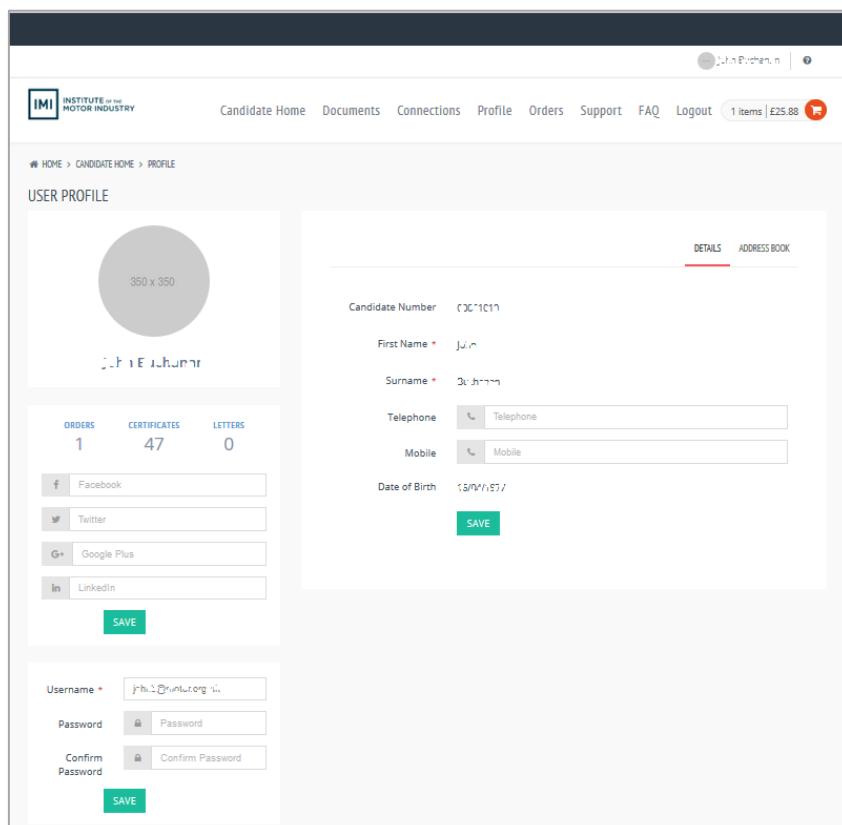
Third parties also have the ability to request a connection. If a third party tries to connect with a candidate, the candidate will receive an email with the request information. The candidate will need to approve before access is granted.

For existing connections candidates have the ability to:

- Extend – reduce or extend the connection expiry date
- Permission – add or remove achievement details to the connection
- Delete – delete the connection so the third party no longer has access

PROFILE

Each candidate will have a profile:

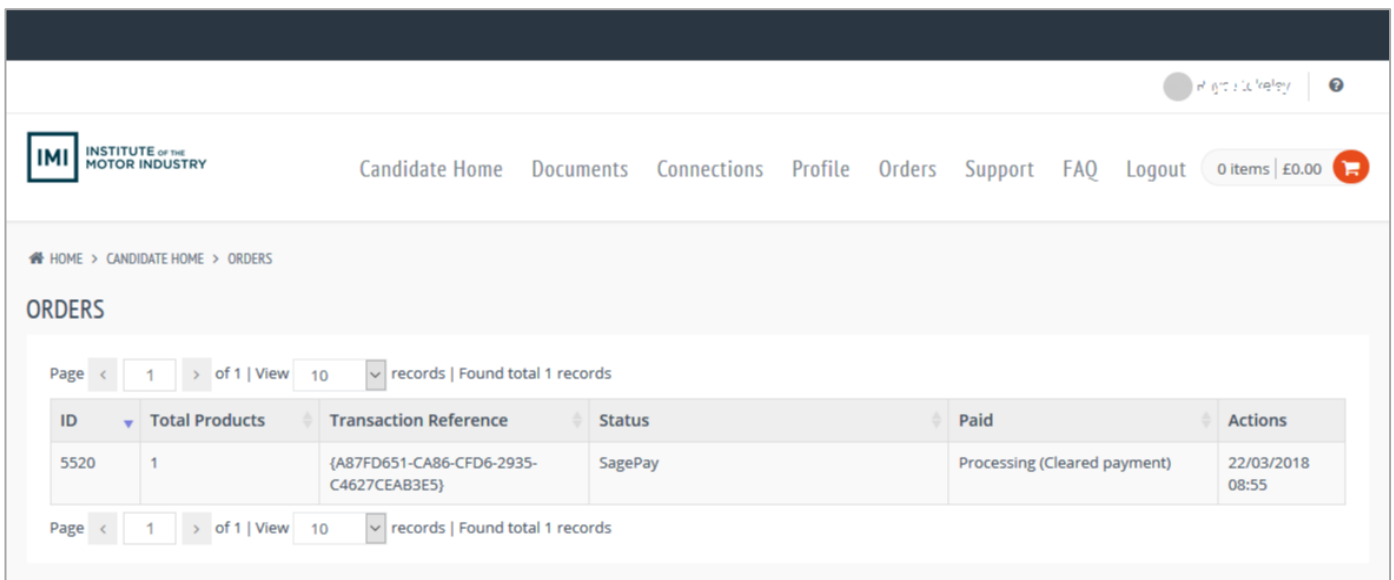


The following actions can be completed here:

- Add a photo – click on the grey circle above the candidate name and select a photo from own device. Please be aware that this photo will be viewable by third party users.
- Insert social media details.
- Update username and password.
- Add/remove address to the address book for ordering purposes.

ORDERS

This is where all previous orders made through this system will be displayed:



The screenshot shows the 'ORDERS' section of the IMI Candidate Home interface. At the top, there is a navigation bar with the IMI logo and menu items: Candidate Home, Documents, Connections, Profile, Orders, Support, FAQ, and Logout. A shopping cart icon shows 0 items for £0.00. Below the navigation bar, a breadcrumb trail reads 'HOME > CANDIDATE HOME > ORDERS'. The main heading is 'ORDERS'. Below this, there is a pagination control: 'Page < 1 > of 1 | View 10 records | Found total 1 records'. A table displays one order record:

ID	Total Products	Transaction Reference	Status	Paid	Actions
5520	1	{A87FD651-CA86-CFD6-2935-C4627CEAB3E5}	SagePay	Processing (Cleared payment)	22/03/2018 08:55

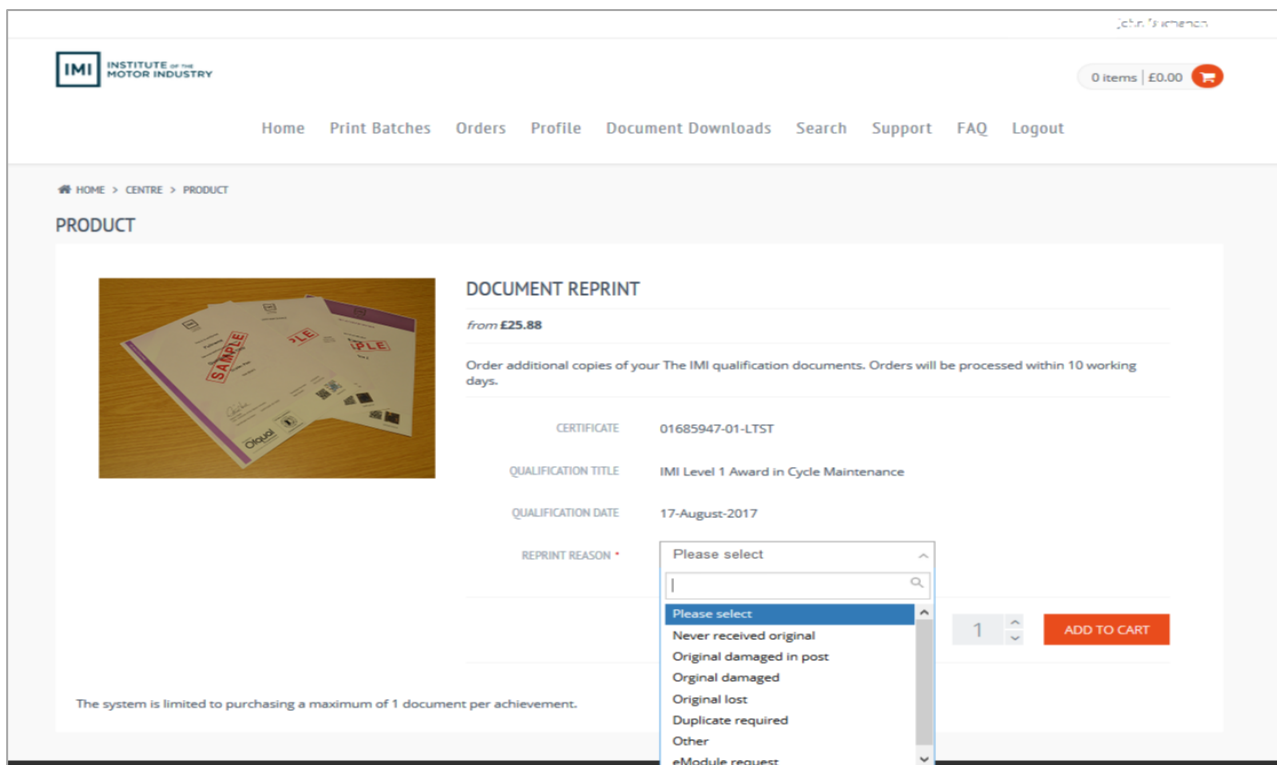
Below the table, there is another pagination control: 'Page < 1 > of 1 | View 10 records | Found total 1 records'.

ORDER PROCESS

Candidates have the ability to order duplicate certificates and or proof of qualification letters from this system.

This process can be completed by selecting Order Certificate or Order POQ from the relevant document card. Please see page 5 of this document for more information.

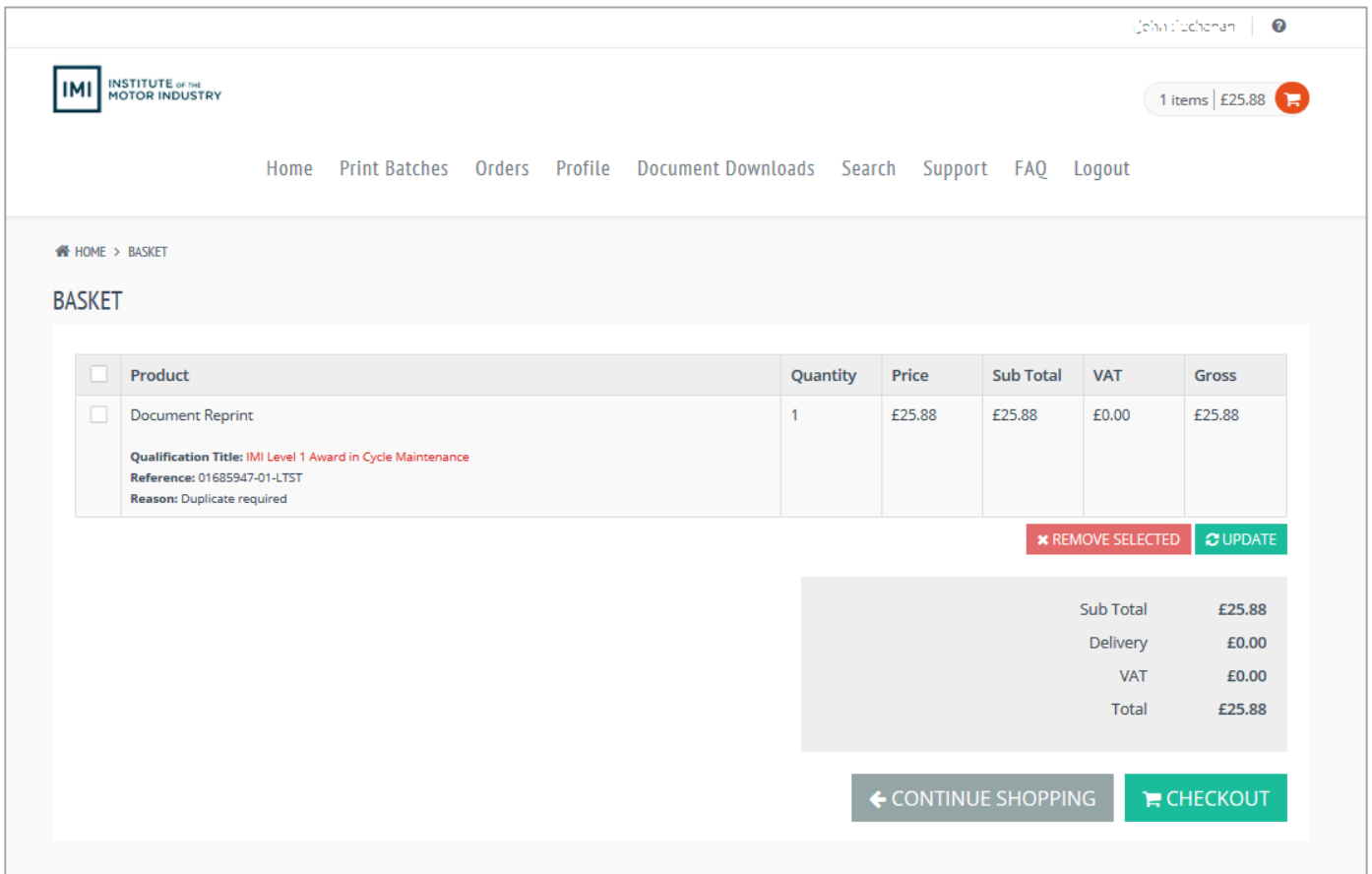
The Document Reprint area is displayed:



Candidates need to select the number of copies they require (please be aware that only 1 duplicate certificate or proof of qualification letter can be ordered per candidate per achievement) and the reason for the duplicate certificate before clicking Add to Cart.

The candidate will then be taken to their Basket. Multiple duplicate certificates or proof of qualification letters can be added to the basket before checking out.

Once ready to checkout, the candidate can click Checkout from their basket:



John Fuchanan

IMI INSTITUTE OF THE MOTOR INDUSTRY

1 items | £25.88

Home Print Batches Orders Profile Document Downloads Search Support FAQ Logout

HOME > BASKET

BASKET

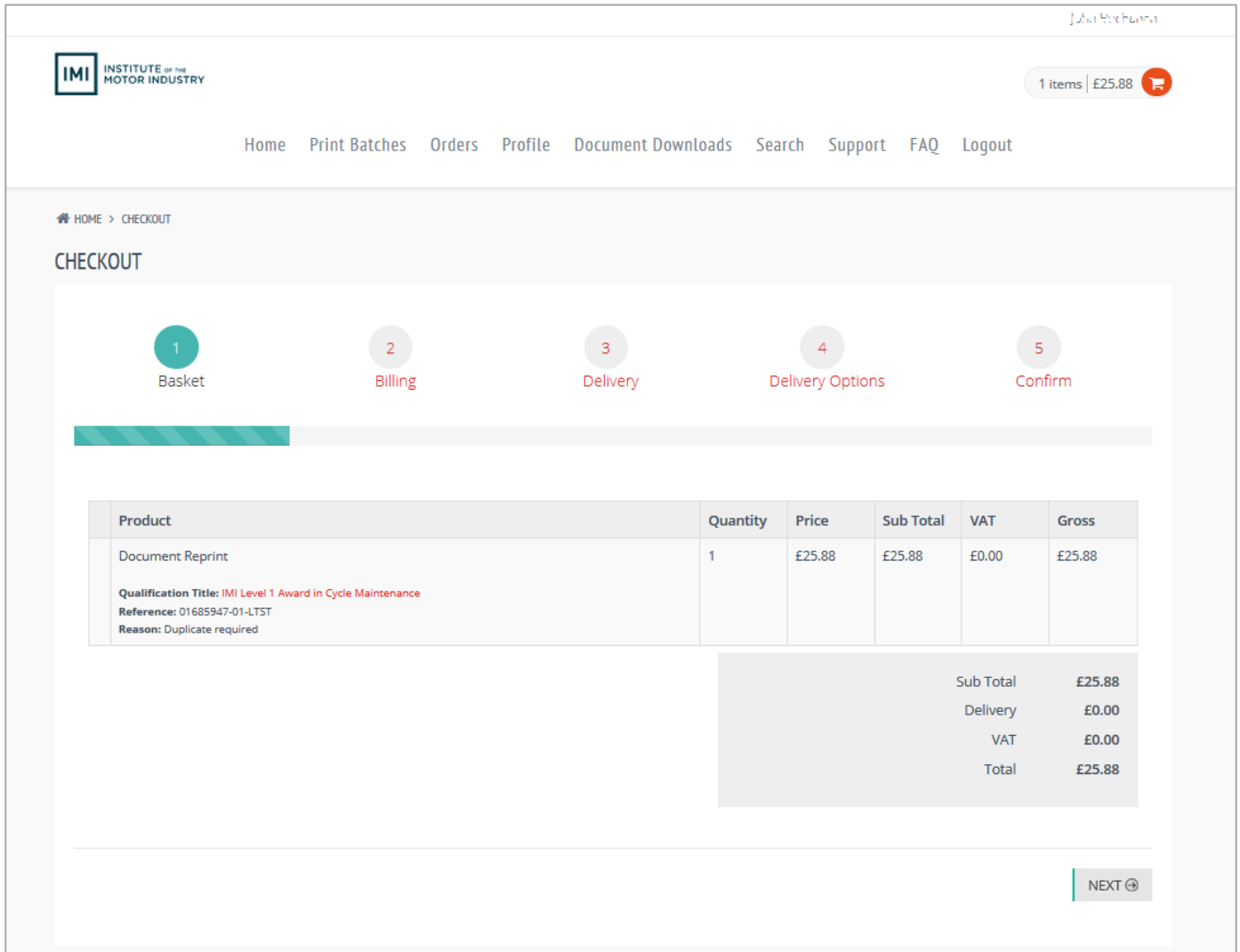
<input type="checkbox"/>	Product	Quantity	Price	Sub Total	VAT	Gross
<input type="checkbox"/>	Document Reprint Qualification Title: IMI Level 1 Award in Cycle Maintenance Reference: 01685947-01-LTST Reason: Duplicate required	1	£25.88	£25.88	£0.00	£25.88

* REMOVE SELECTED UPDATE

Sub Total	£25.88
Delivery	£0.00
VAT	£0.00
Total	£25.88

← CONTINUE SHOPPING CHECKOUT

The order process consists of 5 sections:



HOME > CHECKOUT

CHECKOUT

1 Basket 2 Billing 3 Delivery 4 Delivery Options 5 Confirm

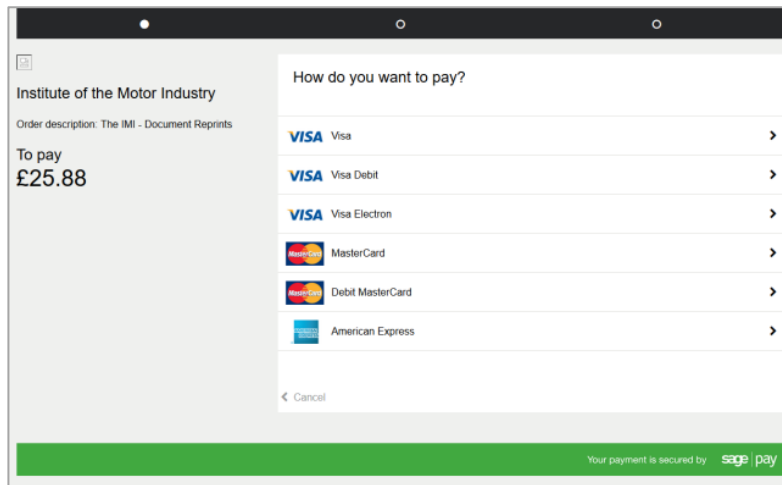
Product	Quantity	Price	Sub Total	VAT	Gross
Document Reprint <small>Qualification Title: IMI Level 1 Award in Cycle Maintenance Reference: 01685947-01-LTST Reason: Duplicate required</small>	1	£25.88	£25.88	£0.00	£25.88

Sub Total	£25.88
Delivery	£0.00
VAT	£0.00
Total	£25.88

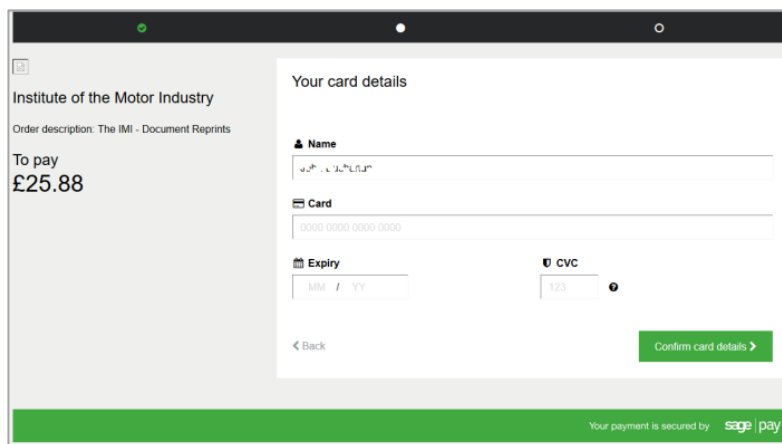
NEXT →

- Basket – this allows candidates to confirm what they are ordering
- Billing – this allows candidates to insert the billing address
- Delivery – this allows candidates to insert the delivery address
- Delivery Options – this allows candidates to select either:
 - Royal Mail signed for 2nd Class – there is no charge for this option
 - Royal Mail signed for 1st Class – this will be charged at £3.50
 - Please be aware that all international deliveries will show as no charge on this system. A member of the team will make contact to work out the delivery charge and to arrange for payment.
- Confirm – this allows candidates to confirm all details before the order is placed

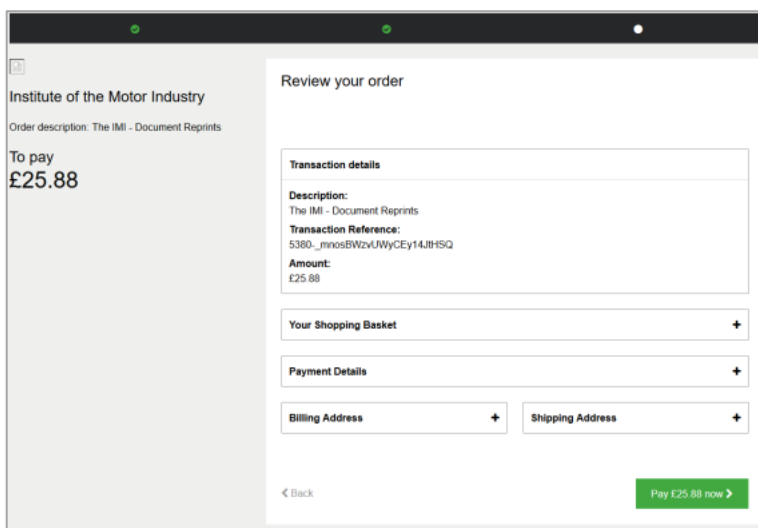
Once the order has been confirmed, the candidate will be taken to SagePay:



Select the correct card type and insert the required information:



Review the order and click the Pay now button when ready.



If payment is successful, the candidate will be returned to the orders page and will see the confirmed order.

If payment is unsuccessful, the candidate will be taken to the first payment page so they can try again.



SUPPORT AND FAQ

The support area provides users with contact information and the FAQ section provides a list of common questions and answers.