



Online Education Verification System

User Manual (For Graduates)

November 2023

Prepared by Information Technology Services Centre

Purpose

This document aims to teach users how to use the Online Education Verification System.

Scope

The scope of this user manual is the basic operation of the Online Education Verification System, e.g. submit an application and view the submitted application.

NOTE: This system is only for **graduates from undergraduate and taught postgraduate programmes of Lingnan University from 2002-03 onwards**. For other graduates of Lingnan University, please complete the Authorisation Form downloadable at the following hyperlink for submission to the Registry (registry@ln.edu.hk) by the authorised organisation conducting the education verification: <https://www.ln.edu.hk/f/upload/44292/Authorisation%20form.doc>. For programmes offered by Lingnan Institute of Further Education (LIFE), please contact LIFE (life@LN.edu.hk) for verification.

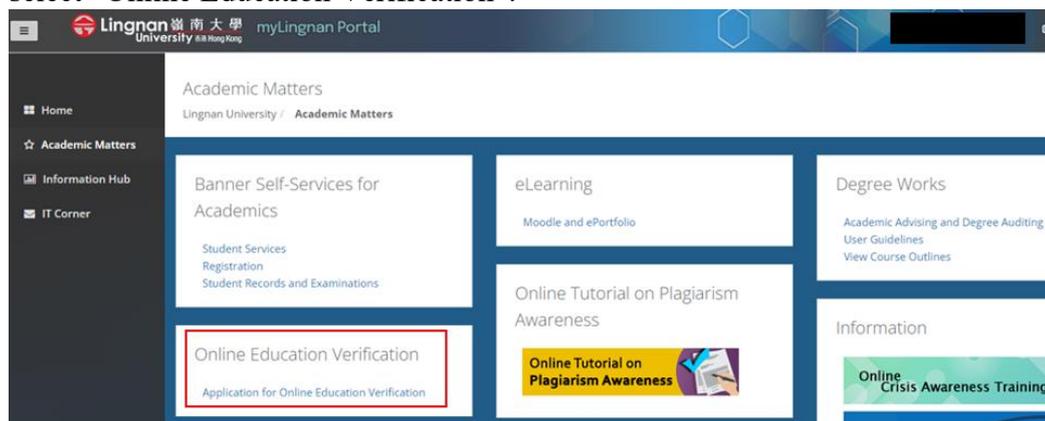
Access the System

You need to log into [myLingnan Portal](#) in order to submit an Online Education Verification application.

(Note: If you have forgotten your login names and/or passwords of [myLingnan Portal](#), please follow the instructions stipulated [here](#) for re-activation of account.)

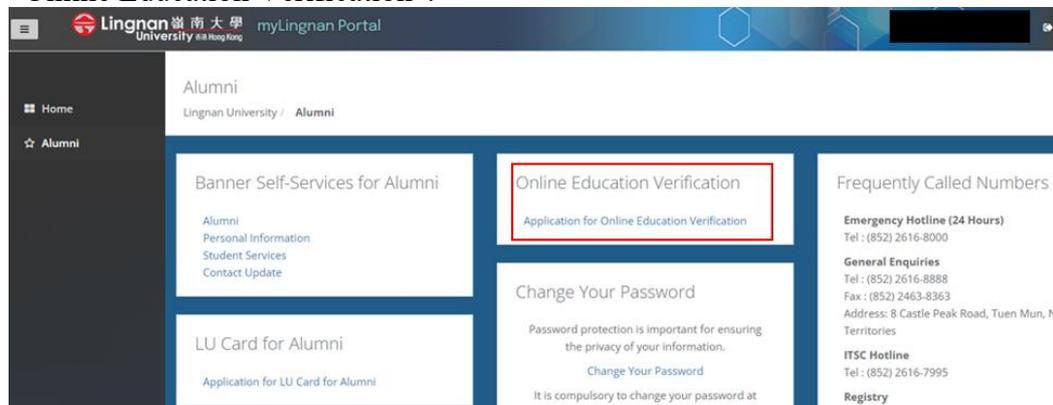
i. **For graduates who are currently studying at LU / who have not yet been converted to alumni in the Banner system**

After logging into [myLingnan Portal](#), click on the “Academic matters” tab and select “Online Education Verification”.



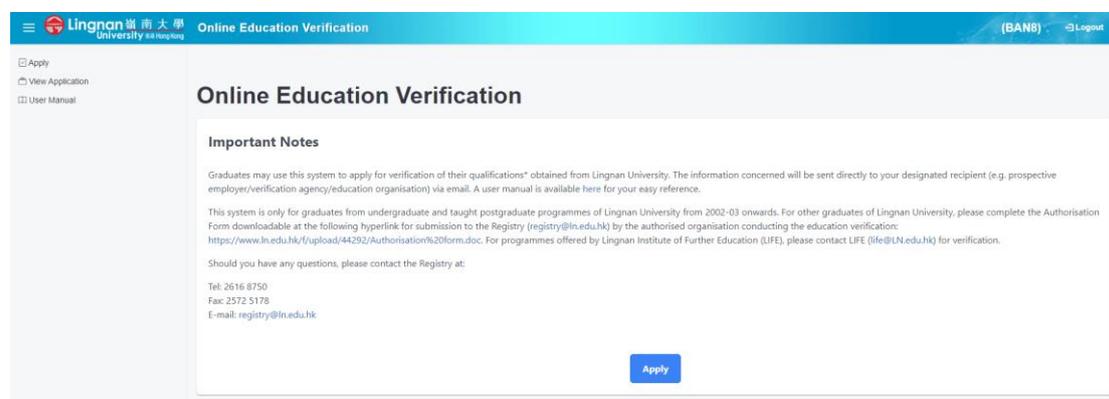
ii. For alumni

After logging into [myLingnan Portal](#), click on the “Alumni” tab and select “Online Education Verification”.

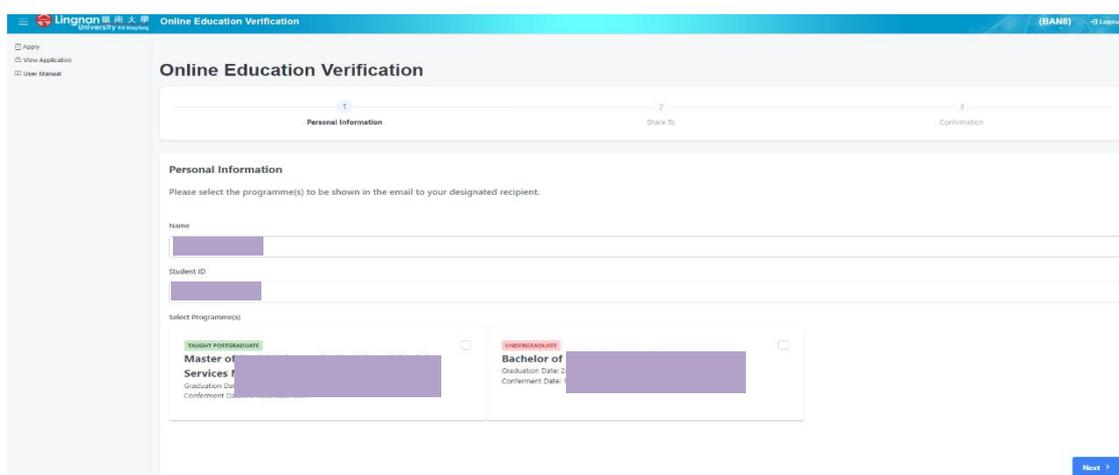


How to Apply?

1. Click the “Apply” button to start the application process.



2. Fill in Personal Information:
 - Name and Student ID fields are read-only.
 - Select which programme(s) to be included in the email. If you have not selected any programme, an error message “Please select at least one programme.” will be displayed.
 - Click “Next” after your selection.



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3. Fill in Recipient Information:

- The “Recipient Email Address” inputted must match what is inputted in “Re-enter Recipient Email Address” and should be a valid email address.
- The “Paste” function is disabled for the “Re-enter Recipient Email Address” field.
- “Company / Institution Reference Number” and “Recipient Name” are optional.
- Click “Next” after you fill in the required (and optional) information.

The screenshot shows the 'Online Education Verification' interface. At the top, there is a navigation bar with the Lingnan University logo and the text 'Online Education Verification'. Below the navigation bar, there is a progress indicator with three steps: 1. Personal Information, 2. Share To, and 3. Confirmation. The current step is 'Share To', which is highlighted. Below the progress indicator, there is a section titled 'Recipient Information' with the following fields: 'Recipient Email Address', 'Re-enter Recipient Email Address', 'Company / Institution Reference Number (optional)', and 'Recipient Name (optional)'. There are 'Back' and 'Next' buttons at the bottom of the form.

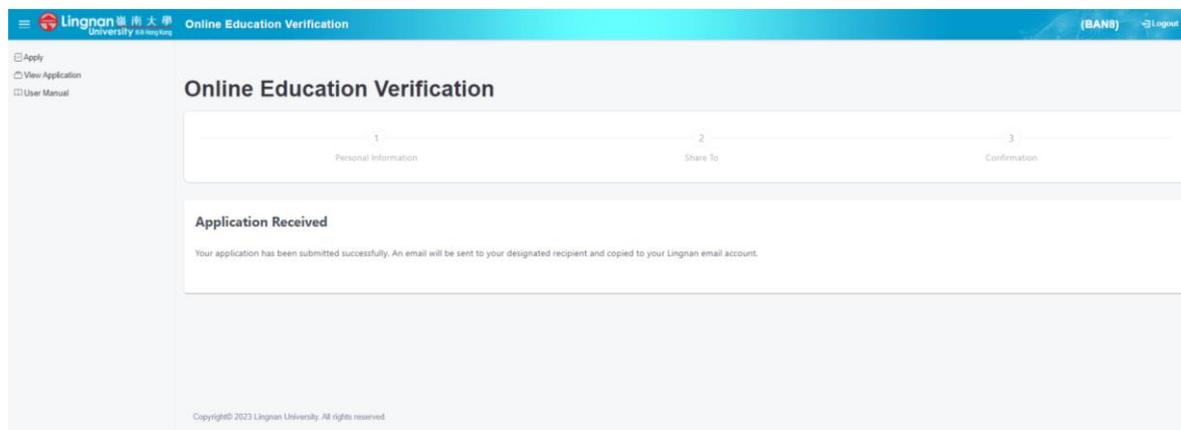
4. Confirmation:

- Please check the information again. If you confirm the information, please click “Confirm and Submit” to submit the application. After clicking “Confirm and Submit”, no change will be allowed. An email with your verification information will be generated and sent to the recipient directly.

The screenshot shows the 'Online Education Verification' interface at the 'Confirmation' step. The progress indicator at the top shows three steps: 1. Personal Information, 2. Share To, and 3. Confirmation. The current step is 'Confirmation', which is highlighted. Below the progress indicator, there is a section titled 'Confirmation' with the following text: 'After clicking "Confirm and Submit", no change will be allowed. An email with your education information will be generated and sent to the recipient directly with copy to your Lingnan email account.' Below this text, there are several fields: 'Name', 'Student ID', 'Recipient Email Address', 'Company / Institution Reference Number', and 'Recipient Name'. At the bottom, there is a 'Selected Programme(s)' section with two columns: 'Master of Science in Management' and 'Bachelor of Science in Management'. There are 'Back' and 'Confirm and Submit' buttons at the bottom of the form.

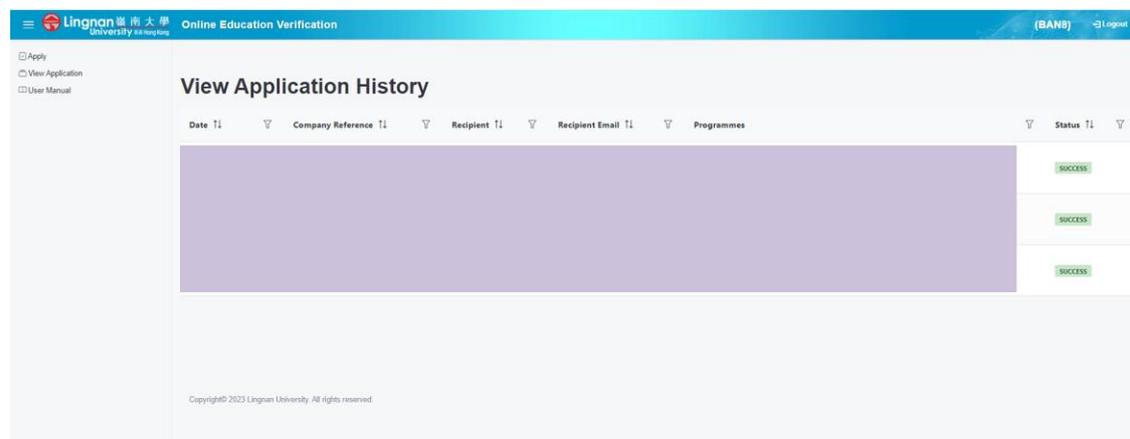
5. Finish

- A message “Your application has been submitted successfully. An email will be sent to your designated recipient and copied to your Lingnan email account.” will be shown.



View Submitted Application

Graduates can view the application(s) they submitted by clicking “View Application” on the menu bar.



- End -