

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.

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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: <u>https://www.ln.edu.hk/f/upload/44292/Authorisation%20form.doc</u>. For programmes offered by Lingnan Institute of Further Education (LIFE), please contact LIFE (<u>life@LN.edu.hk</u>) for verification.

Access the System

You need to log into <u>myLingnan Portal</u> in order to submit an Online Education Verification application.

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

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

After logging into **myLingnan Portal**, click on the "Academic matters" tab and select "Online Education Verification".

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■ Home ☆ Academic Matters	Academic Matters Ungnan University / Academic Matters		
 Information Hub IT Corner 	Banner Self-Services for Academics Student Services	eLearning Moodle and ePortfolio	Degree Works Academic Advising and Degree Auditing User Guidelines View Course Outlines
	Registration Student Records and Examinations Online Education Verification Application for Online Education Verification	Online Tutorial on Plagiarism Awareness Online Tutorial on Plagiarism Awareness	Information Online Crisis Awareness Training

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.

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	Important Notes Graduates may use this apply for verification of their qualifications* obtained from Lingnan University. The information concerned will be sent directly to your designated recipient (e.g. prospective employer/verification agencycleducation organisation) via email. A user manual is available here for your asy reference. 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 Goundoadable at the following hyperfink for submission to the Registry (registry @in.edu.hk) by the authorised organisation conducting the education verification: https://www.nedu.hk/uploada/42/20/ubroisation/2006/2006/mdo.for. For programmes offered by Lingnan Institute of Further Education (LIFE), please contact LIFE (He@U.Nedu.hk) for verification. The:2004 Frage Scient 500 Tex:2015 T28 Scient 500 E-mail: registry@in.edu.hk) Scient 500

- 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.

	Online Education Verification		(BAN8) -= Logout
Apply View Application	Online Education Verification		
	1 Personal Information	2 Share To	3 Confirmation
	Recipient Information		
	Recipient Email Address		
	Re-enter Recipient Email Address		
	Company / Institution Reference Number (optional)		
	Recipient Name (optional)		
	< Back		Next >

- 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.

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	Confirmation After clicking "Confirm and Submit", no change will be allowed. An email with your education information will be g	enerated and sent to the recipient directly with copy to your Lingman email account.	
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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.

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	1 Personal Information	2 Share To	3 Confirmation
	Application Received Your application has been submitted successfully. An email will be sent to your designated recipient and copied to your Lingman email account.		
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View Submitted Application

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

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