



How to Access your Electronic Official Documents.

Hi my name is Elena, I'm a UCD student and I also work part-time at the Student Desk. Today I'm going to show you how to access electronic versions of official documents like your certificate of attendance, statement of results or transcripts. You can find all the links mentioned in this video on the [UCD current students website](#).

Most students who studied in UCD after 2000 can access pdf versions of their official documents in SISWeb, free of charge. You never lose access to SISWeb, so you'll always be able to access these documents, even if you left UCD many years ago.

The first step is to [log into SISWeb](#). If you're not sure how to log in, check out our [How to Log into SISWeb video](#).



Once you're logged in, go to the Registration, Fees and Assessment tab. If you've graduated, this tab will be called Academic Services instead. Click on My Official documents then choose electronic documents.

In the Electronic Documents section, you'll see all of the documents that are available to you. In total, there are 5 types of documents that you're able to access. However, not all of these documents can be accessed right away. Your Transcript, Academic Statement and Diploma Supplement only become available once you've completed your programme, so they won't show up until you've gotten your final results in your final year.

The document that you're able to access first is your Certificate of Attendance. You can access this as soon as you confirm your registration for the year.



Your certificate of attendance will confirm that you're enrolled in a UCD programme (or will confirm any previous years that you were enrolled). If you've been asked to provide proof that you're a student, you can use your Certificate of Attendance to do so.

The next document that becomes available is your Statement of Results. This lists the modules that you took and the grades that you received in a given term. You can access your Statement of Results once the final results have been released for that term.

Your electronic documents are completely official and don't need to be stamped by UCD.

Each document has unique ID codes printed on them. If you give your electronic documents to a third party, like a bank, employer or another university, they can verify the authenticity of the documents by entering the codes into UCD's verification portal, ww.ucd.ie/verify.



To generate a pdf of any document, just click on the document title. You can then download it or print it out. It's really important that you enable your document for verification before you give it to anyone. To enable a document, just click the enable access button which is next to it. If you haven't enabled a document that you give to a third party, they won't be able to verify it through the verification portal, so they won't know if the document is authentic.

To find out more about how a third party can verify your electronic documents, [check out our document security webpage](#).

If you have any more questions about the electronic documents or how to access them, check out [our electronic documents webpage](#), [our Official Documents FAQ page](#) or [contact the Student Desk](#).



Remember that electronic documents are only available to students who studied after 2000. If you studied prior to 2000, you'll be able to order hard copies of your official documents. Find out how by watching our [How to order hard copies of your official documents video](#).

Thanks for watching, bye.