

Graduate eModule Guide

Using eModule

Pre July 2010 – Certificates are unavailable on eModule if you completed your course before July 2010, please email graduationceremonies@bpp.com for more information.

Graduates who received their result from July 2010 up to 2-4 months ago – use the eModule system to view your certificate. Any emodule queries - email emodulesupport@bpp.com

Graduands who received their results in the past 2-4 months – may not be on eModule yet: Results still need to go through Academic Council and candidates should wait until they are invited to register.

For more detailed timings see https://www.bppstudents.com/university_services/graduation/awards/

eModule Home Page

When you access the webpage <https://certificates.bpp.com/> you will be taken to the above eModule home page. Before you can access your profile you will need to register by creating an eModule account by clicking the **Register** button. Please note: This is a 3 step process which needs to be completed before you can access the your profile.

If you completed your course pre July 2010 your certificate will not be available on eModule. Please email graduationceremonies@bpp.com who can assist you further with your request.

Graduate eModule Guide

Register

The screenshot shows the 'STUDENT REGISTRATION' page. At the top, it says 'Follow our simple 3 step process to create your account and access your Document Dashboard.' Below this are three steps: 1. REGISTER (highlighted with a purple box and a pencil icon), 2. ACTIVATE (with an envelope icon), and 3. ACCESS (with a globe icon). Below the steps is a progress bar with three circles: 1 (green, labeled 'Login'), 2 (grey, labeled 'Profile'), and 3 (grey, labeled 'Confirm'). The '1. REGISTER' step is active, showing input fields for 'Email Address', 'Username', 'Password', and 'Confirm Password'. A 'NEXT' button is at the bottom right.

Once the **Register** button is selected you will be taken to the page above. The first step is to register your email address and chosen password in the fields above. Once all fields are completed press NEXT.

Email Address – Use your PERSONAL email address not BPP email address or your account could be denied

Password/Confirm Password - A password you will remember.

Activate

The screenshot shows the 'STUDENT REGISTRATION' page. At the top, it says 'Follow our simple 3 step process to create your account and access your Document Dashboard.' Below this are three steps: 1. REGISTER (with a pencil icon), 2. ACTIVATE (highlighted with a purple box and an envelope icon), and 3. ACCESS (with a globe icon). Below the steps is a progress bar with three circles: 1 (yellow, labeled 'Login'), 2 (green, labeled 'Profile'), and 3 (grey, labeled 'Confirm'). The '2. ACTIVATE' step is active, showing a 'PROFILE' section with input fields for 'Student ID', 'First Name(s)', 'Surname', 'Telephone Number', 'Mobile Number', and 'Date of Birth'. Below this is a 'VERIFICATION' section with a 'Telephone Number' field. A 'PREVIOUS' button is at the bottom left and a 'NEXT' button is at the bottom right.

Graduate eModule Guide

Once you have registered your email and chosen password, you will be taken to the second step which is the **Activate** page. Once the mandatory fields are complete you can access the final step by clicking next, if for any reason you need to go back to the register page you can select previous.

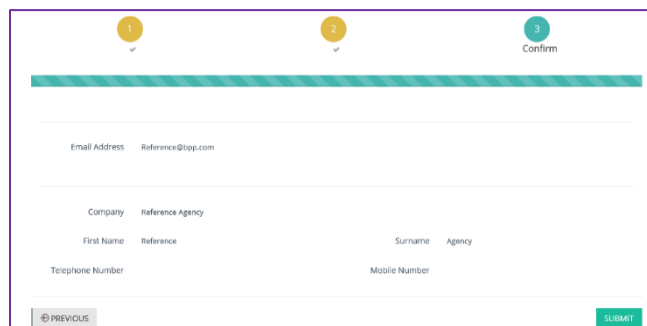
Student ID – This is your SRN or Student ID number, please enter your full student ID number to register, e.g. BP0123456 (*make sure you use CAPITAL BP*) or 1054321. Do not try to enter these examples given for the Student ID, you will be told it already has been used. You need to enter your own personal ID so that your certificate can be linked from your student record. Please contact graduationceremonies@bpp.com with your date of birth and the course you completed if you cannot remember your student ID/SRN.

First Name(s) – Your first and middle name(s)

Surname – Your surname at the time of study e.g. your maiden name if you were not married at the time of study. Please email graduationceremonies@bpp.com if you are unsure what name you need to input here.

Date of Birth – Although not marked as mandatory, you need to input your date of birth as it can help us if we have any queries with your record as there may be someone with the same name as you. Please write your name in the following format if you do choose to input it 'DD/MM/YYYY'.

Confirm



Once you have completed the Register and Activate pages you will be taken to the **Confirm** page above. Please check the above details carefully to ensure that they are correct so you can submit your registration, **even if you receive an error message (see screenshots below) please ignore them and press submit so that your account can be verified by an eModule administrator.**

Once registered please use the link sent to the email provided to validate your registration before logging in for the first time – **you will not be able to log in to your account unless you have verified your email using the link provided on the verification email sent to the email provided when you register.**

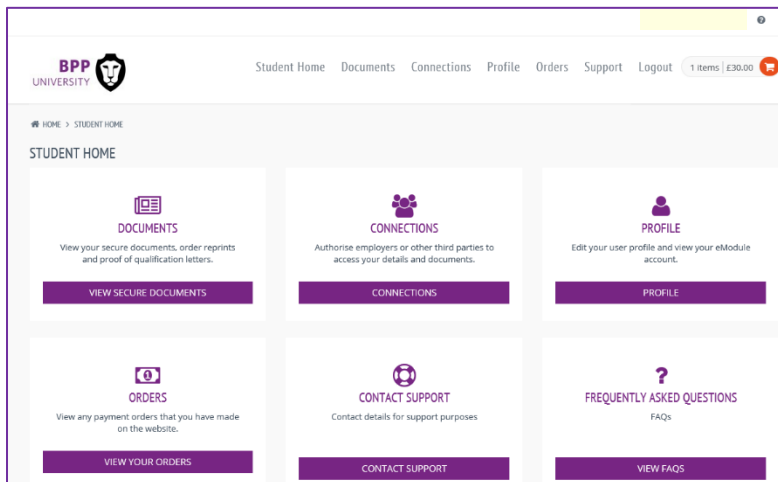
Troubleshooting/Error Messages

Could not verify your account. An administrator will now have to approve it.

Graduate eModule Guide

If when you try to log in and it takes you straight back to the log in page, this means you have not verified your account. Please make sure you verify your account. If you are sure you have done this and there is still a 'log in loop', please contact emodulesupport@bpp.com to provide you with a manual verification link.

Student Home



Documents - View your certificate(s), order a replacement and share with employers or other third parties.

Connections - Add/remove connections.

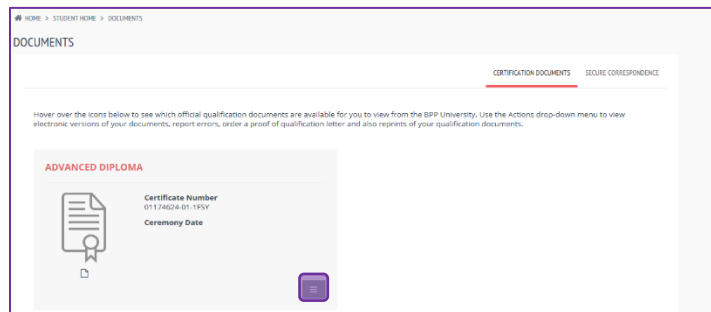
Profile - Edit your user profile and view your eModule account.

Orders - View orders made for your replacement certificate.

Contact Support - Emails to contact for support for eModule and transcripts.

Frequently Asked Questions - FAQs

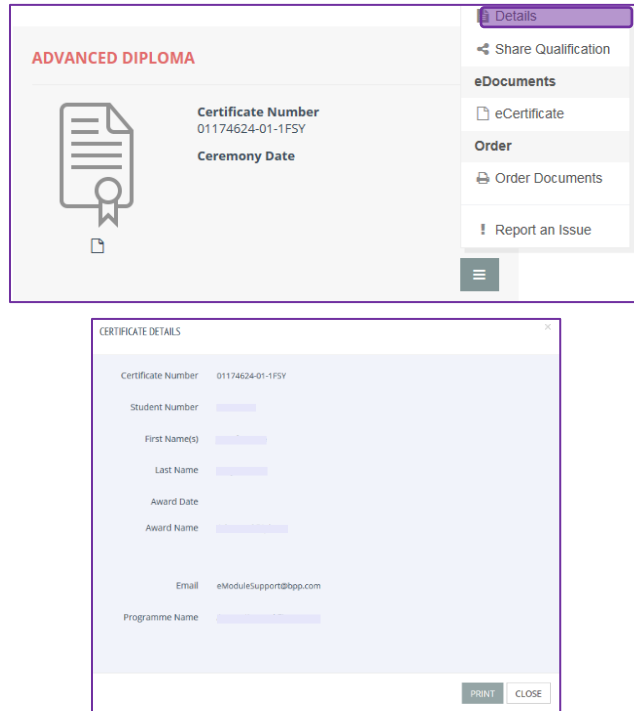
Documents/View Secure Documents



Here you can view your certificate(s), if you cannot access your certificate please email graduationceremonies@bpp.com so we can assist you further. Click on the grey box with white lines to view the different options for your certificate.

Graduate eModule Guide

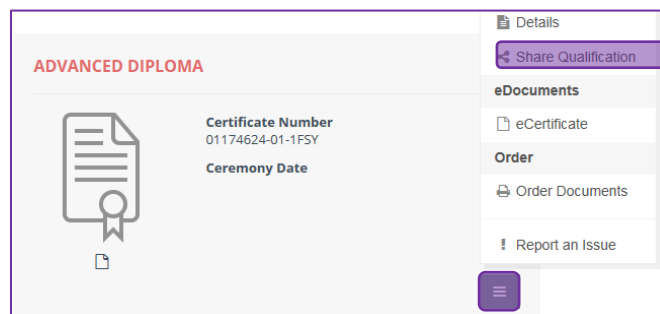
Details



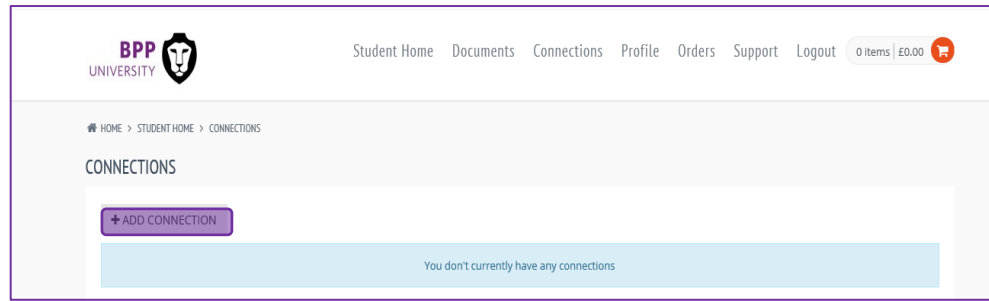
When you select the **Details** it will take you to the page above which brings up your certificate details and your profiles to show that they are linked together. Ignore the print option.

Share Qualification

If a third party wants to access your certificate for referencing, you can share your qualification. Please contact emodulesupport@bpp.com for an EXTERNAL guide to do this, to send to the third party.



Graduate eModule Guide



When you first select **Share Qualification** it will take you to the above page, as you will have not made any connection yet you will get the above message “you don’t currently have any connections”.

THIRD PARTY DETAILS

First Name *

Surname *

Email *

Company *

Expiry Date

SEND

DOCUMENT PERMISSIONS

CERTIFICATE

Qualification eCertificate ☒

Once you select ‘Add Connection’ you will be taken to the above page where you can input the details of the third party (employers, referencing agencies and other third parties) that you would like to be able to access and view your certificate on eModule. You can set the expiry date to the date you would like the third party to access your certificate till.

CONNECTIONS

+ ADD CONNECTION

Page < 1 > of 1 | View 10 | records | Found total 1 records

Company	Name	Email Address	Status	Created Date	Approved Date	Expiry Date	
BPP	Graduation Ceremonies	[redacted]	Account is currently pending registration	15/02/2019			DELETE

Page < 1 > of 1 | View 10 | records | Found total 1 records

Once you have made the connection you will be able to see it in the format above. The status will be set as ‘account is currently pending registration’ because the third party will have to accept and register their own account using the link

Graduate eModule Guide

sent to their email. You can add multiple connections to your account. Connections can be deleted at any time; you can also amend when the expiry date for a third party to be able to access your certificates will be to.

Once the Third party has created their account, you will need to approve it.

HOME > STUDENT HOME > CONNECTIONS

CONNECTIONS

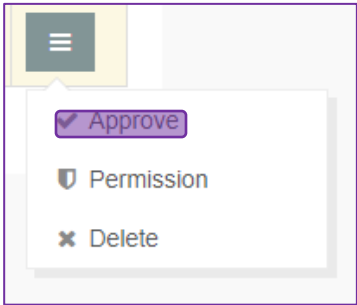
+ ADD CONNECTION

Page < 1 > of 1 | View 10 records | Found total 1 records

Company	Name	Email Address	Status	Created Date	Approved Date	Expiry Date	
			Account is currently pending approval				

Page < 1 > of 1 | View 10 records | Found total 1 records

Graduate eModule Guide



CONNECTIONS

+ ADD CONNECTION

Page < 1 > of 1 | View 10 records | Found total 1 records

Company	Name	Email Address	Status	Created Date	Approved Date	Expiry Date	
			Account is currently active				

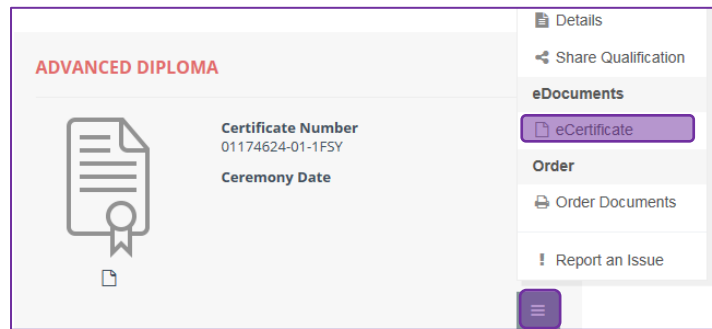
Page < 1 > of 1 | View 10 records | Found total 1 records

Once you have approved their account, you will be able to see it in the format above. The status will be set as ‘account is currently active’.

They will then be able to view your certificate for as long as you have set the expiry date to.

Graduate eModule Guide

eCertificate



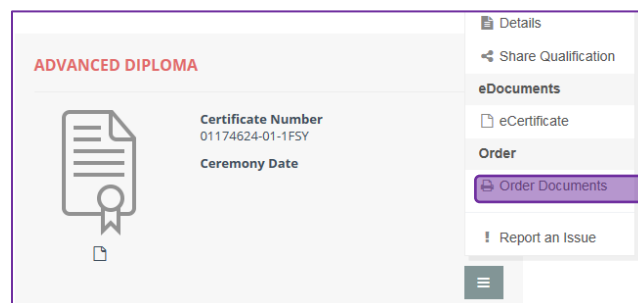
Depending on what certificate you would like to view an electronic version, select **eCertificate** on the pop up menu for the certificate you want to access. If you cannot see eCertificate on the pop up menu, email graduationceremonies@bpp.com so that we can look in to why your certificate is not ready to view.

Please note: Only certificates that have gone through Academic Council will be available to view on eModule

Once you select eModule you will be able to view an electronic version of the certificate you have chosen to view. If you see any errors on your certificate e.g. name is misspelt or wrong qualification name please contact us on graduationceremonies@bpp.com with the error so we can change it for you.

Please note: Your **eCertificate** is only valid as an electronic document. If you print out the electronic copy it will have the watermark 'only valid as an electronic document' across the page. You can share the electronic copy using **Share Qualification** as shown above or order a replacement copy on **Order Documents** below.

Order Documents



Graduate eModule Guide

PRODUCT

DOCUMENT REPRINT

Order additional copies of your BPP University qualification documents. Orders will be processed within 10 working days.

CERTIFICATE: 01174624-01-1PSY

QUALIFICATION TITLE: Advanced Diploma

CEREMONY DATE: No date to display

REPRINT REASON: Please select

CERTIFICATE £30.00

When you select **Order Documents** on the pop up menu, it will take you to the above page where you can order a replacement copy of your certificate.

There is reprint reason drop down menu where you can select from a range of options on why you need a reprint copy of your certificate.

In the bottom left hand corner you need to select the amount of copies you would like to order.

Please note: There are two different replacement certificate prices which will depend on your delivery address. For UK addresses the price is £30 and for overseas addresses the price is £45.

PRODUCT

DOCUMENT REPRINT

Order additional copies of your BPP University qualification documents. Orders will be processed within 10 working days.

CERTIFICATE: 01174624-01-1PSY

QUALIFICATION TITLE: Advanced Diploma

CEREMONY DATE: No date to display

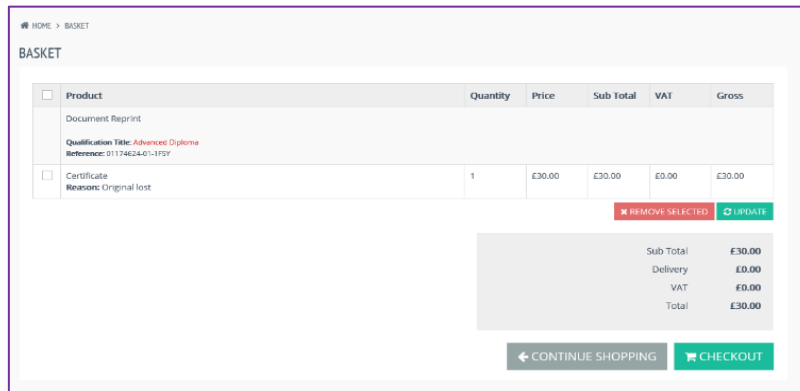
REPRINT REASON: Original lost

CERTIFICATE £30.00

£30.00 ADD TO BASKET

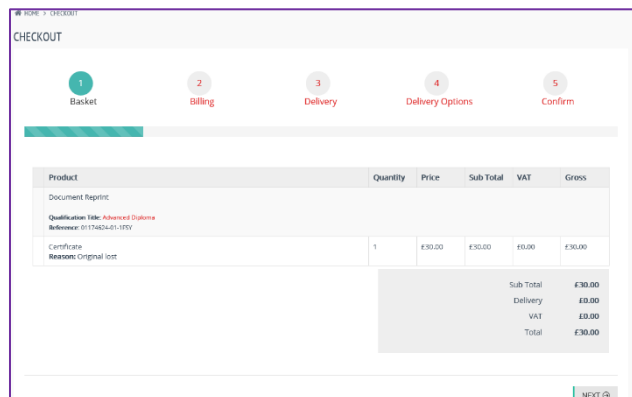
Once you have selected reprint reason and the amount of certificates you would like to order, select 'Add to Basket' in the bottom right hand corner.

Graduate eModule Guide



Once selected, you will be taken to your 'Basket' where you can remove and update the amount of replacement certificates or even continue shopping if you need to add another certificate for a different qualification.

When you are happy that you are ready to purchase select 'Checkout'.

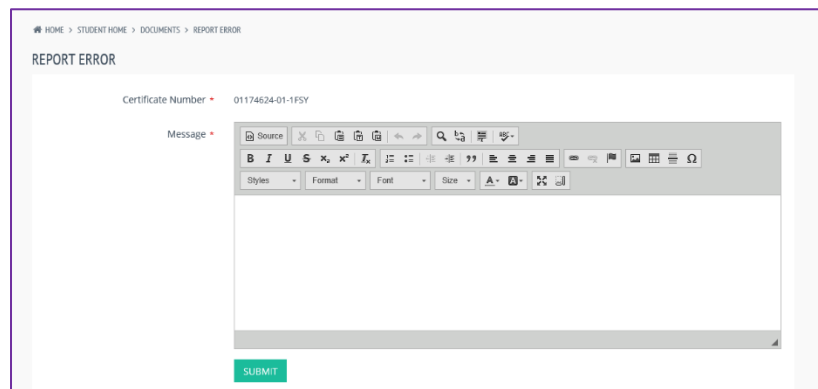
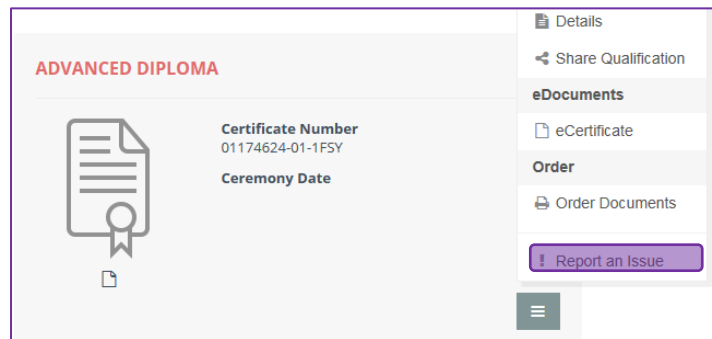


The Checkout will take you to the page above where you need to go through each stage to complete the purchase of your replacement certificate(s).

If you have any problems with any of the above stages please email graduationceremonies@bpp.com with a screenshot of the error.

Graduate eModule Guide

Report an Issue



On the **Report an Issue** page you can write up anything that you are having problems with such as not being able to complete a payment or view your eCertificate. Your message will go straight through to eModule support. If you do not get a response within 5 days you can also email graduationceremonies@bpp.com with the same error message and someone from the Graduations team can pick it up and assist you.