

# UNN iVerification User's Manual

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# **PROFILE SETUP AS A NEW USER**

**Step 1**: Click on the **VERIFICATION** tab on the home page of https://alumni.unn.edu.ng The verification portal opens with a popup message guiding visitors on basic information on I - Verification use as shown below

University to restore the	How to use iVerification.	×	
Wekome Transcript Vent	Here are a few pointers before you go any further. You must have the following vital information handy. • Valid Email Address of Requesting Institution • Full Name of requesting Institution • Mailing Address of requesting institution • City • City • Zip/Post Code • Country • Continent Note that you are charged a verification fee per alumnus verification and an additional shipping fee where required. Please ensure you read the PAYMENT INSTRUCTIONS III Enjoy using Werificationt	p & Information ntact Us livery policy vacy policy vment options pping options ge idelines	
		Payment rates University Facts	



Step 2: Close the popup and then.

**Step 3:As** new users, you will be required to enter your organization or company's email address and the check the **No**, **I have never made a verification request before box to create** your profile as seen in **Fig. 2** below.

Welcome Transcript Verification	
	and the second se
Create your organization profile	Help & Information
Organization Email Address*	Contact Us
Email Address	Delivery policy
- No. I have never made a verification request before O	Privacy policy
	Payment options
Confirm	Shipping options
	FAQs
	Guidelines
	Payment rates

**Step 4**.Enter the required details for profile creation, these details include institution name, address, city, continent, country, phone number and zip code as seen in figure 3 below

Velcome Transcript Verlic	ation	
Create your organ	ization profile	Help & Information
Organization Email Address*	izadion prome	Contact Us
Email Address		Delivery policy
-	- Review of the O	Privacy policy
No, I have never made a ve	rification request before. 🕼	Payment options
Institution/Organization*		Shipping options
Institution/Organization		FAQs
Address*		Guidelines
Address		Payment rates
City*		University Facts
City		
Continent*		
[Select CONTINENT]		*
Country*		
[Select COUNTRY]		• :
Phone number*		
Phone Number		
Zip/Postcode*		
Zip/Postcode		
Create		
		(7) 2015 Linjuarini of Alizaria Alizaria Africa
Help & Information	Payment Options	Rights Reserved. Powered By Seamfix
Contact us FAQs Delivery policy Guideline	es internet Colore	Contraction Contra
Privacy policy Payment	rates	RELATIONS OFFICE
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#### Fig 3.

Step 3: After typing in the required details, click the Create button to create your profile

# **SELECTION OF VERIFICATION REQUEST TYPES**

After creating a profile as a new user, a new page opens that allows you select the type of verification you intend to do shown in **Fig. 4** below.

	ipt Verification			
Please select	your verification reque	est option(s)		
	2710115			
CHOOSE C	PTIONS			
			101	Help & Information
Selected Ve	rincation		(0)	Contact Us
Verification	options		(3)	Delivery policy
O Certifica	ite	(•	ŧ 10,000.00 )	Privacy policy
Verificati	on of alumni certificate inf	ormation		Payment options
				Shipping options
0.7			10.000.001	FAQs
U Transcr	pricos		10,000.00 )	Guidelines
Verificati				Payment rates
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	ocuments	()	125,000.00 )	
Verificati	on of alumni entry and suj	porting documents		
			<i>c</i> 1	
PROCEED			Cancel	
PROCEED			Cancel	
PROCEED Help & Informa	tion	Payment Options	Cancel	© 2015. University of Nigeria Alumni Affairs. All Rights Reserved. Powered By Seamfly
PROCEED Help & Informa Contact us	tion FAQs Guidelines	Payment Options		© 2015. University of Nigeria Alumni Affairs. Ali Rights Reserved. Powered By Seamfix

#### Fig 4.

After selection of your preferred verification type, click on the **PROCEED** button to continue.

Upon click on PROCEED above ,a page that allows you to provide the details of the alumnus whose document is to be verified pops up as shown in Fig 5 below. Fill in the required fields.

Welcome Transcri	pt Verification		
Verification re	equest selection saved	successfully	
Alumnus D	etails		
Matriculation nur	nber <mark>* e.g 2004/12777</mark> 9	9	Help & Information
Format - xxxx/xxx	xxx		Contact Us
First name*			Delivery policy
First Name			Privacy policy
Surname*			Payment options
Sumame			Shipping options
e 14			FAQs
Email*			Guidelines
CT(G)			Payment rates
Phone number			University Facts
Phone Number			
Department*			
Department			
Certificate ID*		Re-Enter Certificate ID*	
Certificate ID		Re-Enter Certificate ID	
Attach PDF docume	nt to request if any (M	ax of 512KB Per File)	
Choose File No fil	e chosen		
Do you wist	n to defer payment to t	the alumnus? 🞯	
CONTINUE		c	ancel
Help & Informat	tion	Payment Options	© 2015. University of Nigeria Alumni Affairs. All Rights Reserved. Powered By Seamfix
Contact us Delivery policy	FAQs Guidelines	VIII Contraction Research Rese	OFFICIAL UNIVERSITY OF NIGERIA ALUMNI
Privacy policy	Payment rates		RELATIONS OFFICE
Payment options	University Facts	Doctal Ciptione	

You can attach supporting document and also defer the payment to the alumnus if you want the alumnus to pay for the verification by checking the check box that states, "**Do you wish to defer payment to this alumnus?**".

Click on CONTINUE to proceed .

Upon click on **CONTINUE** above, a page that allows you to review your details before payment pops up as shown in Fig. 6 below.Click edit to edit the details or select card type to proceed with payment on REMITA platform.

Welcome Tran	script Verification		
Abarrara de	tails saved successfully		
	Confirm Verif	ication Request Detail	
			Charges
	Selected Verifical	tion Type(s)	crange
	Review Organiza	tion/institution	Edit
	ologolo avenue		
	dikfigggrukakikket		
	dolowasegungseamfik	LCDM -	
1	Phone No. (+524) 07056737		
1	City htblicgghidida		
	Country monch Gulana		
	Continent		
	Ztp/Postcode 123		
	Review Alumnus		Edit
1	2000/23458		
	autummingis		
	sghhah		
	Email address nill@yaboo.com		
	Phone No. 4554430075		
1	Department above		
	Certificate ID 21		
	TOTAL		₩10,000
	Select Payment M	ethod	
	-Ch	ICUSE PAYMENT TYPE-	
			Connel
	Proceed		1.000733.001
Help & Inform	nation	Payment Options	6-2015. University of Sugeria Alamini Attains, All Biotric Becevent Provided by Superior
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Fig.6

Upon complete selection of card type, click proceed ,a page pops up as shown in fig 7 below



#### Fig 7

Click on CONTINUE TO REMITA to proceed. Clicking Continue to Remita takes you to the next page to add your payment card details as shown in Fig 8 below

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https://mpi.volucardnigeria.com/index.jsp?ORDER/D=70157618/SESSION/D=	CB228/284049041704D7C440EE5CCC0 CB228/284049041704D7C440EE5CCC0	4	ê	0	+	1
<b>*</b>	IED Yments					
Please enter	** Card Payment Details ** our card details carefully in the information fields provided below.					
	About CW2 and Name on Card					
1. Th 2. Na	CVV2 (CVC2) is the 3 digit code at the back of your card. e on Card is the name printed in front of your card (below the PAN).					
	Transaction Details					
Amount:	45 000.00					
Currency:	Nara					
Invoce number:	7015761					
Descriptio	330139386970 / UNN - iTranscript, in favour of UNIVERSITY OF NIGERIA, NSUKKA - 1000109					
	** Enter Card Details **					
Enable v	ual keyboard					
Card Numl	E CONTRACTOR OF					
CYV2/CVC	12					
Name on C	rdy:					
Expiration	te: Month V Year V					
Children						

#### Fig 8.

Enter your card details and click on OK button, Upon successful completion of payment, a congratulatory message shows up as shown in Fig 9 below.



Fig 9.

### **VERIFICATION OF DOCUMENT BY RETURNING USER.**

A returning user is a user that has already created a profile successfully on the portal and has completed at least one verification request on the portal.

**NOTE** As a returning user(user that have requested for verification successfully before on the portal), you will only need to enter your email address and then click Confirm to proceed.

#### Follow the steps below.

**Step 1:** Click on the VERIFICATION tab on the home page of https://alumni.unn.edu.ng The verification portal opens with a popup message guiding visitors on basic information on I - Verification use .

Step 2: Close the popup.

**Step 3:** As existing users, you will be required to enter your organization or company's email address then click on confirm button to load the page in Fig. 10 below.



Fig 10.

VERIFY NEW RECORD: Selecting this tab allows you to place a new verification request

**VIEW VERIFICTION REQUEST:** Selecting this tab allows you to view all verification requests that you have placed on the portal, and to see status of each request and view verification report.

**VIEW SUCCESSFUL PAYMENT**: Selecting this tab allows you to see all successful payments you have made on the portal, and to print receipts

**VIEW PENDING PAYMENTS**: Selecting this allows you to see all payment that were not completed, and then query status

**VERIFY FAILED PAYMENTS**: Selecting this tab allows you to see failed payment, and reasons why payment failed.

On selecting **VERIFY NEW RECORD**: a new page opens as shown in fig 11 allowing the user to select verification type.

You can choose one or all of the options as need be. Choice can be made here for Certificate, Transcript/Date of Birth, and/or iUNN Documents (documents presented by alumni at the point of entry).

After making a choice, the user clicks the **PROCEED** button to move to the next page where the user will be required to fill in the details of the alumnus whose documents the user wants to verify

The user can upload a copy of the transcript or certificate using the **Browse** functionality as shown in **fig 5**.

\If the user is also verifying iUNN Document, a page comes up as shown below to allow the user select the document(s) the user wishes to verify. A text box is provided for the user to write other document(s) the user wants to verify that are not listed here. The user can attach document(s) for the university to view using the **Browse** functionality. After this, the user clicks **PROCEED** to move to the next page as shown in **fig 11** below.



The next page is a summary page that allows the user to review details of the alumnus and to choose the payment option. Selecting a payment option here is for case where the user is paying. In cases where the alumnus is required to pay, payment is deferred to alumnus before this stage. After selecting a payment option, click **PROCEED** to move to next page.

The new page is a payment summary page that allows you view total amount for payment as shown in fig7

If the user wants to pay in a bank, this page can be printed, and payment made at the bank with the Remita Retrieval Reference. Clicking **Continue to Remita** takes you to the next page to add you payment card details as shown in Fig 8.

Upon successful completion of payment, a congratulatory message shows up as shown in Fig 9 below.

Verification results are usually sent out in a space of five working days. In the event that there are some challenges delaying result, an admin will send an update.

Verification results are sent to the email of the organization that requested for the verification. It comes as a code. A guide is provided on how to access the code as seen below:

#### Dear Chevron,

Sequel to the verification request for Madueke Kenedy made by your organization

The result is available and can be accessed on the verification portal with the access code 14746228579187882190815

- 1. Visit the portal at https://alumni.unn.edu.ng/iverification
- 2. Confirm your email address
- 3. Click on VIEW VERIFICATION REQUEST
- 4. Supply the passcode for the one of respective listed verification request

## **ADDENDUM**

- Fig 1: iVerification popup guide
- Fig 2: Profile creation view
- Fig 3: Profile creation view
- **Fig 4: Verification Options**
- Fig 5: Alumnus Details
- Fig 6: Verifying Document details
- Fig 7: Verifying payment details
- Fig 8: Verification Summary and proceed to payment view
- Fig 9: Payment portal view
- Fig 9: Request Confirmation view
- Fig 10. View for returning user after email confirmation.