UNN iVerification
User's Manual

innovation » experience » reach
| the elements of success |

TABLE OF CONTENT

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
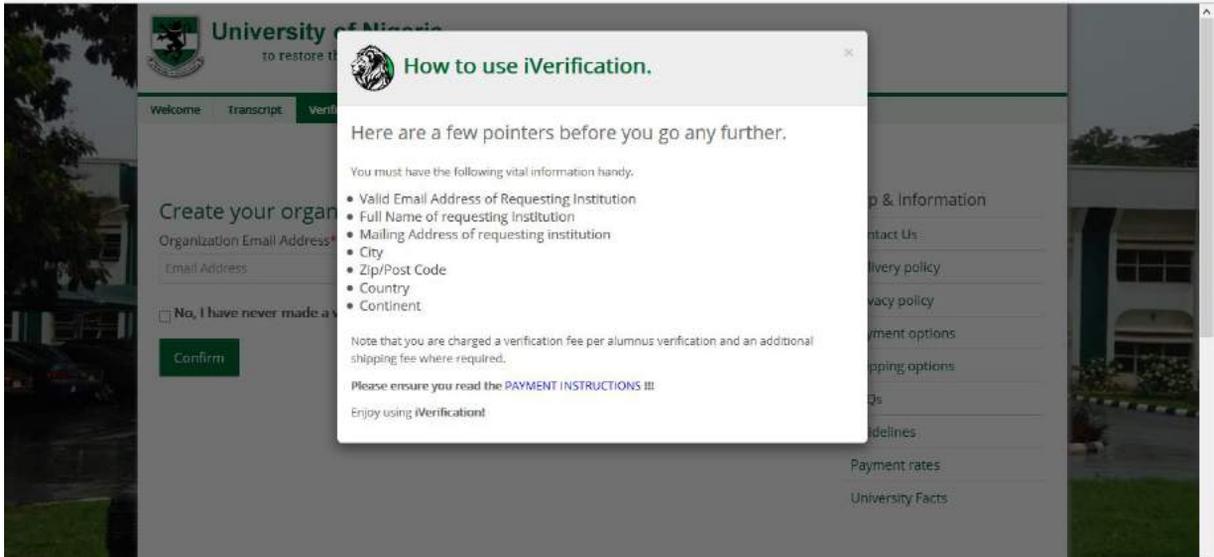

Fig 1.

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.
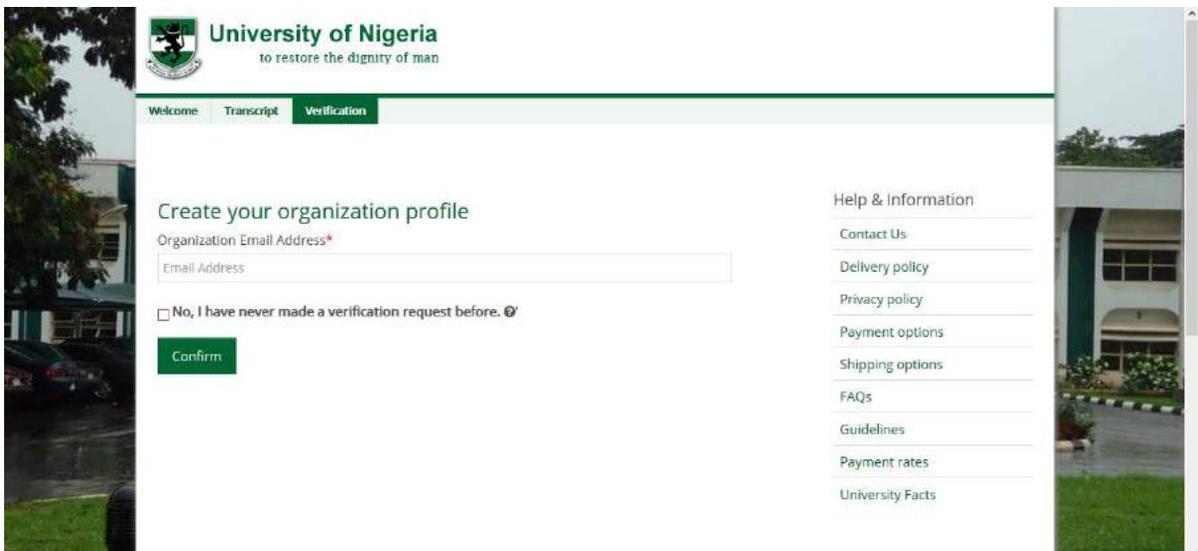

Fig 2.

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

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.
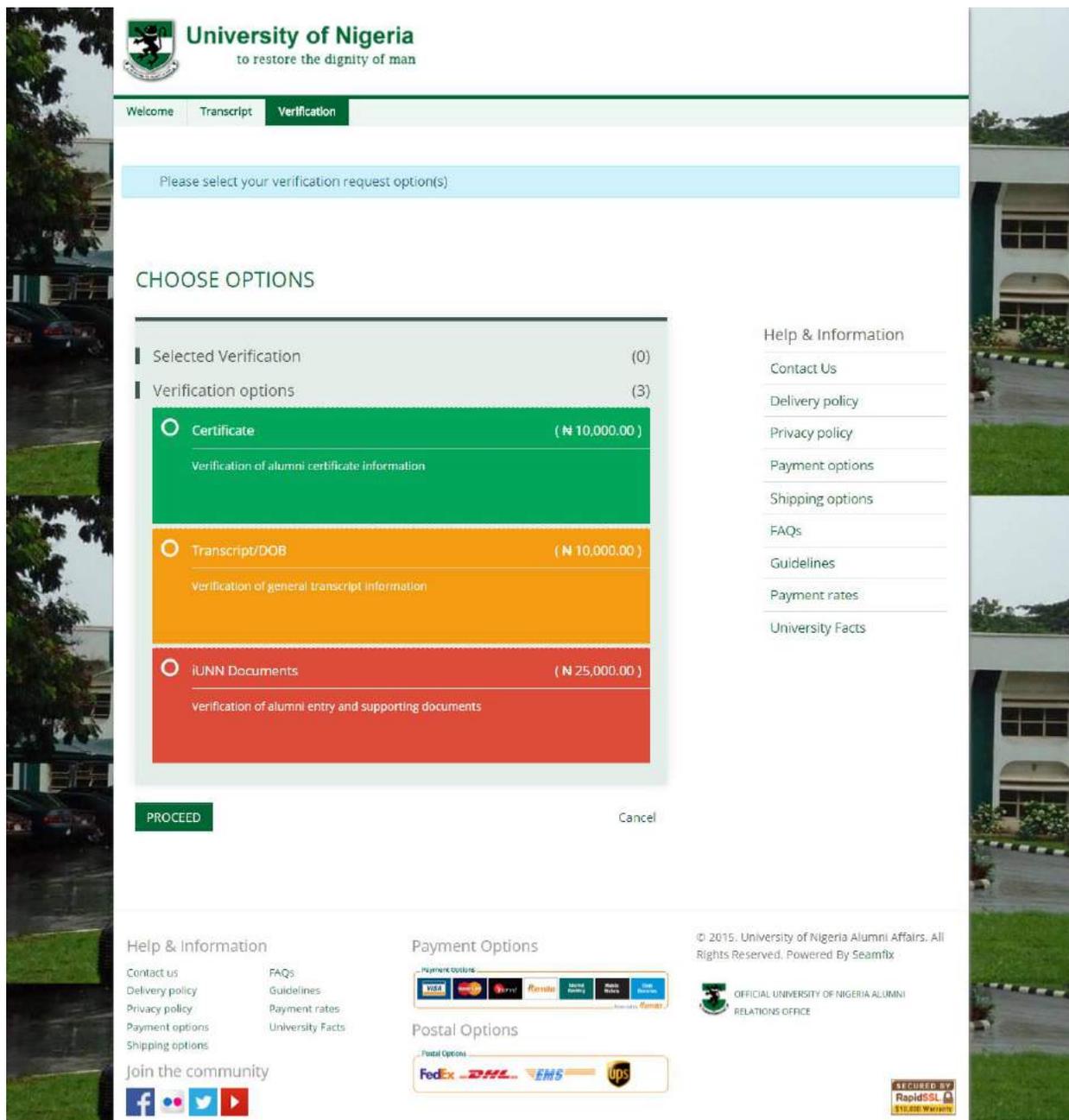
Fig 4.

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

PROVIDE ALUMNUS DETAILS

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.

Fig 5.

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 .

PAYMENT PROCESS

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.

Fig.6

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

Fig 7

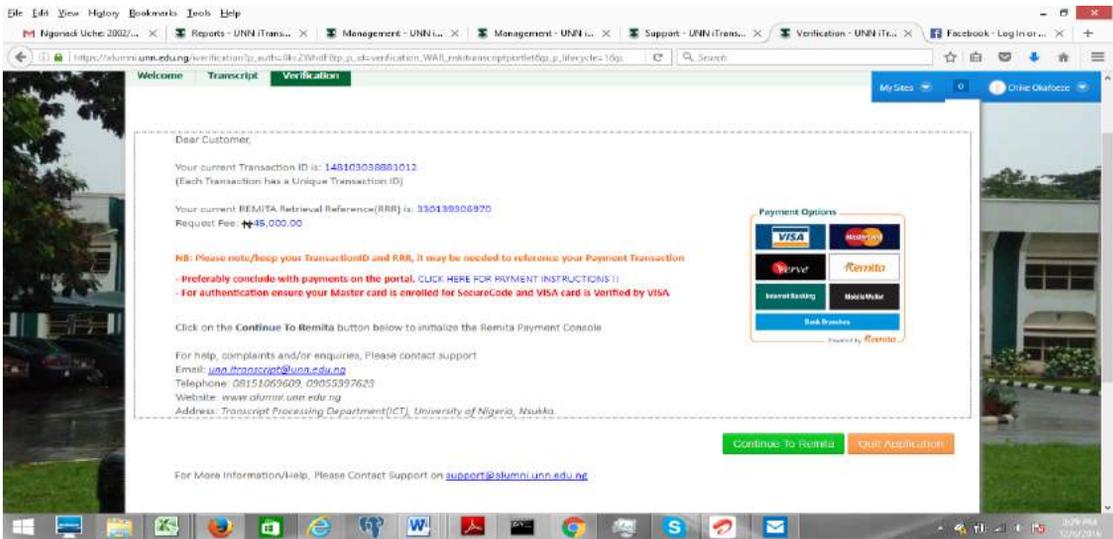Click on CONTINUE TO REMITA to proceed. Clicking Continue to Remita takes you to the next page to add your payment card details as shown in Fig 8 below
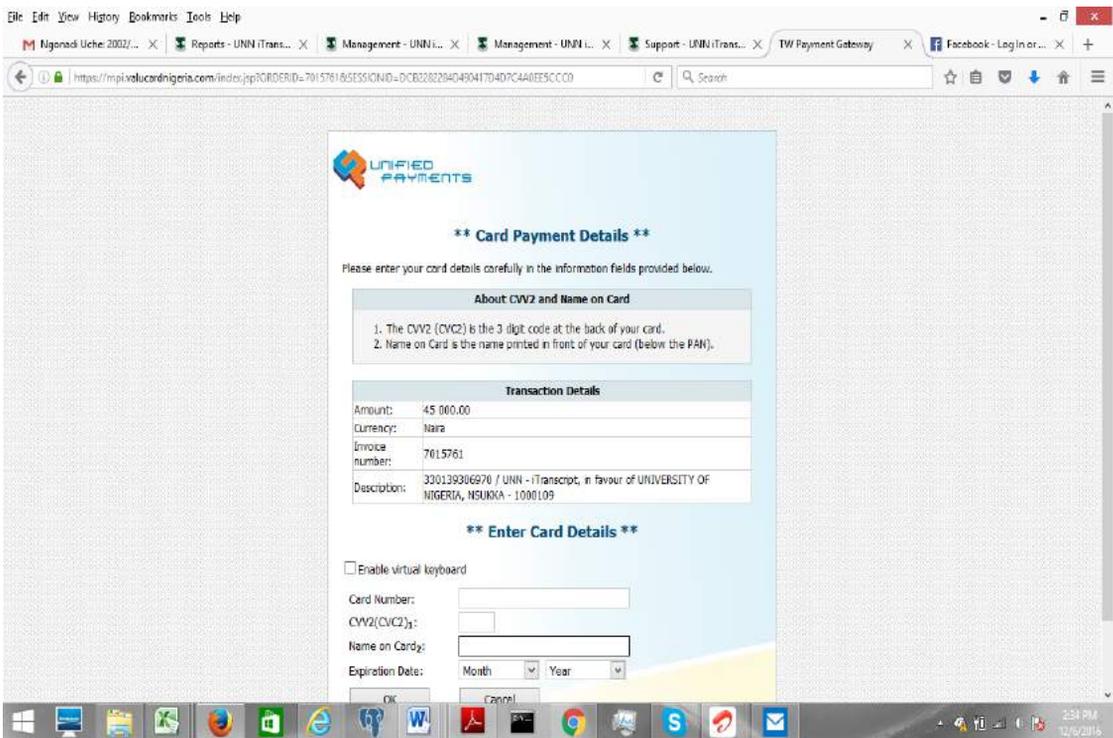
Fig 8.

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.
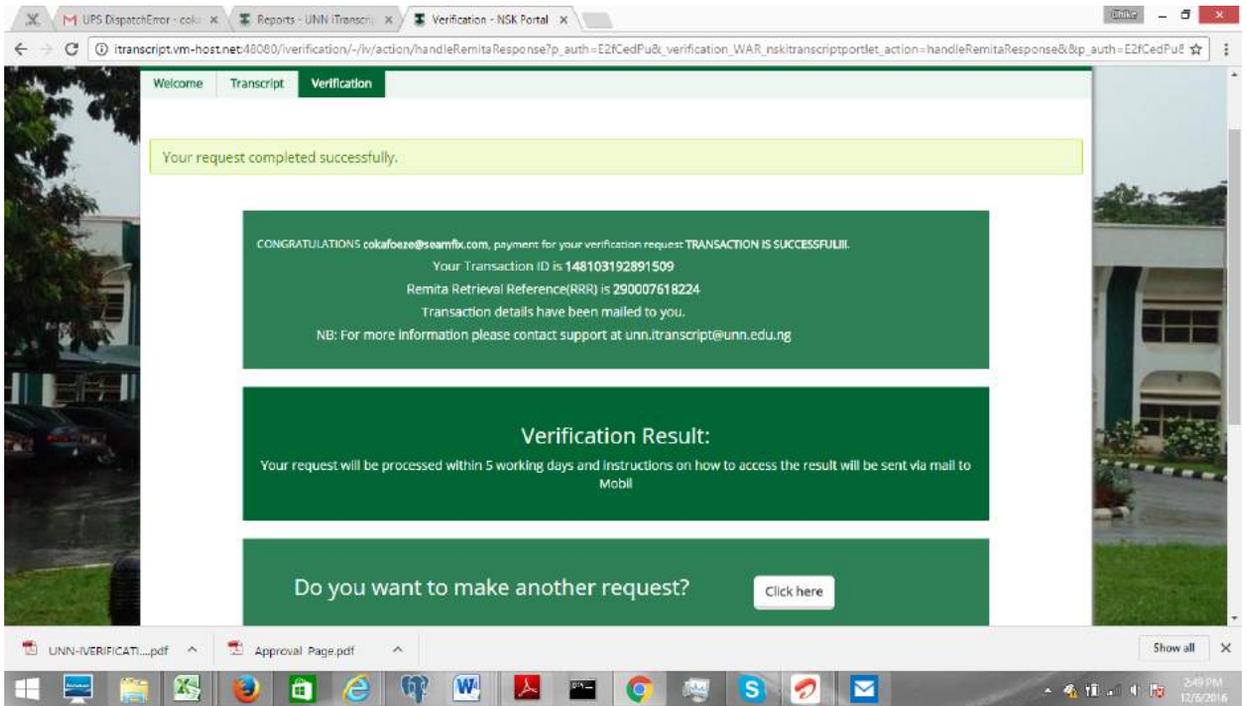
Fig 9.

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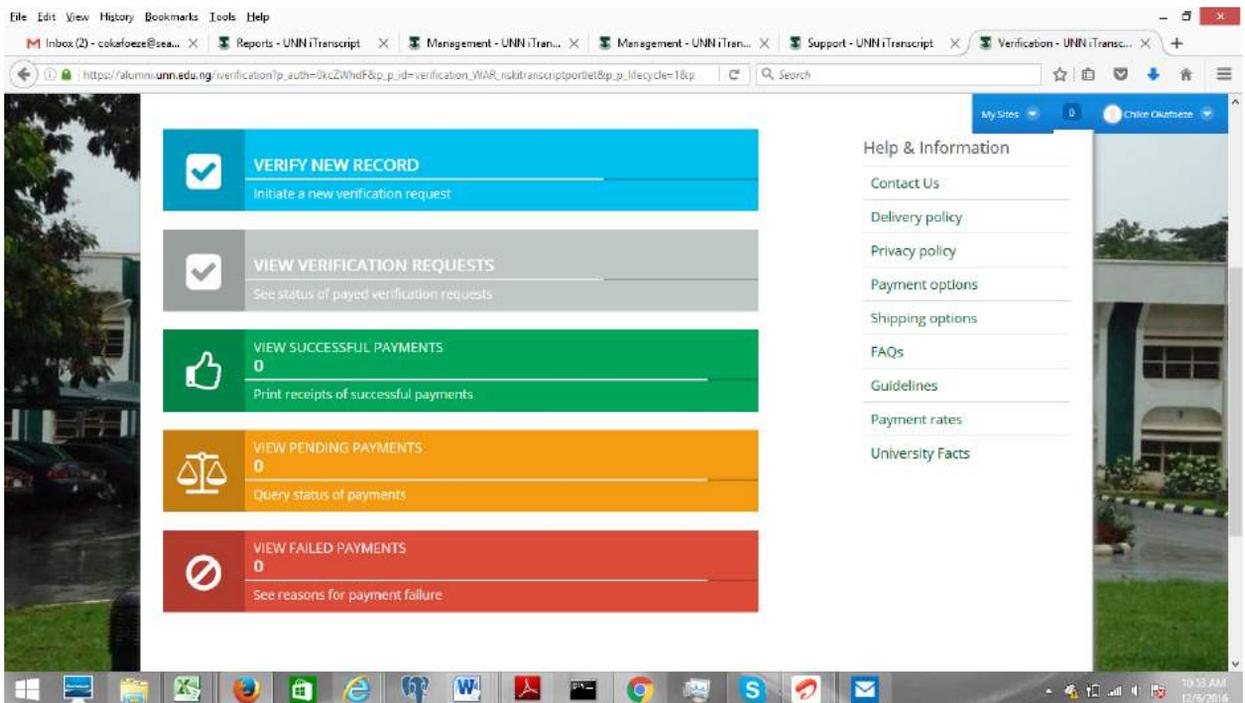
VERIFY FAILED PAYMENTS: Selecting this tab allows you to see failed payment, and reasons why payment failed.

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.
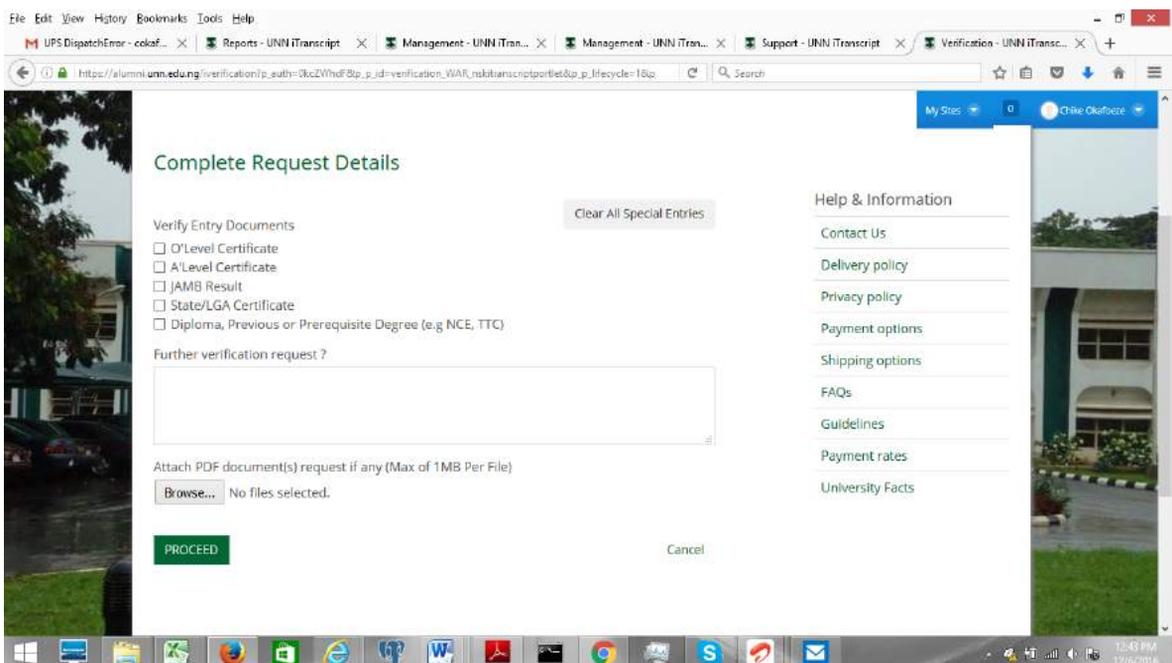

Fig 11.

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 RESULT

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.