



# 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

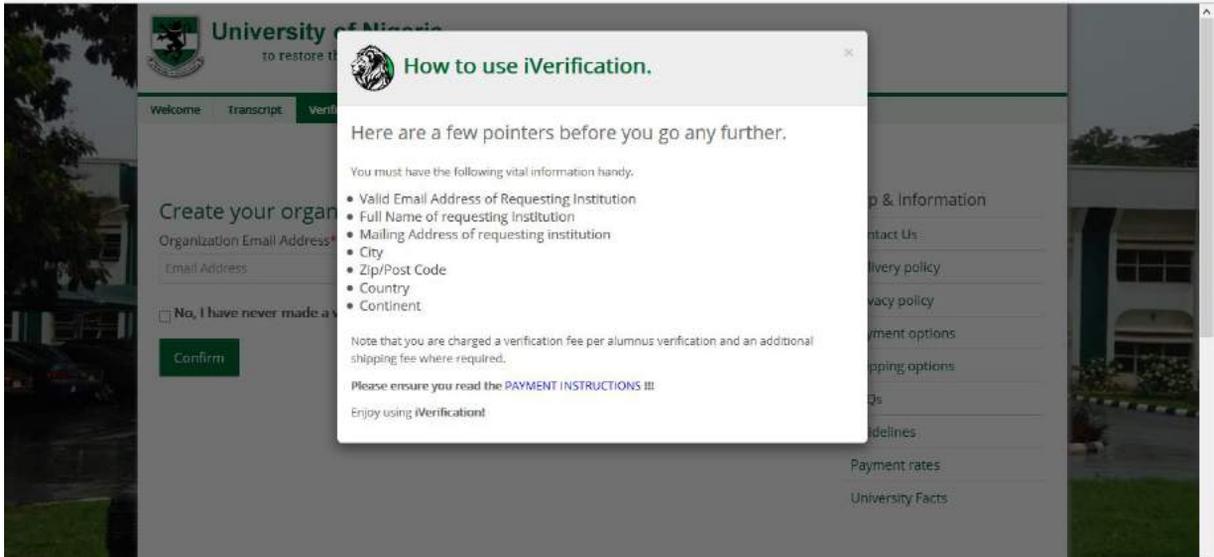


Fig 1.

**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.

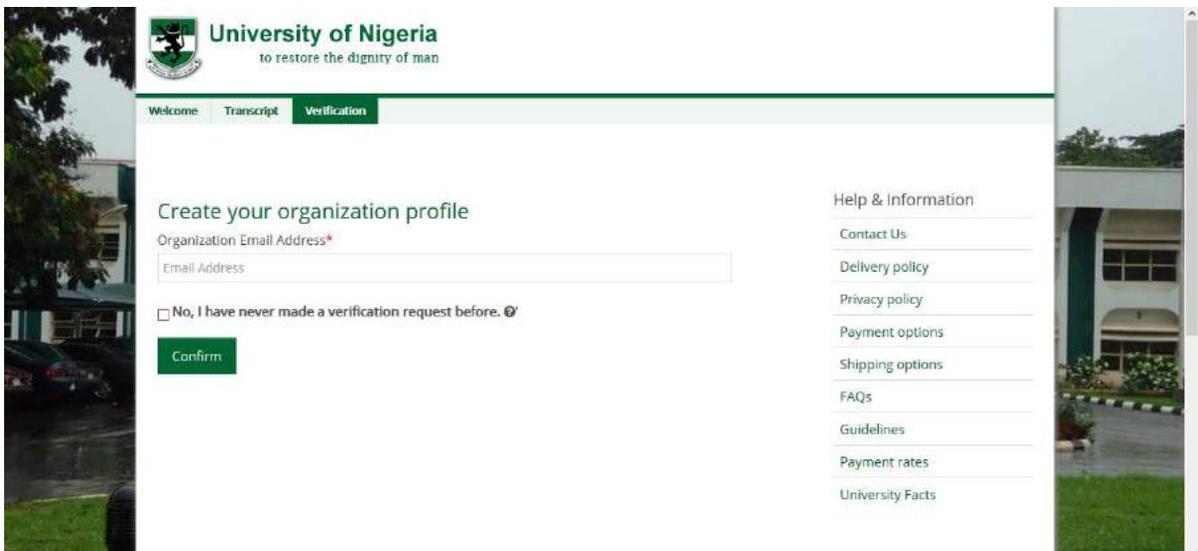


Fig 2.

**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

The screenshot displays the 'University of Nigeria' website interface. At the top left is the university's logo and name, 'University of Nigeria to restore the dignity of man'. A navigation bar contains 'Welcome', 'Transcript', and 'Verification' tabs. The main content area is titled 'Create your organization profile' and contains the following form fields:

- Organization Email Address\* (Email Address)
- No, I have never made a verification request before. ⓘ
- Institution/Organization\* (Institution/Organization)
- Address\* (Address)
- City\* (City)
- Continent\* ([Select CONTINENT])
- Country\* ([Select COUNTRY])
- Phone number\* (Phone Number)
- Zip/Postcode\* (Zip/Postcode)

A green 'Create' button is positioned below the form. To the right of the form is a 'Help & Information' sidebar with links: Contact Us, Delivery policy, Privacy policy, Payment options, Shipping options, FAQs, Guidelines, Payment rates, and University Facts. The footer includes 'Help & Information' links, 'Payment Options' (VISA, MasterCard, etc.), 'Postal Options' (FedEx, DHL, EMS, UPS), and copyright information: '© 2015, University of Nigeria Alumni Affairs. All Rights Reserved. Powered By Seamfix'. A 'SECURED BY RapidSSL' logo is also present.

**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.

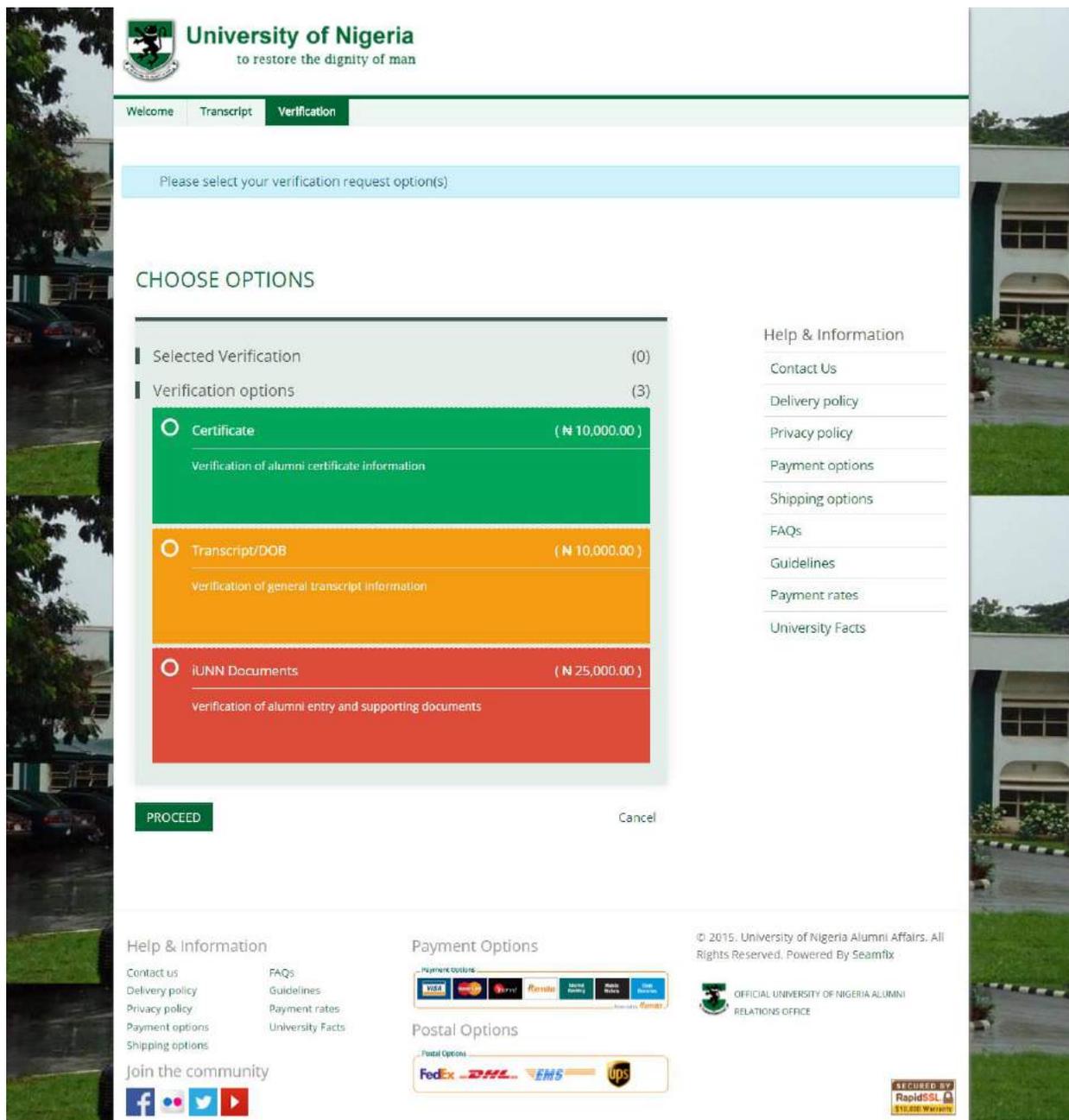


Fig 4.

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.

**University of Nigeria**  
to restore the dignity of man

Welcome | Transcript | **Verification**

Verification request selection saved successfully

### Alumnus Details

Matriculation number\* e.g 2004/127779  
Format - xxxx/xxxxxx

First name\*  
First Name

Surname\*  
Surname

Email\*  
Email

Phone number  
Phone Number

Department\*  
Department

Certificate ID\*  
Certificate ID

Re-Enter Certificate ID\*  
Re-Enter Certificate ID

Attach PDF document to request if any (Max of 512KB Per File)  
 No file chosen

Do you wish to defer payment to the alumnus? ⓘ

**Help & Information**

- Contact Us
- Delivery policy
- Privacy policy
- Payment options
- Shipping options
- FAQs
- Guidelines
- Payment rates
- University Facts

**Payment Options**

Payment Options

VISA | MasterCard | Neteller | Skrill | Money Order | Bank Transfer | Direct Debit

**Postal Options**

Postal Options

FedEx | DHL | EMS | UPS

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f | | | |

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 .**



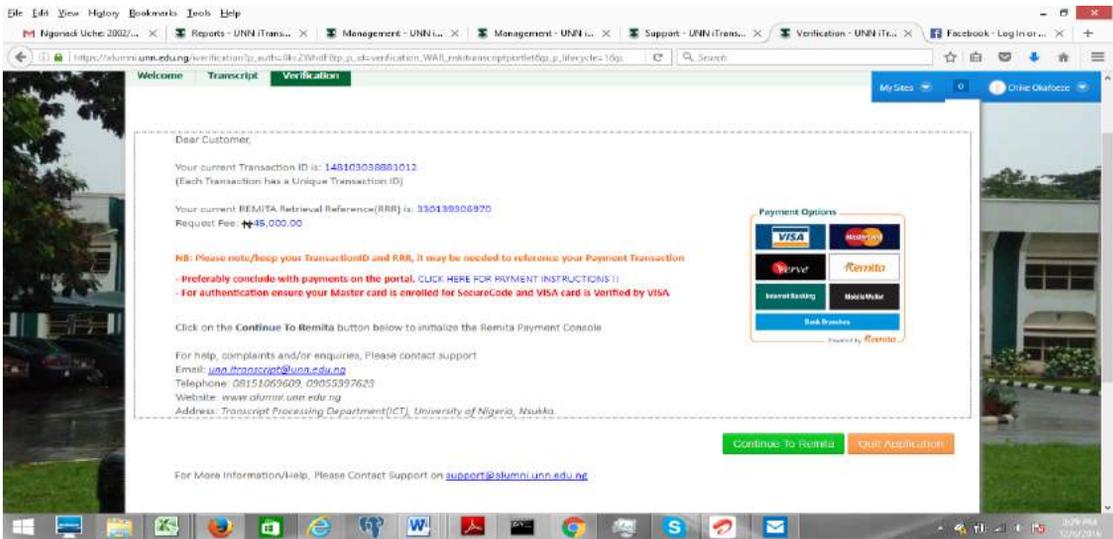


Fig 7

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

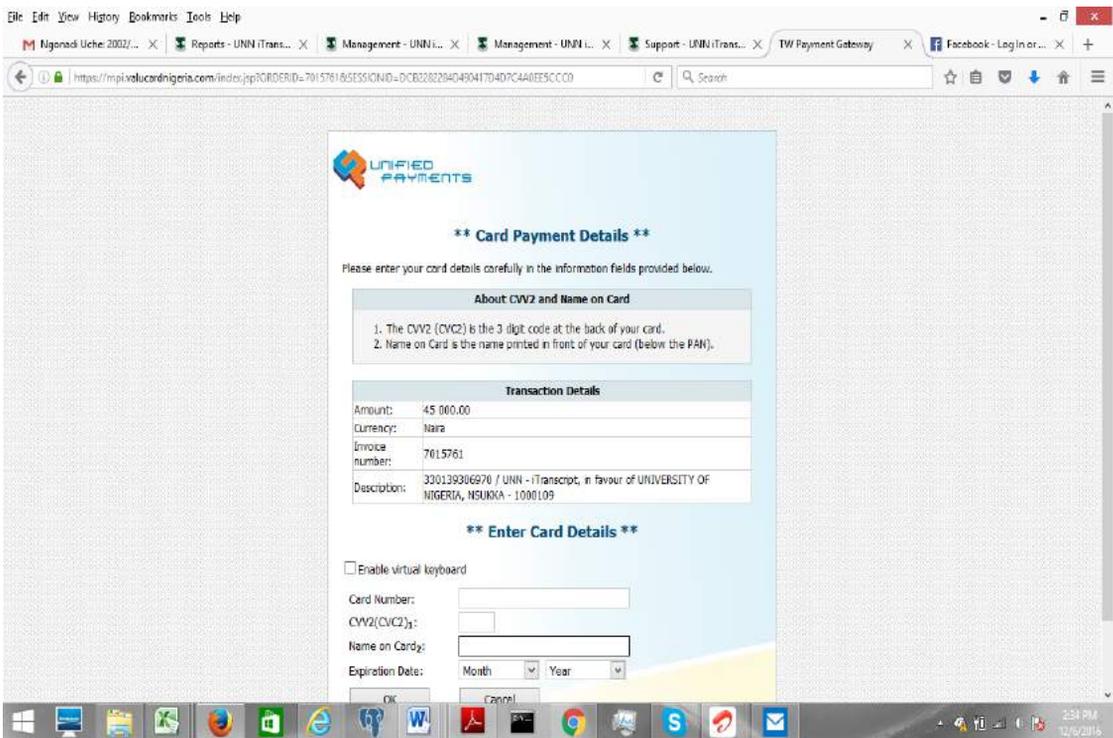


Fig 8.

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.

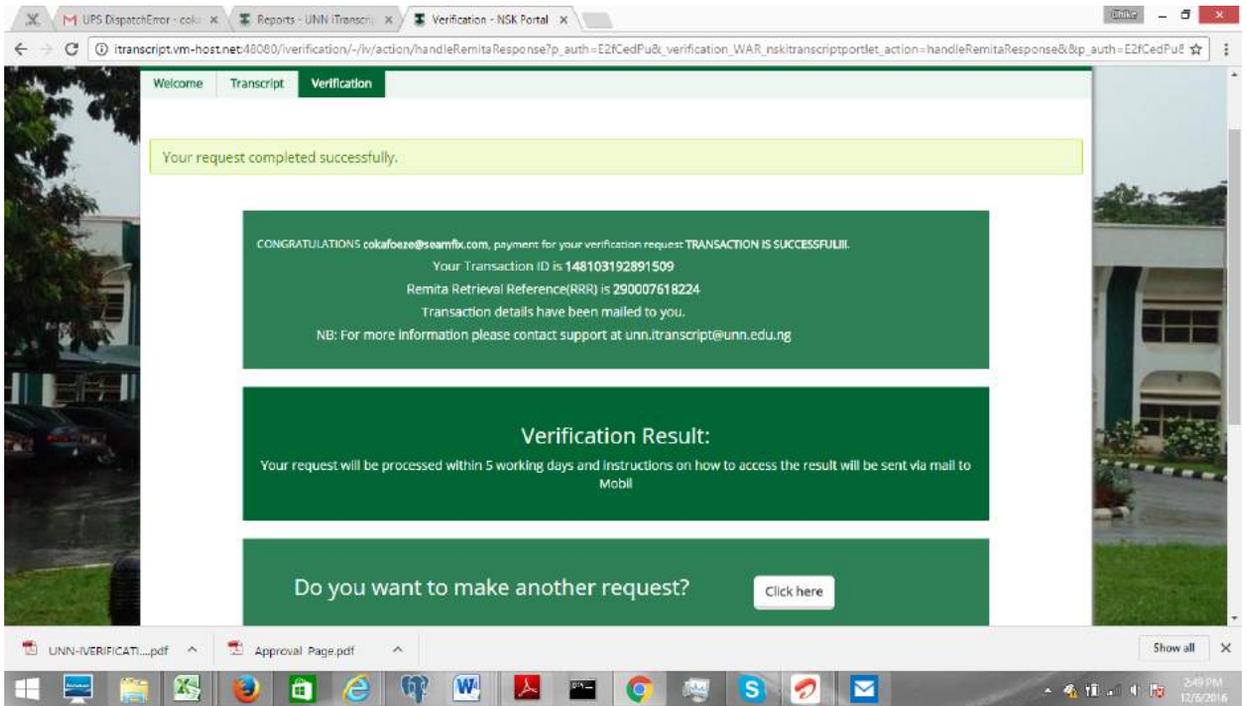


Fig 9.

# 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.

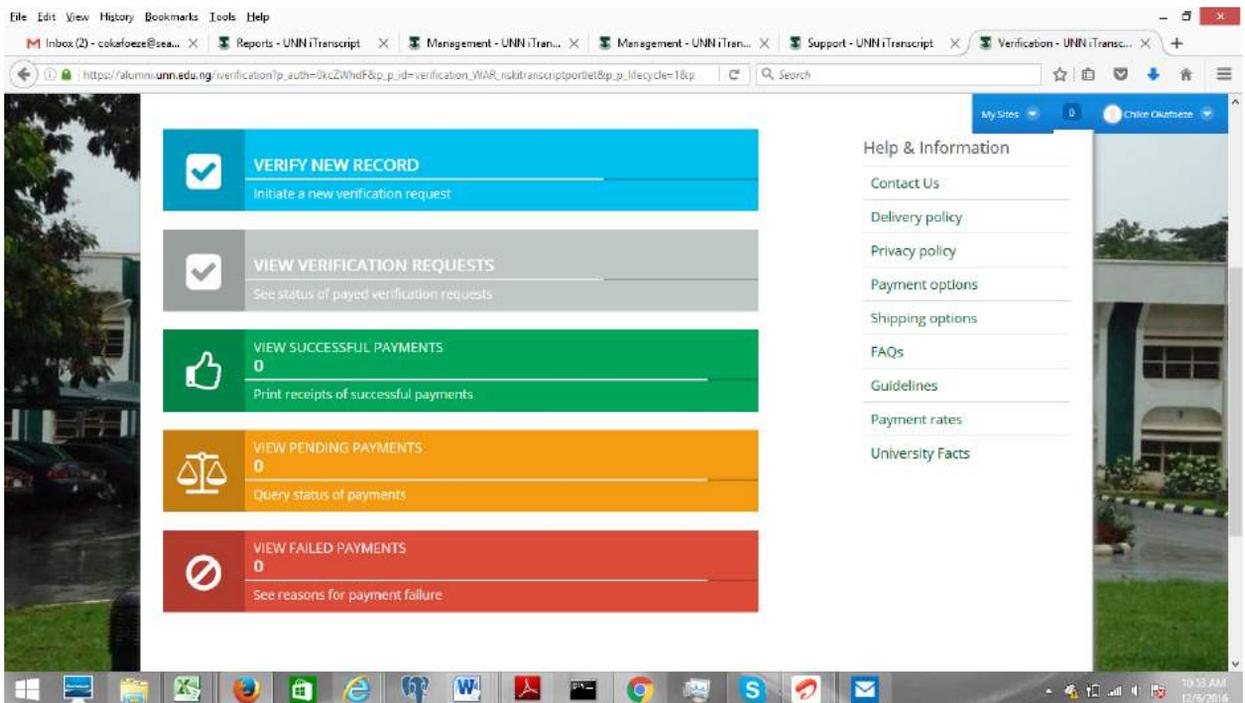


Fig 10.

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

**VIEW VERIFICATION 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.

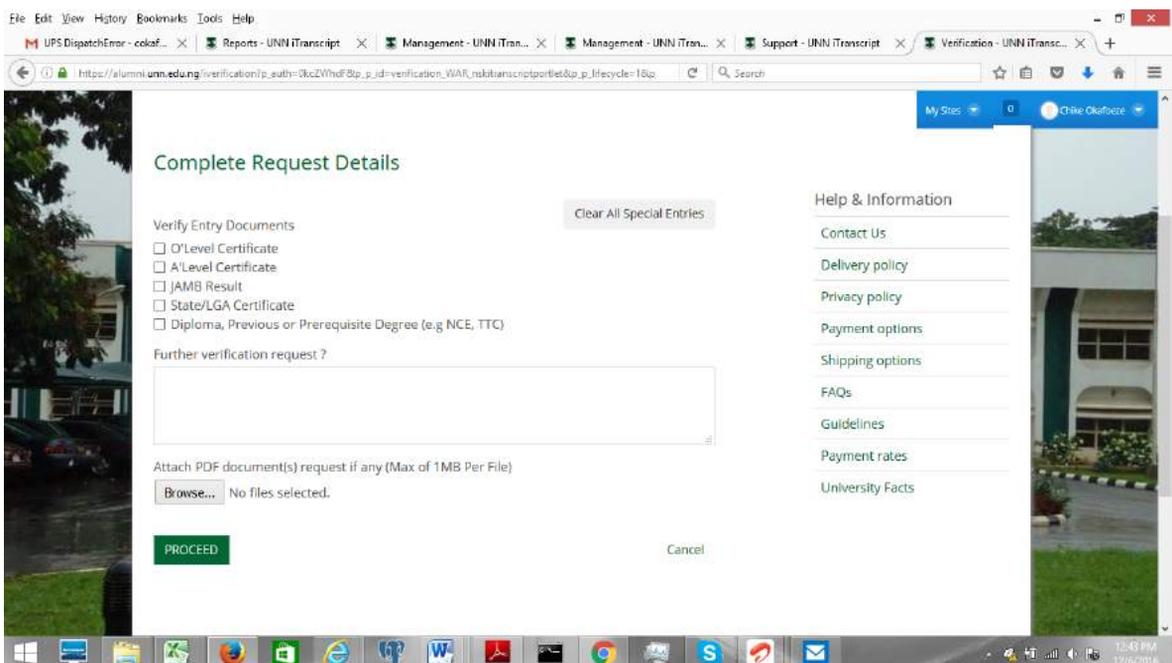


Fig 11.

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.**