



LIMERICK INSTITUTE
OF TECHNOLOGY
INSTITIÚID TEICNEOLAÍOCHTA
LUIMNIGH

DIGITARY
Secure online credentials

Digitary CORE

October 2017

This secure document service has been upgraded and has moved to a new URL. Please read below to find out what this means for you as a current student or graduate of Limerick Institute of Technology.

Transcripts, Grademaiers and European Diploma Supplements (graduates only) are currently issued electronically by Limerick Institute of Technology using Digitary. Until now these documents were hosted on <https://edocs.ancheim.ie/lit/>.

Limerick Institute of Technology has now moved to an upgraded Digitary platform, called "Digitary CORE". This site now runs on <https://core.digitary.net>

What does this change mean for me?

- Any digital documents issued to you by Limerick Institute of Technology via Digitary will no longer be available at <https://edocs.ancheim.ie/lit/>. Instead, your documents will be accessible to you at <https://core.digitary.net>
- Any documents that you have shared with employers on <https://edocs.ancheim.ie/lit/> will no longer be accessible to either yourself or to the recipient of your shares, regardless of the share expiry date.
- You will need to re-share your document(s) on Digitary CORE (<https://core.digitary.net>).
- Any email addresses previously registered on Digitary will be migrated to Digitary CORE. Registered email addresses can be used to access Digitary CORE.

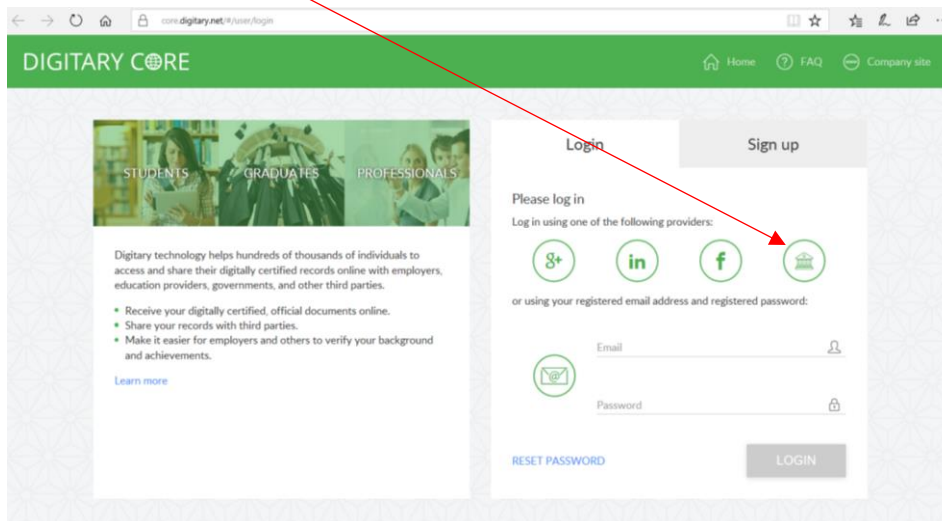
When will this change happen?

This change has taken place in October 2017. All of your previously released documents are now available on the new Digitary CORE site.

What will I need to do to see my documents?

You will need to follow a 3-step process to access your document:

1. Go to <https://core.digitary.net>.
2. Click on the Institution icon and select **Limerick Institute of Technology**.



3. Log in using your **Limerick Institute of Technology** credentials which is your K number* (Student Number) and password, or the email address you have previously registered on Digitary.

You will now be able to access your documents on Digitary CORE. When you login got the first time, you can 'Take a Tour' to see how Digitary CORE works.

*Please ensure that you use a Capital 'K' when entering your Student Number.

How do I get my login details if I am a current student of Limerick Institute of Technology?

Current students can login to Digitary CORE using standard Limerick Institute of Technology login details. These details are managed by Limerick Institute of Technology. Please contact exams@lit.ie if you have difficulty logging in or cannot recall your details. Once logged in to Digitary CORE, you can set up a personal email address. This email address, once set up, can also be used to login.

How do I get my login details if I am a graduate of Limerick Institute of Technology?

It is recommended that students set up a personal email address as one of their email addresses on Digitary CORE before graduation. Graduates can then login to Digitary CORE using this registered email address.

If you have not previously logged into Digitary and are now accessing Digitary CORE for the first time, or if the registered email account can no longer be accessed, you should contact exams@lit.ie.

Staff at Limerick Institute of Technology can update the registered email address once the identity of the graduate has been verified.

What if I need to change the email address on Digitary CORE?

If you need to change your email address, please log in to <https://core.digitary.net> and go to *Settings*. From here, you can change your email address and save the changes.

What happens to my existing shares on edocs.ancheim.ie?

While your document(s) are still available to you on Digitary CORE, your existing share(s) will no longer be accessible on <https://edocs.ancheim.ie/lit/> to either yourself or to the recipient of your shares. This will be the case regardless of the expiry date on the share.

Any existing documents which you would like to share with third parties will need to be shared again in Digitary CORE. Please ensure that you contact any share recipients to which this applies and inform them of this.

Is the document sharing process the same on Digitary CORE?

Sharing your document will be very similar. When you log in for the first time, you will be able to 'Take a Tour' which will guide you through the site, including how to create a share.

Will the share history of my documents be transferred to Digitary CORE?

To maintain the integrity and validity of your digital data, your current digital document and its shares cannot be 'transferred'.

For this reason, any history associated with your current documents, including share history, will **not** be visible in Digitary CORE.

When will my documents be available on Digitary CORE?

All documents currently available to students on <https://edocs.ancheim.ie/lit/> are available to students on Digitary CORE from October 2017. If you cannot access a previously issued document, please contact exams@lit.ie

Who do I contact for more help?

Any further inquiries should be addressed to exams@lit.ie