**Digitary CORE**

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

Grademailers and transcripts and are currently issued electronically by the Institue of Technology Carlow using Digitary CORE.

The Institute of Technology Carlow has moved to an upgraded Digitary platform, called “Digitary CORE” since September 2017. This site runs on <https://core.digitary.net>

* Grademailers (a grademailer is an offical report of a student’s grades for a specific term). Grademailers have been issued automatically for Summer results since 2012. Autumn results for the years since 2012 are not yet available on Digitary CORE, please contact [Examinations@itcarlow.ie](mailto:Examinations@itcarlow.ie) with your query on Autumn results. Students have the option to download or share grademailers immediately with other Educational Institutions or employers, full details on how to share documents are available when you login to Digitary CORE.
* Transcripts (a transcript is a detailed statement of the results a student has achieved during the duration of their studies at Institute of Technology Carlow). If you require a transcript of results for the duration of your studies at Institute of Technology Carlow, then you will need to request these via e-mail, the e-mail address is [transcripts@itcarlow.ie](mailto:transcripts@itcarlow.ie), please provide the following details:

*Name*

*Address*

*Date of Birth*

*Programme Studied*

*Years you were a student in Institute of Technology Carlow*

*Contact telephone number and e-mail address*

## **What does this change mean for me?**

* Any digital documents issued to you by Institute of Technology Carlow via Digitary Classic are no longer be available at : https://edocs.ancheim.ie/itcarlow/ . Instead, your documents will now be accessible to you at : <https://core.digitary.net>
* Any documents that you have shared with employers on https://edocs.ancheim.ie/itcarlow/ are 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 e-mail addresses registered on Digitary Classic will be migrated to Digitary CORE. Registered e-mail addresses can be used to access Digitary CORE.

### **When will this change happen?**

The change has taken place in September 2017. All your previously released documents are available on the new site which is called Digitary CORE.

### **What will I need to do to see my documents?**

In order to see your 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 Institute of Technology Carlow
3. Log in using your Institute of Technology Carlow credentials which is your Student Number or the e-mail address you have previously registered in Digitary Classic.

You will now be able to access your documents on Digitary CORE.

### **Past Exam Results 2012 – 2017**

Please make sure you use a Capital “C” when entering in your student number. When you login for the first time, you can ‘Take a tour’ to see how Digitary CORE works.

*\*Autumn results for the above years are not yet available on Digitary CORE, please contact the Examinations Office with further queries on this issue,* [*examinations@itcarlow.ie*](mailto:examinations@itcarlow.ie)

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

Current students can login to Digitary Core using standard Institute of Technology Carlow login details which are you Student ID and your pin. These details are managed by Institute of Technology Carlow.

Please contact [Digitary@itcarlow.ie](mailto:Digitary@itcarlow.ie) directly if you have difficulty logging in or cannot recall your details. Once logged in to Digitary CORE, you can set up a personal e-mail address, this address once set up also be used to login.

## **How do I get my login details if I am a graduate of Institute of Technology Carlow?**

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 Classic and are now accessing Digitary CORE for the first time, or if the registered email account can no longer be accessed the graduate should contact [Digitary@itcarlow.ie](mailto:Digitary@itcarlow.ie)

It is possible for staff at the Institute of Technology Carlow to 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>, go to *Settings*, change the email address and save the changes.

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

Now that the Digitary system to Digitary CORE, your existing share(s) will no longer be accessible on https://edocs.ancheim.ie/itcarlow/ 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 whom 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/itcarlow/> are available to students on Digitary CORE from September 21st 2017.

## **Who do I contact for more help?**

Please e-mail your query to [Digitary@itcarlow.ie](mailto:Digitary@itcarlow.ie) or telephone +00353 59 9175177.