



Online Education Verification System

User Manual (For Graduates)

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Prepared by Information Technology Services Centre

Purpose

This document aims to teach users how to use the Online Education Verification System.

Scope

The scope of this user manual is the basic operation of the Online Education Verification System, e.g. submit an application and view the submitted application.

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NOTE: This system is only for **graduates from undergraduate and taught postgraduate programmes of Lingnan University with a degree conferment date in 2003 or onwards.**

For other graduates of Lingnan University, please complete the [Authorisation Form](#) for submission to the Registry (registry@ln.edu.hk) by the authorised organisation conducting the education verification.

For programmes offered by Lingnan Institute of Further Education (LIFE), please contact LIFE (life@LN.edu.hk) for verification.

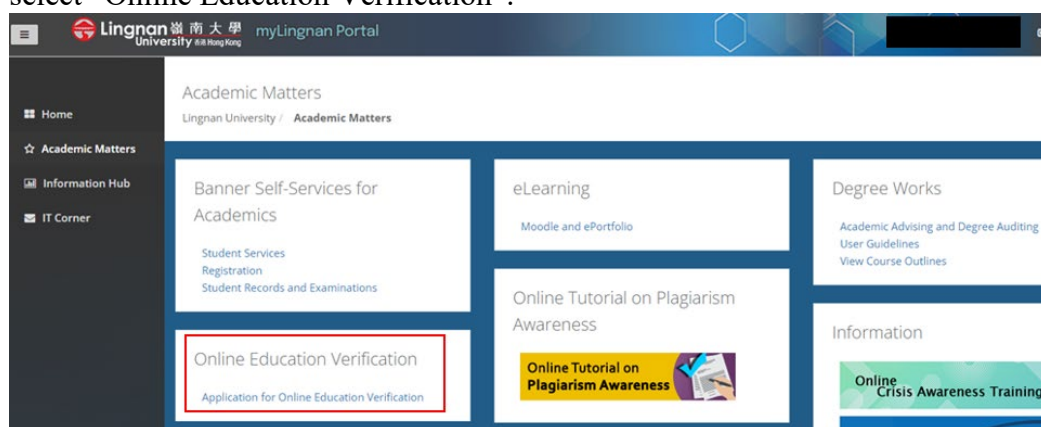
Access the System

You need to log into [myLingnan Portal](#) in order to submit an Online Education Verification application.

(Note: If you have forgotten your login names and/or passwords of [myLingnan Portal](#), please follow the instructions stipulated [here](#) for re-activation of account.)

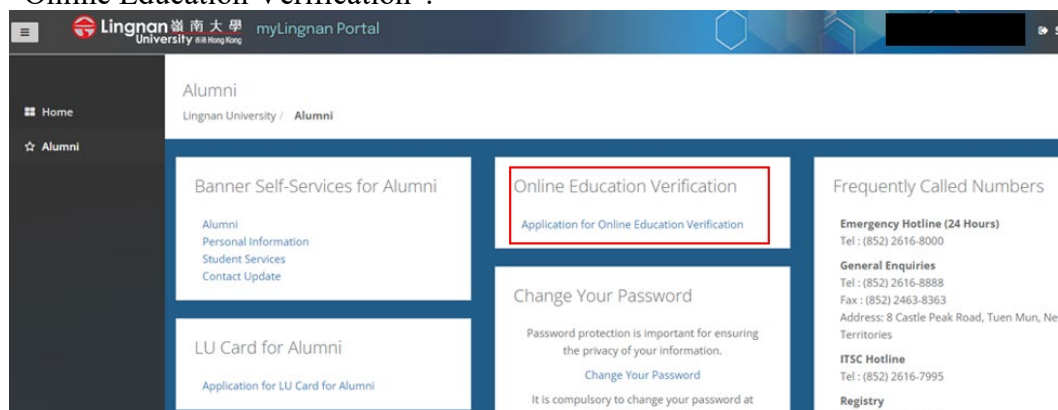
i. **For graduates who are currently studying at LU / who have not yet been converted to alumni in the Banner system**

After logging into [myLingnan Portal](#), click on the “Academic matters” tab and select “Online Education Verification”.



ii. For alumni

After logging into [myLingnan Portal](#), click on the “Alumni” tab and select “Online Education Verification”.



How to Apply?

1. Click the “Apply” button to start the application process.

The screenshot shows the 'Online Education Verification' homepage. At the top, there is a blue header with the Lingnan University logo and navigation links. A sidebar on the left contains links for 'Apply', 'View Application', and 'User Manual'. The main content area is titled 'Online Education Verification' and features an 'Important Notes' section. This section contains text explaining the system's purpose for graduates, its scope for undergraduate and postgraduate programs, and contact information for the Registry. A blue 'Apply' button is located at the bottom right of the notes section.

2. Fill in Personal Information:
 - Name and Student ID fields are read-only.
 - Select which programme(s) to be included in the email. If you have not selected any programme, an error message “Please select at least one programme.” will be displayed.
 - Click “Next” after your selection.

This screenshot displays the 'Personal Information' step of the application process. It includes a progress bar at the top with three stages: 'Personal Information', 'Share To', and 'Confirmation'. The 'Personal Information' section contains a prompt to select programs for the email. Below this, there are read-only input fields for 'Name' and 'Student ID'. The 'Select Programme(s)' section shows two options: 'Master of Services' and 'Bachelor of', each with a checkbox and a dropdown menu for selecting specific programs. A blue 'Next' button is positioned at the bottom right.

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3. Fill in Recipient Information:

- The “Recipient Email Address” inputted must match what is inputted in “Re-enter Recipient Email Address” and should be a valid email address.
- The “Paste” function is disabled for the “Re-enter Recipient Email Address” field.
- “Company / Institution Reference Number” and “Recipient Name” are optional.
- Click “Next” after you fill in the required (and optional) information.

The screenshot shows the 'Online Education Verification' interface. At the top, there's a blue header with the Lingnan University logo and 'Online Education Verification' text. Below the header, a progress bar indicates three steps: 1. Personal Information, 2. Share To, and 3. Confirmation. The current step is 'Share To', which contains the 'Recipient Information' form. The form has four input fields: 'Recipient Email Address', 'Re-enter Recipient Email Address', 'Company / Institution Reference Number (optional)', and 'Recipient Name (optional)'. There are 'Back' and 'Next' buttons at the bottom of the form.

4. Confirmation:

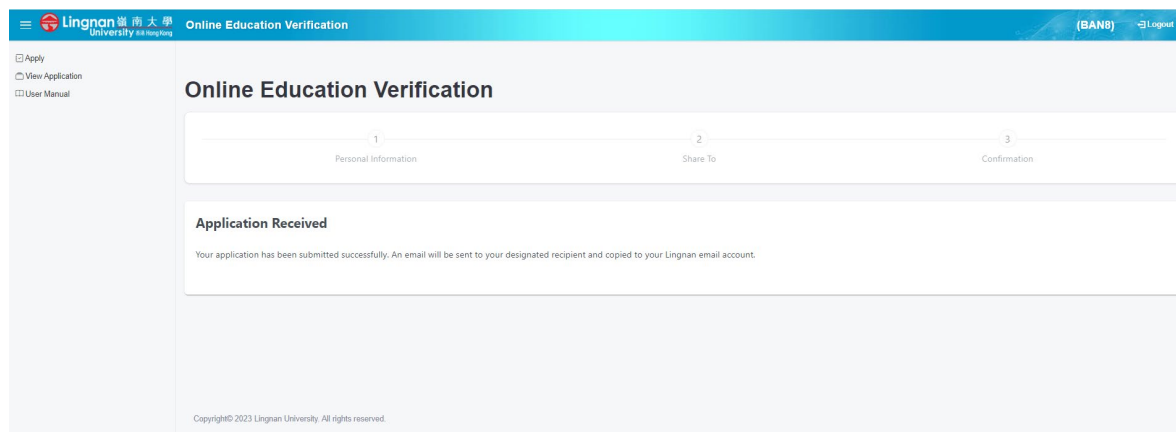
- Please check the information again. If you confirm the information, please click “Confirm and Submit” to submit the application. After clicking “Confirm and Submit”, no change will be allowed. An email with your verification information will be generated and sent to the recipient directly.

The screenshot shows the 'Online Education Verification' interface at the 'Confirmation' step. The progress bar at the top shows three steps: 1. Personal Information, 2. Share To, and 3. Confirmation. The current step is 'Confirmation'. Below the progress bar, there's a warning message: 'After clicking "Confirm and Submit", no change will be allowed. An email with your education information will be generated and sent to the recipient directly with copy to your Lingnan email account.' Below this, there's a list of fields to be confirmed: Name, Student ID, Recipient Email Address, Company / Institution Reference Number, Recipient Name, and Selected Programme(s). The 'Selected Programme(s)' section shows two options: 'Master of Science in Management' and 'Bachelor of Science in Management'. At the bottom, there are 'Back' and 'Confirm and Submit' buttons.

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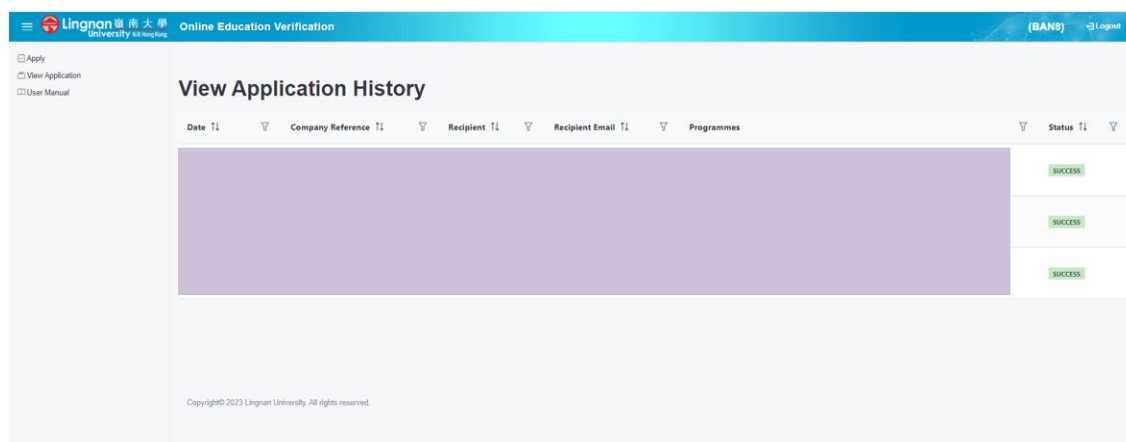
5. **Finish**

- A message “Your application has been submitted successfully. An email will be sent to your designated recipient and copied to your Lingnan email account.” will be shown.



View Submitted Application

Graduates can view the application(s) they submitted by clicking “View Application” on the menu bar.



- End -