

How to Use the Secure Electronic Document Submission System Admissions, Registration and Records

Use the secure electronic document submission site to securely submit documents related to name changes, social security number verification, enrollment verification, or unofficial transcripts.

- ✓ Social Security Cards
- ✓ Driver's License
- ✓ U.S. Citizenship
- ✓ Marriage License
- ✓ Birth Certificate
- ✓ Divorce Decree
- ✓ Court Order
- ✓ Tax Documents
- ✓ Graduation Application
- ✓ Unofficial Transcripts

1. Go to: <https://docs.durhamtech.edu/>
2. Log in using your Durham Tech credentials (WebAdvisor/Self-Service login and password). See "User login" screenshot below and then skip the bullet points and resume at step 3.



Durham Tech Documents

Home

User login

Username *

Password *

- [Create new account](#)
- [Request new password](#)

[Log in](#)

Instructions

Welcome to the Durham Tech Document submission site. **If you have a Durham Tech account, please login using the form to the left.** If not, you may request an account using the link.

Please collect the following information before submitting your documents:

- Your name
- A valid email address
- Digital copies of the documents in one of the following formats: PDF, JPEG, TIFF, GIF, PNG

Powered by [Drupal](#)

If you **do not** have a Durham Tech log in, create a new account as a guest (see screenshot) and **follow the bullet points below.**



Durham Tech Documents

Home

Create new account

[Create new account](#) [Log in](#) [Request new password](#)

Username *

Spaces are allowed; punctuation is not allowed except for periods, hyphens, apostrophes, and underscores.

E-mail address *

A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.

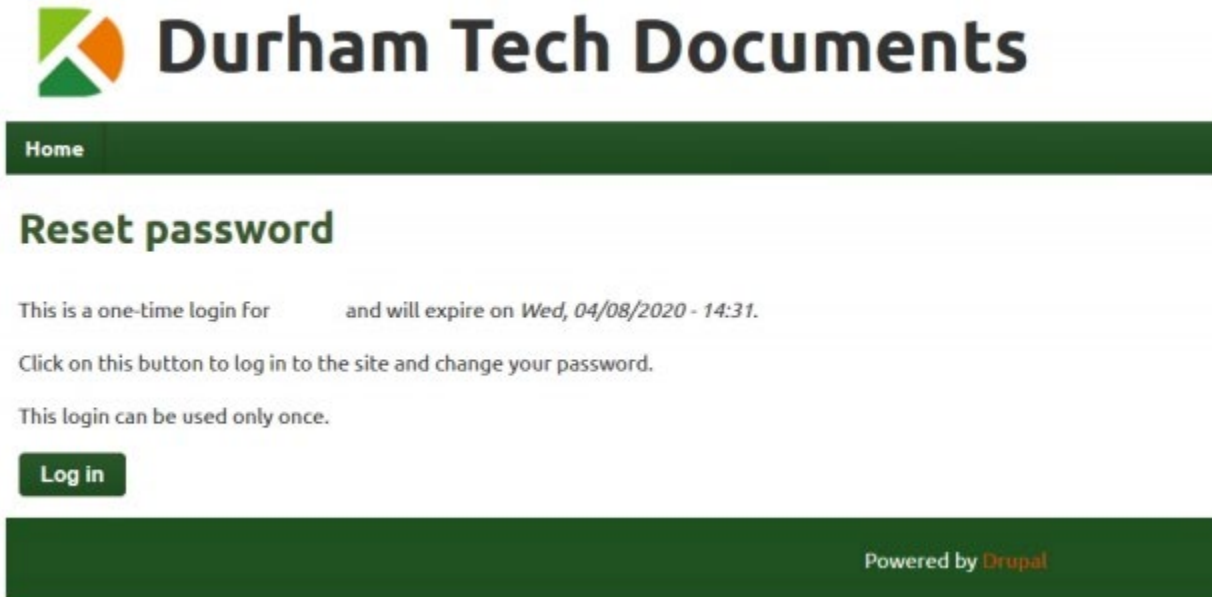
[Create new account](#)

Powered by [Drupal](#)

3. After you have created a new account, you should receive the following email (within an hour):
*From: Durham Tech Documents <forms@durhamtech.edu>
Re: Account details for Student Records at Durham Tech Documents **(pending admin approval)**
(your username),
Thank you for registering at Durham Tech Documents, Your application for an account is currently pending approval. Once it has been approved you will receive another e-mail containing information about how to log in, set your password, and other details.
--Durham Tech Documents Team*

4. An approval email will be sent within one business day (example below):
*From: Durham Tech Documents <forms@durhamtech.edu>
Re: Account details for Student Records at Durham Tech Documents **(approved)**
(your username),
Your account at Durham Tech Documents has been activated.
You may now log in by clicking this link or copying and pasting it into your browser:
<https://dtechdocs.durhamtech.edu/user/>*
*This link can only be used once to log in and will lead you to a page where you can set your password.
After setting your password, you will be able to log in at <https://dtechdocs.durhamtech.edu/user> in the future using:
Username: **(your username)**
Password: Your password
--Durham Tech Documents Team*

5. Visit the link in the approval email within the specified time allowed and you will see the following:



The screenshot shows the Durham Tech Documents website interface. At the top left is the logo, which consists of a stylized 'D' made of green and orange geometric shapes. To the right of the logo is the text 'Durham Tech Documents' in a large, bold, dark font. Below the logo and title is a dark green horizontal bar with the word 'Home' in white text. Underneath this bar, the heading 'Reset password' is displayed in a large, bold, dark font. Below the heading, there is a line of text: 'This is a one-time login for [redacted] and will expire on Wed, 04/08/2020 - 14:31.' Below this is another line of text: 'Click on this button to log in to the site and change your password.' Below that is a third line of text: 'This login can be used only once.' At the bottom of this section is a dark green button with the text 'Log in' in white. At the very bottom of the screenshot is a dark green horizontal bar with the text 'Powered by Drupal' in white.

- After you select the **Log In** button, you will be taken to a screen to set up your password (see below)

The screenshot shows the 'Durham Tech Documents' login page. At the top, there is a green navigation bar with 'Home' and 'Logout' links. Below this is a green notification box with a checkmark icon and the text: 'You have just used your one-time login link. It is no longer necessary to use this link to log in. Please change your password.' Below the notification are 'View' and 'Edit' buttons. The main form area contains several sections: 'E-mail address *' with a text input field and a note: 'A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.'; 'Password' with a masked input field, a 'Password strength:' indicator showing 'Weak', and a 'Confirm password' field with a note 'Passwords match: yes'; a box titled 'To make your password stronger:' containing a bulleted list: 'Add uppercase letters', 'Add numbers', 'Add punctuation', and 'Make it different from your username'; a note: 'To change the current user password, enter the new password in both fields.'; 'Email settings' with a checkbox for 'Plaintext email only' and the text 'Check this option if you do not wish to receive email messages with graphics and styles.'; 'Locale settings' with a 'Time zone' dropdown menu set to 'America/New York: Tuesday, April 7, 2020 - 15:52 -0400' and the text 'Select the desired local time and time zone. Dates and times throughout this site will be displayed using this time zone.'; 'Name' and 'Department' text input fields; and a green 'Save' button at the bottom.

- Once you set the password, confirm it, and select the **Save** button, a note will display at the top stating “your changes have been saved.” Then click on the **HOME** tab in the top left of the screen and follow the next steps.
- On the Home Page, select **Submit Documents** link under the **Admissions, Registration, and Records** heading to submit documents.

Admissions, Registration, and Records

Submit documents

9. Enter your name and email address. If you have a Durham Tech ConnectMail, use that email address.

Admissions, Registration, and Records

Name *

Email address *

10. If you have a Durham Tech student ID number, enter it in the comments. If you do not, enter your date of birth (Ex. January 1, 1999). If you have any other comments you want to include about the document(s) you are submitting, feel free to write them in the comments box.

Comments

0123456

I have attached my marriage license and driver's license as proof of name change

11. Select **Choose File** button to Add a new file (file types accepted: pdf, .jpg, .tiff, .png)

Documents

Add a new file

No file chosen

Files must be less than **20 MB**.
Allowed file types: **pdf ps jpg jpeg png gif tif tiff**.

12. Select **Upload** button to confirm the selected document

13. Select **Submit** button to submit your document. If your submission is successful you will be redirected to a confirmation page and receive an email notification.

The screenshot shows the 'Durham Tech Documents' interface. At the top, there is a navigation bar with 'Home', 'Inbox', 'History', and 'Logout'. Below this, a green banner with a checkmark icon states 'Your submission has been saved.' The main heading is 'Thank You.' followed by the text 'Your documents have been sent to the Student Records department.' Below this, it says 'Here is your submission:' and lists the following details: 'Name: Test User', 'Email address: testuser@durhamtech.edu', and 'Comments: Copy of my official Notice'. On the right side, under the heading 'Documents:', there is a document icon and the filename 'OfficialNotice.txt'.

If you have any questions on this process or want to verify that your documents were received, email studentrecords@durhamtech.edu.