



Step by step guide to access Digital Certificate

Follow the link <https://digitalcertificatesweb.uj.ac.za/>

1. Click on **Register** if you have not registered an account before.
2. Fill in your *email address* and create a *password* and click on **NEXT**
 - a. Password must have a length of 8, 1 special character(s), 1 uppercase character(s), 5 lowercase character(s) e.g.: *Tester1@*
3. Fill in the following and click on **NEXT**:
 - a. First Names (*as on your ID*)
 - b. Surname
 - c. Enrolment number / Student Number
 - d. Date of Birth
4. Review and confirm the details you have just entered and click on **Register**.
5. A confirmation email will be sent to your email address that you have registered with.
6. Once you have received the confirmation email, kindly click on the confirm email address in the email.
7. After confirming your email address, a new email will be received to state that your account is confirmed.
8. You may then proceed to **Login** to your new account.
9. Once logged in, the system will show how many documents you have available on your dashboard, click on **view** to view the available documents.

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Dear UJ graduate,
This email serves to confirm your email address to register a new Digital Certificate account.
Click to confirm your email

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Dear UJ,
Your email address has been confirmed for your Digital Certificate account.
Email address has been confirmed for UJ
Regards,