

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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Login or Register		1) Login Details > 2) Personal Details > 3) Confirmation			1) Login Details > 2) Personal Details > 3) Confirmation		
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password	a	Password*			Last name*	w	
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Forgot my password					Date of Birth*	01/01/1990	
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