



# Step by step guide to access eCertificate

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

1. Click on **LEARNER REGISTRATION** on the top of the page
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. Student number
  - b. First Names (*as on your ID*)
  - c. Surname
  - d. Telephone number
  - e. Cell phone number
  - f. Date of Birth
  - g. Please read the **'Terms and conditions'** and Click the **'I agree'** box
4. If your records are not automatically matched, click on the yellow **'Validate my details'** icon.
5. Verify your details and click on **'SUBMIT'**
6. Your account will now be verified by the administrator and be approved.
  - a. Please note if your details matched, your account will automatically be approved.
7. After pending/automatic verification you can now log in with your email/ password.
8. Once logged on, click on **'VIEW SECURE DOCUMENTS'** where you can view your document/s.

