https://e-certification.ukzn.ac.za

eCertification - Student Portal

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1. Introduction

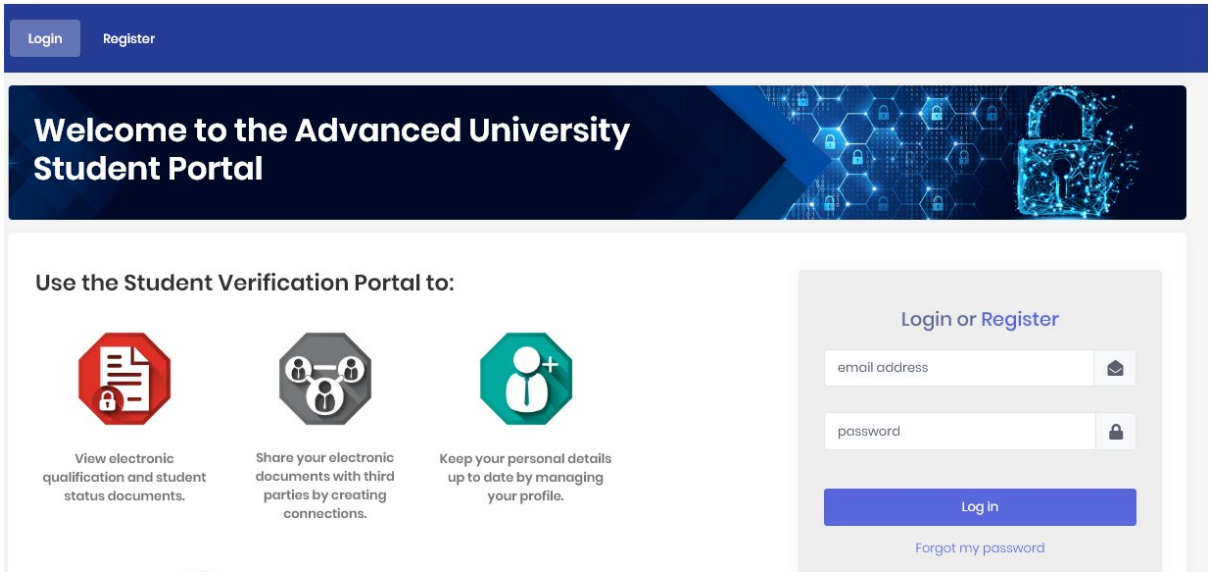
This guide describes the user functions for the Student Portal of the eCertification software application.

2. Functionality of the Student Portal

2.1. 2020 Graduates can view electronic versions of qualification certificates in PDF image format which certificate cannot be downloaded or printed for security reasons.

2.2. Share electronic certificates with third parties by creating connections.

2.3. Keep personal details up to date by managing their profile.

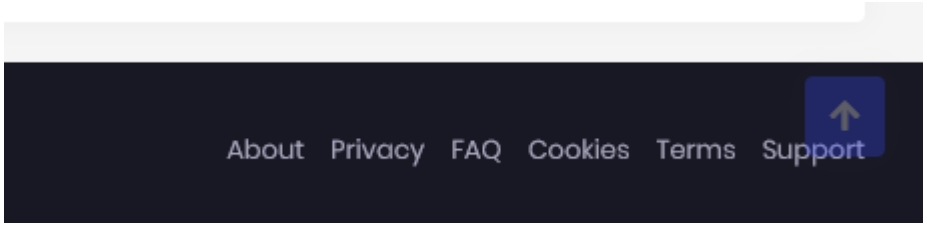


3. Website URL

The URL of the Student portal is https://e-certification.ukzn.ac.za Please use Google Chrome when accessing the portal.

4. Useful links

On the home page, there are a number of useful links including About, Privacy, FAQ, Cookies, Terms and Support, should you require assistance, on the bottom right of the homepage.



5. Registration

- 2020 Graduates are able to securely register onto the website

  Type in your private email address (eg. Gmail, Yahoo, telkomsa), ensuring that you do not leave any spaces before or after your email address. It is best to type in your email address rather that copy and paste it in. Thereafter type in a password and confirm the password.

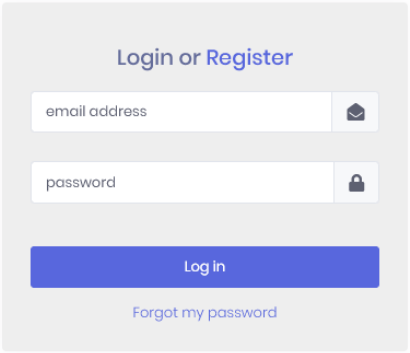
When completing your Enrolment (Student) Number, Username, First Name, Last name etc. do not leave any spaces before and after the information provided.

Select 'Student' under 'User Type'.

Once you have completed the registration process, you will receive an email, sent to the email address used to register, requesting you to click on the link to confirm your registration. This step MUST be undertaken to successfully complete your registration. At times, there is a delay before you receive the email.

You will then be able to login.

6. Login

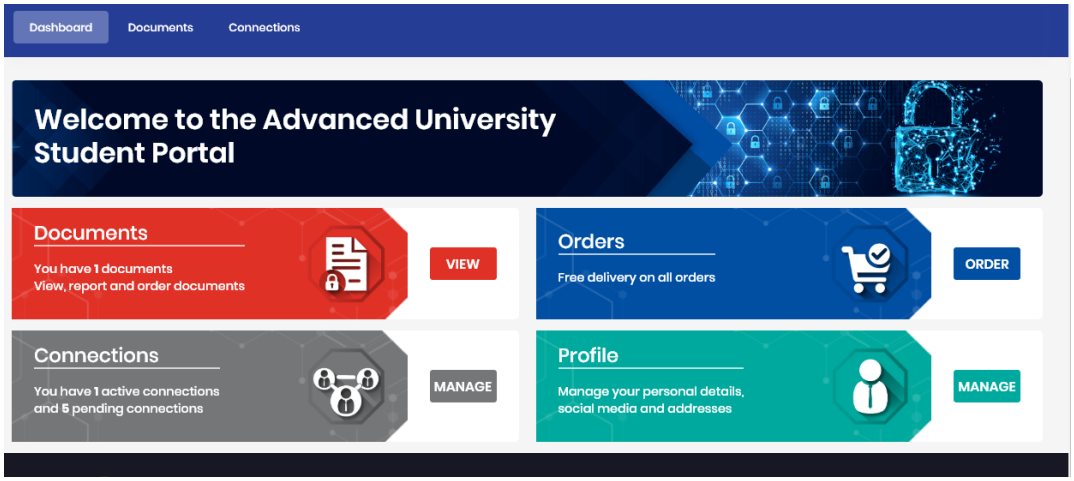


- Username – this is the email address you used to register with
- Email address can be changed from within your profile.
- Password – This can be changed from within your profile.
- If you are locked out you will need to send an email to: eCertificationadmin@ukzn.ac.za

7. Forgotten password

In the event that you have forgotten your password, you will be able to recover from this by using the Forgotten Password procedure.

8. Dashboard



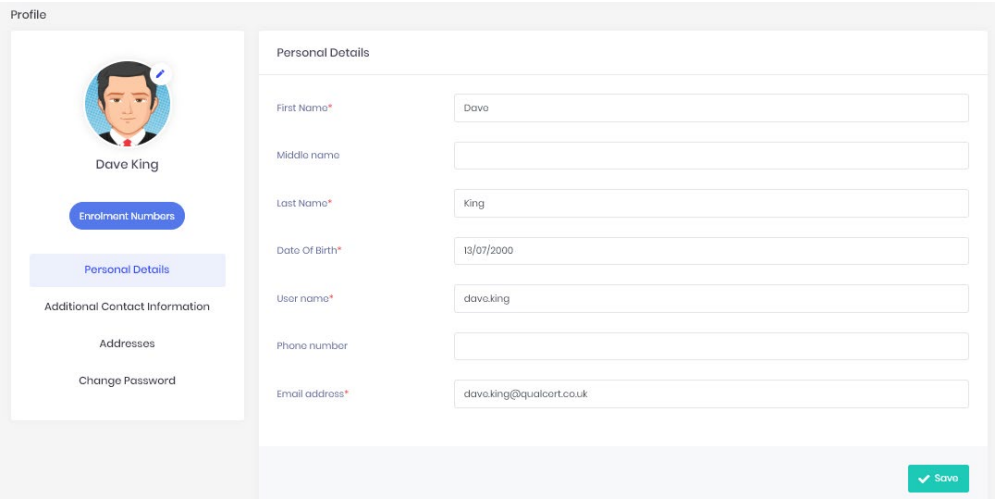
- Documents
  - Representations of Certificates are viewable in PDF image format.

- You will notice when you view a document that there is a barcode present on the bottom right of the page. This can be scanned using an app on your mobile phone, which will take you to the Certificate verification website. Here your document will verified as to whether or not it is an actual qualification issued by the University.

- Connections

  - Allows 2020 Graduates to invite 3rd parties to have access to their secure documents online. The duration and availability of documents are controlled by the Graduate, who may also end the connection at any time. You can include up to three connections at any one time. Cancelling a connection will mean that you can add on a new connection.

- Profile

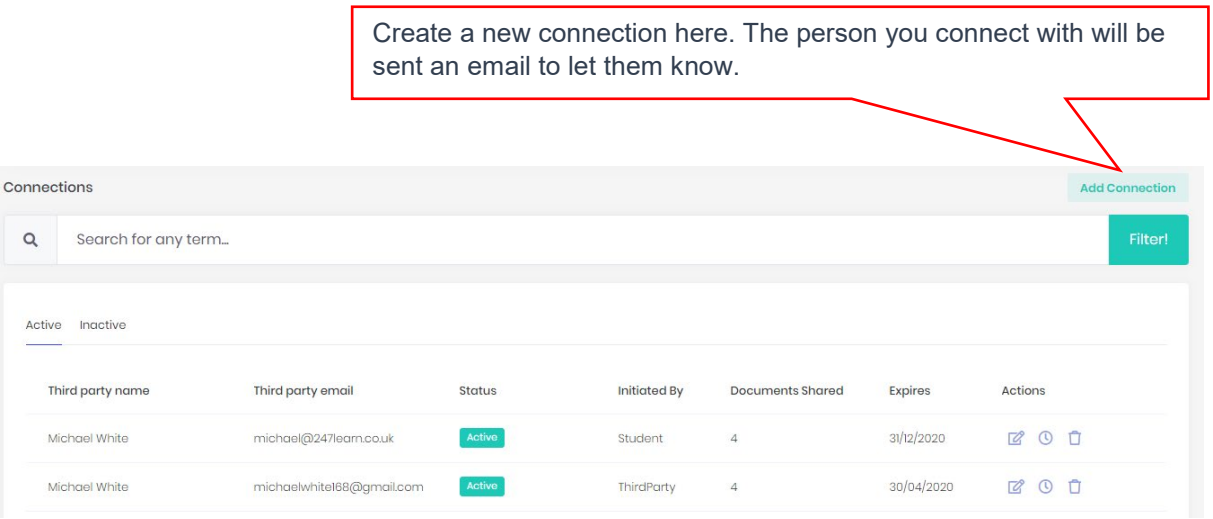


  - Photo
    - Click to browse to an image to change your profile photo.
  - Student Number
    - Hover over to see your student number
  - Personal details
    - Star indicates mandatory data
    - Edit as appropriate
    - Remember to Save any changes
  - Additional Contact information includes
    - Phone numbers
    - Email addresses
    - Social media
  - Addresses
    - Store multiple addresses
  - Change password here

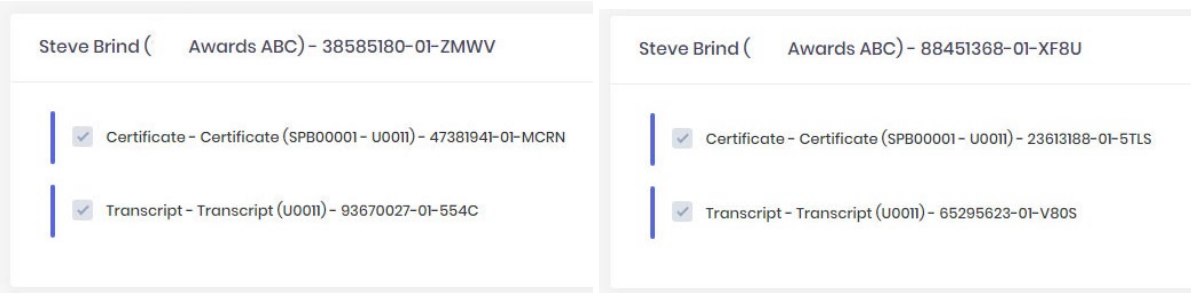
9. Connections – Sharing Documents with Others

Electronic documents on the Student Portal are only valid and secure when shared via the portal. To do so, click the “Manage” button on the Connections tile:

This shows a list of connections that you have made with others to share your documents:



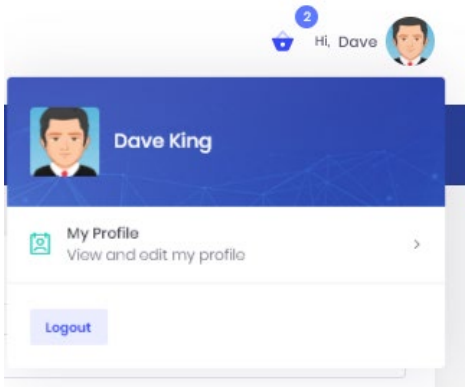
You can decide which documents you want to share:



You can also set an expiry date, so that the other person can only see the documents for a limited time.

10. Logout

A logout button can be found by clicking on your name or profile photo (Your initials, if no photo is uploaded) at the top right of the web page.


2
Hi, Dave
Dave King
My Profile
View and edit my profile
Logout