https://verification.ukzn.ac.za

University eCertification - 3rd Party Portal

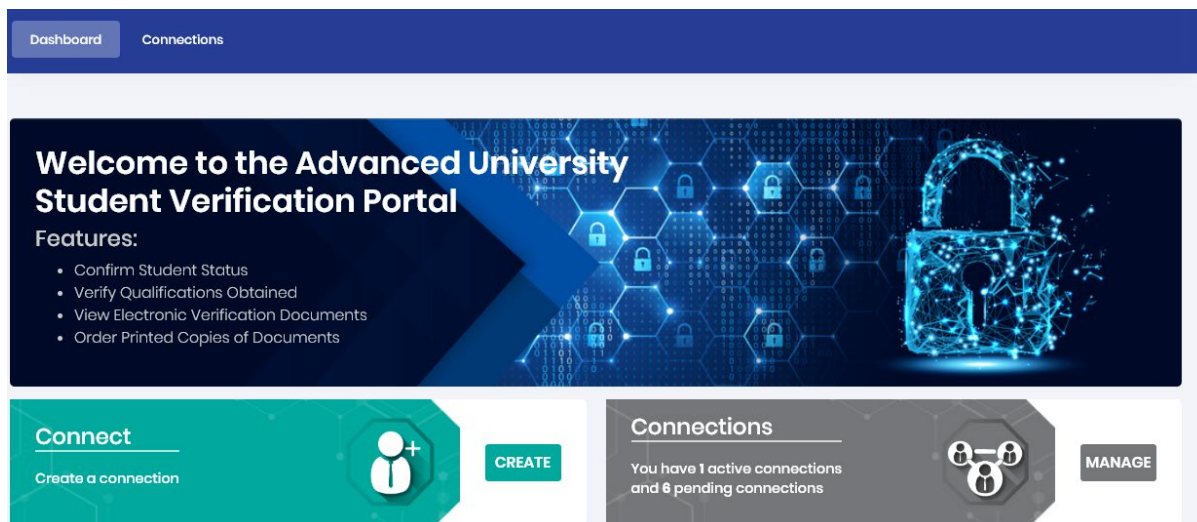## Contents

1. Introduction

This guide describes user functions for the 3rd Party Portal of the University's eCertification software application.

## 2. Functionality of the 3rd Party Portal

2020 Graduates registered on the University Portal can send connection requests via email to allow 3rd Parties to view electronic representations of their qualification certificates.

On receipt of such a request, the 3rd party carries out a very simple registration process, which will then provide them with secure access to the eCertificates in question. For added security, there is also an email verification procedure to ensure your email address is valid.

- The connection, once created, can be cancelled by either party at any time.
- The connection has a default expiry time but can be extended by the 2020 Graduate.
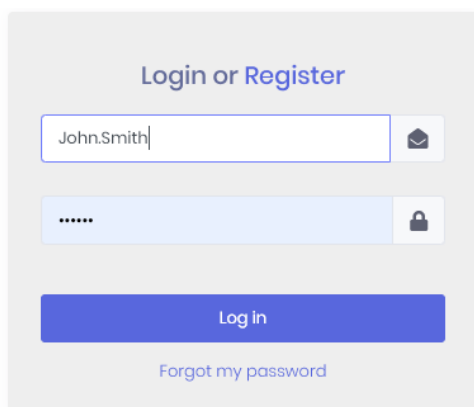- The 3rd Party may also request an extension if required.

3. Useful links

On the home page, there are several useful links including About, Privacy, FAQ, Cookies, Terms and Support, all on the bottom right of the page.
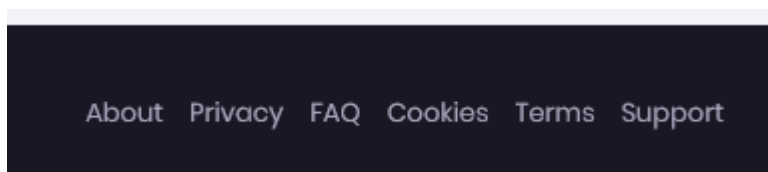
4. Registration

This is a very quick and simple registration process requiring only your email address, password creation and name.
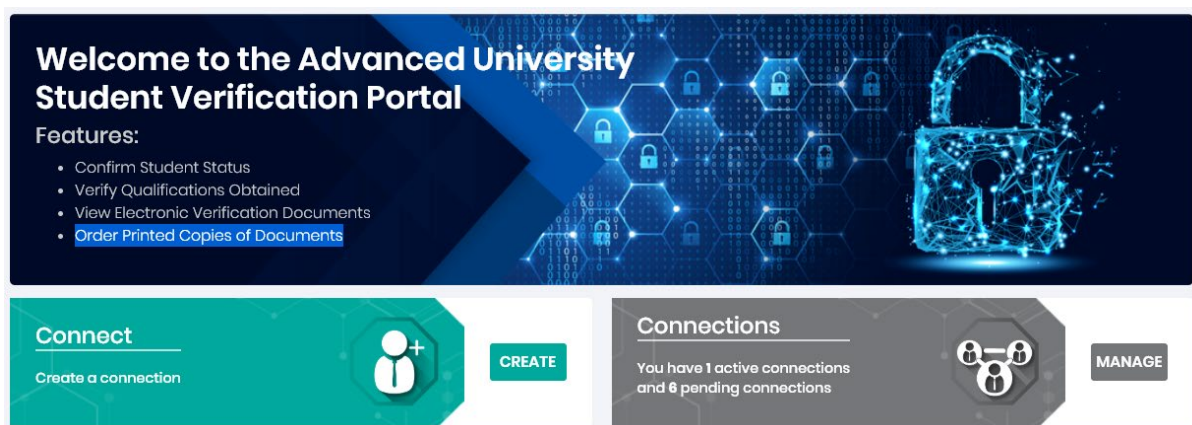
5.   Login

- Username – this is your chosen email address.
- Email address – This can be changed from within your profile.
- Password – This can be changed from within your profile.

6.   Forgotten password

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

7.   Dashboard

- Connect (Create)
    - o Once registered, 3rd Parties can then request access to other 2020 Graduates' qualifications. To do this they simply require the 2020 Graduate's name and email address. If the 2020 Graduate in question is already registered on the portal and accepts the connection, then the 3rd party will be able to view their documents straight away. If the 2020 Graduate has not yet registered on the portal, then the 2020 Graduate will have to follow the registration process before the connection can be achieved.
- Connections (Manage)
    - Allows the 3rd party to manage their existing connections with 2020 Graduates.
    - View – Allows the viewing of PDF electronic versions of the available certificates.
      You will notice when you view a document that there is a barcode present on the bottom of the page. This can be scanned using a barcode scanning app on your mobile phone, which will take you to the Certificate verification website. Here your document will be verified as to whether or not it is an actual qualification certificate issued by the University.
    - Extend – An extension of the expiry date for the connection can be requested here, the 2020 Graduate will have to first approve the request.

- Cancel – The connection can be cancelled by the 3rd party at any time.

8. Profiles

Each user has a personal profile, which can detail the following items of information, which will then be visible to any 2020 Graduate that has a connection with you.

- Photo – Upload a photo by browsing to image files on your PC.
- Personal details
- Additional Contact information
- Phone numbers
- Email addresses
- Social media
- Addresses
- Change password

9. Logout

Logout by using the logout button which is found by clicking on your name or profile photo (Initials - if no photo is uploaded) at the top right of the web page.