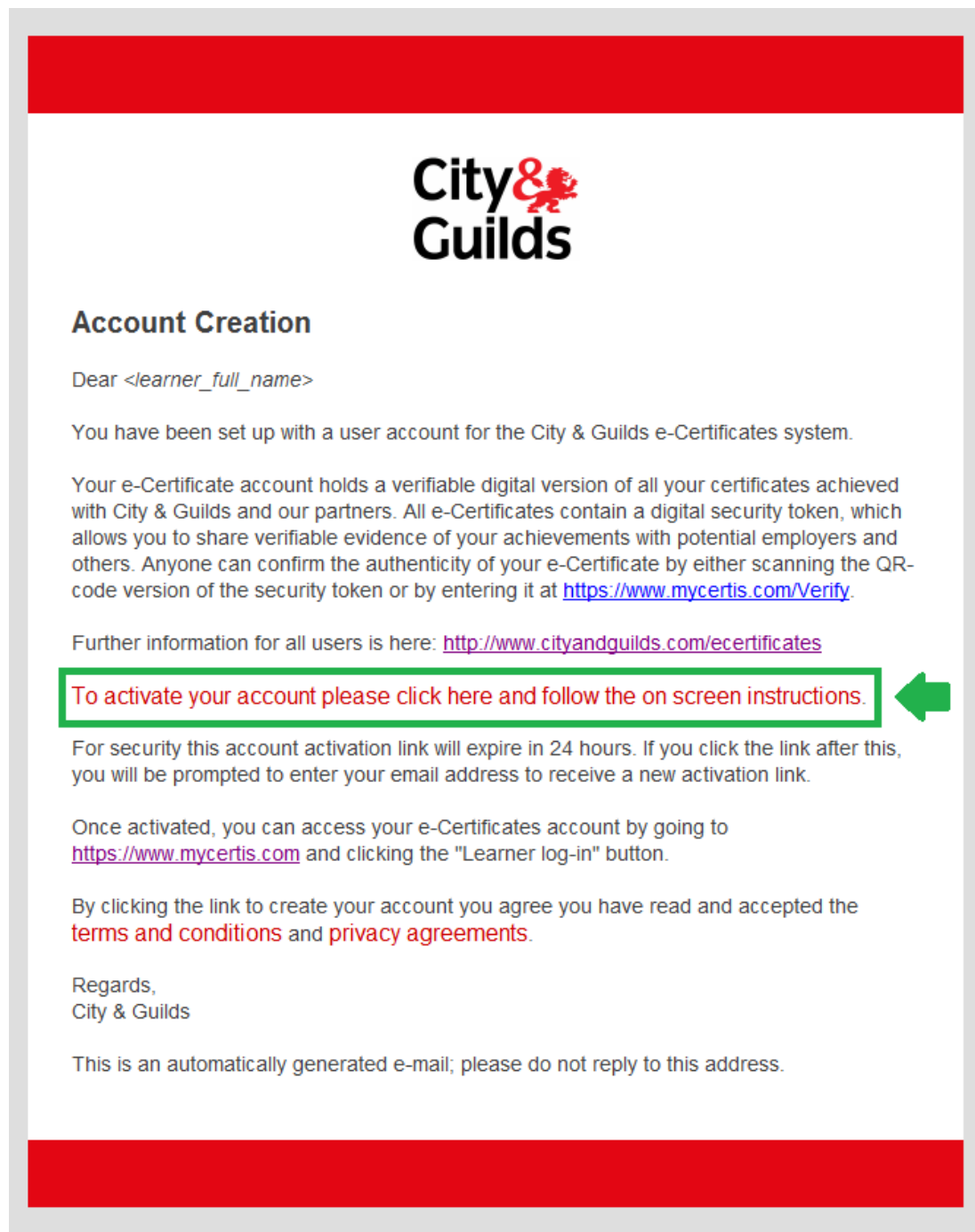# City & Guilds e-Certificate learner guide

Your e-Certificate account holds a verifiable digital version of all your certificates achieved with City & Guilds and our partners. All e-Certificates contain a digital security token, which allows you to share verifiable evidence of your achievements with potential employers and others. Anyone can confirm the authenticity of your e-Certificate by either scanning the QR-code version of the security token or by entering it at https://www.mycertis.com/Verify.

To activate your e-Certificate account and view your e-certificates, please follow the instructions below.

Step 1: Click the account activation link in the welcome email

Account Creation

Dear <learner_full_name>

You have been set up with a user account for the City & Guilds e-Certificates system.

Your e-Certificate account holds a verifiable digital version of all your certificates achieved with City & Guilds and our partners. All e-Certificates contain a digital security token, which allows you to share verifiable evidence of your achievements with potential employers and others. Anyone can confirm the authenticity of your e-Certificate by either scanning the QR-code version of the security token or by entering it at https://www.mycertis.com/Verify.

Further information for all users is here: http://www.cityandguilds.com/ecertificates

To activate your account please click here and follow the on screen instructions.

For security this account activation link will expire in 24 hours. If you click the link after this, you will be prompted to enter your email address to receive a new activation link.

Once activated, you can access your e-Certificates account by going to https://www.mycertis.com and clicking the "Learner log-in" button.

By clicking the link to create your account you agree you have read and accepted the terms and conditions and privacy agreements.

Regards,
City & Guilds

This is an automatically generated e-mail; please do not reply to this address.

City & Guilds e-Certificate learner guide

Step 1b – If your activation link has expired you must request a new one

Activation links expire after 24 hours for security reasons. When requesting a new activation link, you must enter the same email address that the original welcome email was sent to.
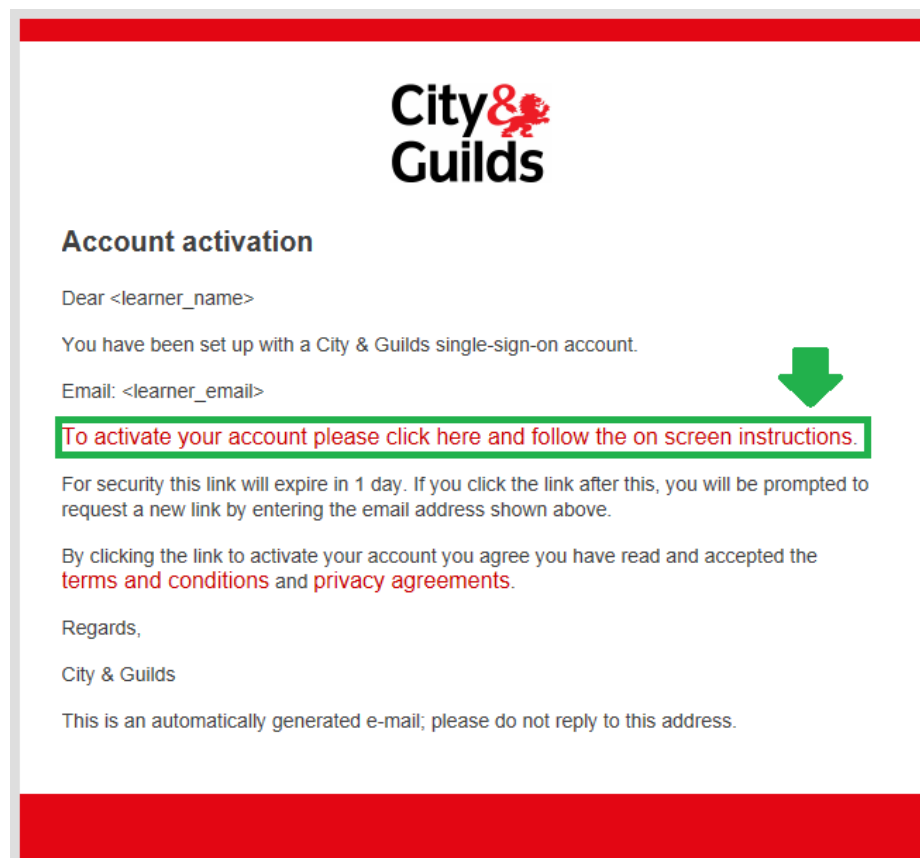

Step 1c – Click on the activation link in the new account activation email

Account activation emails look different from the original welcome email and are from a different address.

City & Guilds e-Certificate learner guide

Step 2 – Enter your chosen password to finish setting up your account

Identity Manager   Help   Register   Log in

Account activation

Thank you for verifying your email address. Please set your password below.

Password

Confirm password

Set

Step 3: Click the log in link

Identity Manager   Help   Register   L

Account activated

Your account has been activated.

Please **click here to log in**

Step 4: Enter your email address and password

Identity Manager   Help   Register   Log in

Log in

Email address

Password

Remember me

Log in

Register as a new user

Forgot your password?

Need to activate your account?

City & Guilds e-Certificate learner guide

Step 5: Click the "City & Guilds e-Certificate account" link

Identity Manager   Help   Hello Learner01 Test User!   Log off

Welcome

You can access the following sites using this account:

City & Guilds e-Certificates account

Manage your account

Get help

Step 6: Click the "Certificates" tab

Hi, Learner01 Test Learner! | Logout | Help

City& Guilds

Home   **Certificates**   My Profile   Web shop   My Account

Welcome to e-Certificates

e-Certificates is your one-stop shop for viewing, downloading and purchasing certificates.

Depending on the type of account you have, e-Certificates will enable you to:

- view and download certificates to which you are entitled.
- purchase presentation certificates.
- validate your own, or other individuals qualifications without needing to provide a physical certificate for a range of qualifications and industries through approved awarding bodies.
- invigilate IESOL and ISESOL exam sittings.

Using this system you can validate your own, or learners' certificates without having to provide a physical certificate. This means that employers can validate a potential employee's qualification certification quickly and securely.

We have created e-Certificates to be:

- globally accessible
- totally secure
- completely reliable

To find out more about e-certificates benefits, services or to get help with using it, please click here.

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Step 7: Click the "View" button for the certificate you want to view

Hi, Learner01 Test Learner! | Logout | Help

City& Guilds

Home   Certificates   My Profile   Web shop   My Account

Home > Certificates

Certificates

Type	Qualification Title	Qual.	Date Awarded	
Full	Level 1 NVQ in Hairdressing	3007-14	30/07/2014	View

Buy presentation certificates

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City & Guilds e-Certificate learner guide

Step 8: The e-Certificate PDF will be displayed and can be saved or printed.

Others can verify your e-Certificate by scanning the highlighted QR-code or manually entering your name and the highlighted digital security token at https://www.mycertis.com/Verify.