

How to Use Digital Certificates

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Overview

The Educational Affairs Group (EAG) issues digital certificates online through **Parchment (formerly Digitary CORE)***. Please check our website for the types of certificates that can be issued in digital format.

As a recipient, you are required to use a valid email address when requesting a digital certificate to be issued. You will be notified by email once your document is ready.

Certificates on Parchment are valid for **6 months** from the date of issue. A digital certificate can be viewed, downloaded as PDFs and shared online with third parties until its expiry date. If your digital certificate has expired, you will lose access to the document until you obtain a new one. Note: When a new digital certificate is issued, recipient information of the obsolete documents will be deleted.

The authenticity of digital certificates can only be guaranteed: (1) when the digital certificates are viewed on Parchment or (2) when the downloaded PDF are viewed using Adobe Acrobat Reader and the university's electronic signature is confirmed in the [Signature Panel]. Digital certificates printed on paper are deemed not authentic. Authentic paper certificates can be obtained through certificate issuing machine or at the Educational Affairs Group.

*For frequently asked questions about Parchment (formerly Digitary CORE), please refer to the following webpage: <https://core.digitary.net/faq/learners>

Access to Your Document for the First Time

1) A notification email will be sent from <noreply@digitary.net> when your digital certificate is issued.

Click **REGISTER** to create your Parchment account .



The email is from ICU (International Christian University) and is addressed to KOKUSAI, TARO. It informs the recipient that a digital EAG Transcript has been issued and is ready for viewing and secure sharing online through the Parchment Learner Portal. The document is digitally signed to ensure authenticity and tamper evidence. To access the transcript and share it with third parties online, the recipient is asked to register for a Parchment account. A 'Register' button is provided. The email also includes a link to frequently asked questions on the use of Parchment.

ICU 國際基督教大學
Artes et Scientiae INTERNATIONAL CHRISTIAN UNIVERSITY

Dear KOKUSAI, TARO,

A digital EAG Transcript from International Christian University has been issued to you and is ready for viewing and secure sharing online through the Parchment Learner Portal.

This document is digitally signed to ensure authenticity and tamper evidence.

To access your EAG Transcript and to share it with third parties online, please register for your Parchment account.

[Register](#)

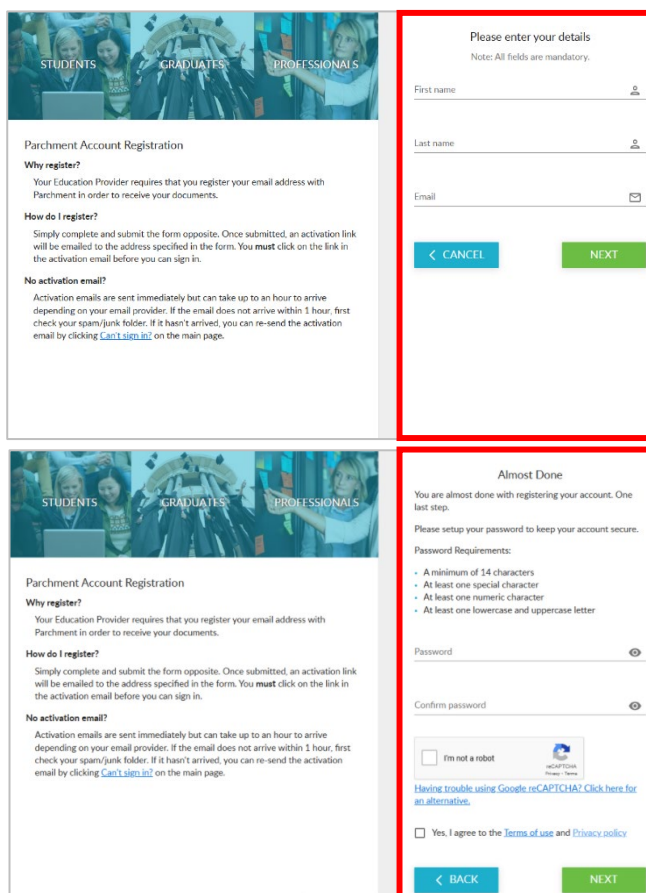
If you have any queries, please contact [here](#).

Frequently asked questions on the use of Parchment can be found on the [Digitary FAQ pages](#).

2) Enter your name, your email address* and password, then click **NEXT**.

*Current students, [enter your ICU email address](#).

*Former students, [enter the email address you used when ordering certificate\(s\)](#).



The form is titled 'Parchment Account Registration' and is divided into two main sections. The first section, 'Please enter your details', includes fields for First name, Last name, and Email, with a note that all fields are mandatory. It has 'CANCEL' and 'NEXT' buttons. The second section, 'Almost Done', includes a password setup step with requirements (minimum 14 characters, at least one special character, at least one numeric character, and at least one lowercase and uppercase letter). It also includes a 'I'm not a robot' checkbox, a link to Google reCAPTCHA, and a checkbox for agreeing to the Terms of use and Privacy policy. It has 'BACK' and 'NEXT' buttons.

Parchment Account Registration

Why register?
Your Education Provider requires that you register your email address with Parchment in order to receive your documents.

How do I register?
Simply complete and submit the form opposite. Once submitted, an activation link will be emailed to the address specified in the form. You **must** click on the link in the activation email before you can sign in.

No activation email?
Activation emails are sent immediately but can take up to an hour to arrive depending on your email provider. If the email does not arrive within 1 hour, first check your spam/junk folder. If it hasn't arrived, you can re-send the activation email by clicking [Can't sign in?](#) on the main page.

Please enter your details
Note: All fields are mandatory.

First name

Last name

Email

[CANCEL](#) [NEXT](#)

Almost Done
You are almost done with registering your account. One last step.


Please setup your password to keep your account secure.

Password Requirements:

- A minimum of 14 characters
- At least one special character
- At least one numeric character
- At least one lowercase and uppercase letter

Password

Confirm password

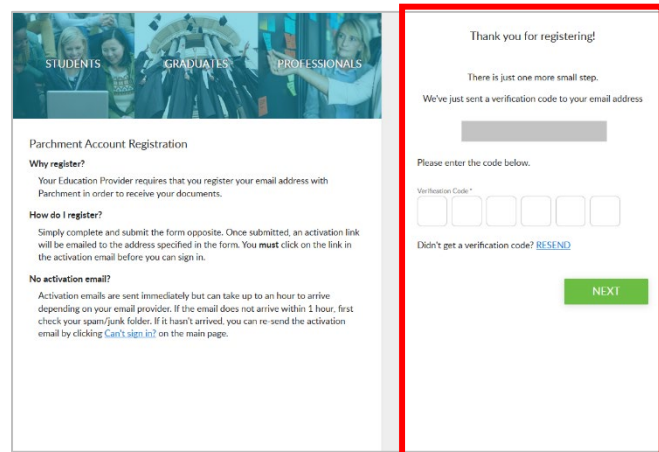
☐ I'm not a robot 

[Having trouble using Google reCAPTCHA? Click here for an alternative.](#)

☐ Yes, I agree to the [Terms of use](#) and [Privacy policy](#)

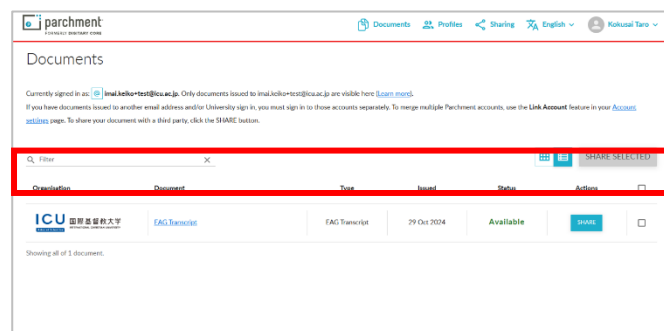
[BACK](#) [NEXT](#)

An email with 6-digit validation code will be sent to the registered address. Enter the code and click **NEXT** on the login screen.



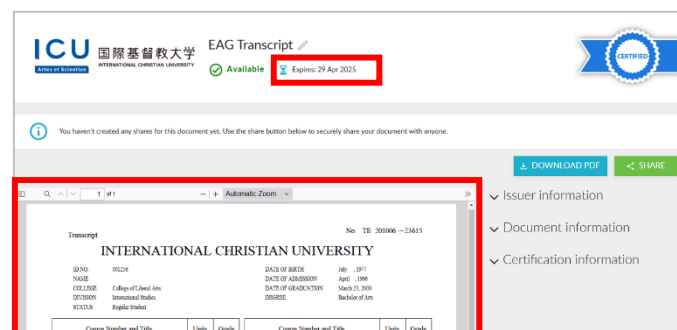
The image shows two parts of the Parchment interface. The left part is the 'Parchment Account Registration' page, which includes sections for 'Why register?', 'How do I register?', and 'No activation email?'. The right part, highlighted with a red border, is the verification screen. It says 'Thank you for registering!' and 'There is just one more small step. We've just sent a verification code to your email address'. It prompts the user to 'Please enter the code below.' with a 'Verification Code' field consisting of six boxes. Below this is a 'RESEND' link and a green 'NEXT' button.

3) Log in to Parchment. List of the certificates issued will appear. Select the certificate name and view each document.



The image shows the 'Documents' page in the Parchment system. At the top, it says 'Currently signed in as: [email address]'. Below this is a table of documents. The first document is from 'ICU 国際基督教大学' (International Christian University) and is titled 'EAG Transcript'. It is dated '29 Oct 2024' and has a status of 'Available'. A red box highlights the search bar and the 'SHARE SELECTED' button. The table has columns for 'Organization', 'Document', 'Time', 'Issued', 'Status', and 'Actions'.

4) If the certificates issues are not the ones you ordered, contact the Educational Affairs Group immediately at <eag-cert@icu.ac.jp>.

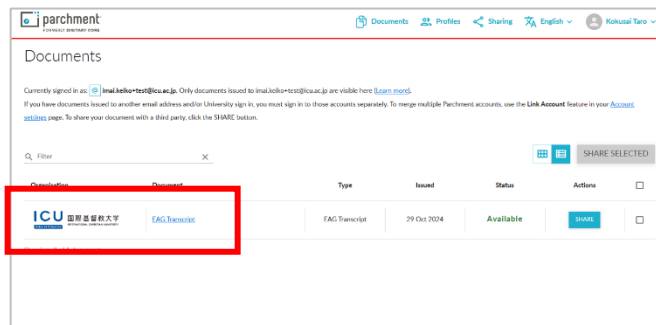


The image shows the 'EAG Transcript' document view page. At the top, it says 'ICU 国際基督教大学' and 'EAG Transcript'. Below this is a green 'Available' status and a red box highlighting the 'Expires 29 Apr 2025' date. The main content area shows a transcript from 'INTERNATIONAL CHRISTIAN UNIVERSITY'. It includes fields for 'ID NO.', 'NAME', 'COLLEGE', 'DEGREE', 'DATE OF BIRTH', 'DATE OF ADMISSION', 'DATE OF GRADUATION', and 'DEGREE'. A red box highlights the transcript content. On the right side, there are buttons for 'DOWNLOAD PDF' and 'SHARE', and a list of information sections: 'Issuer information', 'Document information', and 'Certification information'.

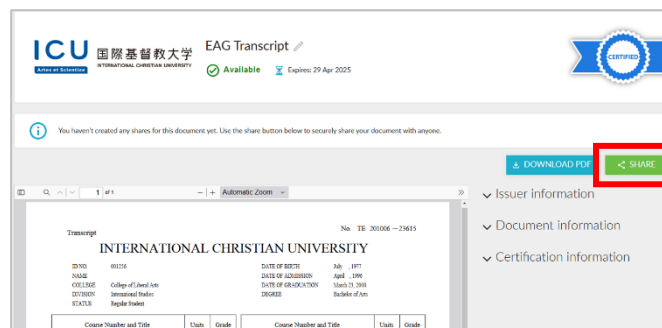
Share Your Document with Third Parties

<NOTE> The recipient will receive an automatic message via email in your Preferred language in the Account settings. Make sure to check / change the setting prior to sharing the document(s).

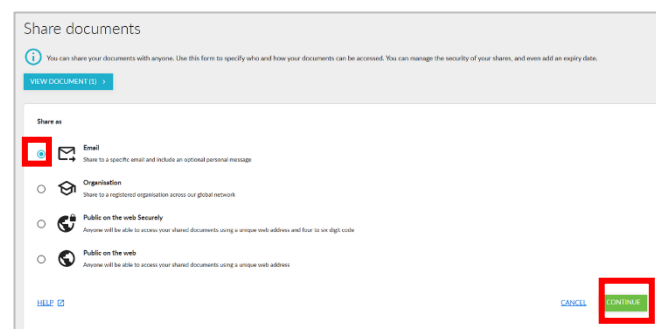
1) Select a certificate from the list to share with a third party.



2) Click **SHARE**. A window will popup.



3) Select Email and click **CONTINUE**.

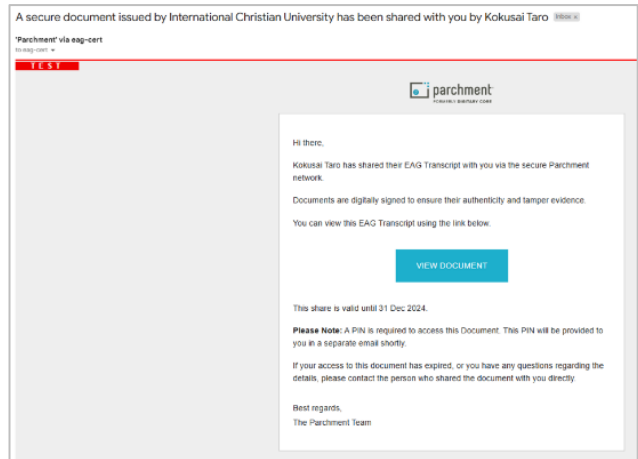


4) Fill in the fields in the dialog box as necessary and click **SHARE**.

Share name	(Optional) This helps you identify the document in your list of shares (e.g. ICU GS – Transcript, ICU GS – Cert of Prospective Graduation, etc.)
Purpose of share	(Optional)
Recipient Email	Enter email address of the recipient of the shared document.
Include a personalised message	(Optional)
Reference	(Optional)
Access PIN	(Optional) Enter a PIN for increased security. An automatic email with the PIN will be sent to the recipient's email address.
Expiry date	(Optional) Set the expiry date. (The recipient can access the document only before the expiry date.)

5) Click **FINISH** to confirm and share the document.
An automatic email will be sent to the recipient.

Example of the automatic email to the recipient in English



Example of the automatic email to the recipient in Japanese



When the recipient clicks “**VIEW DOCUMENT**” and enters the correct email address and access PIN (optional), the third party can view the document.



*Use **Take a Tour** option to familiarize yourself with the process of sharing your documents.

Log in to Parchment as a Returning User

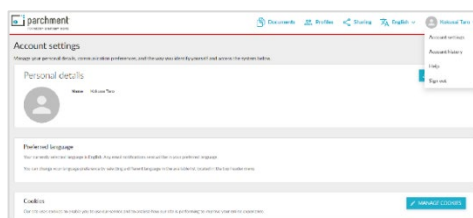
Visit the following page <https://core.digitary.net/user/login> and log in with the email address and password.

For Graduating Students:

Link your Account to Your Personal Email Address

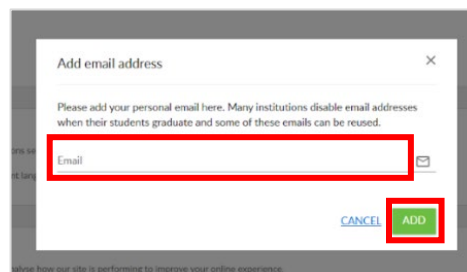
For graduating students with a Parchment (Formerly Digitary CORE) account, change your primary email address in your Parchment account settings to your personal email address. You must do this **before graduation** to avoid losing access to your documents. You will no longer be able to log in to your ICU email address after graduation.

1. Click on the dropdown menu next to your name at the top right corner of your screen and go to your **Account settings**.

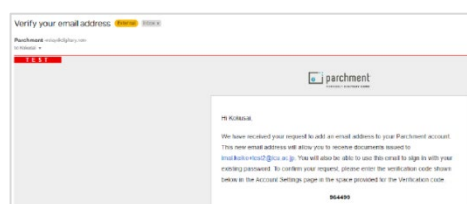


2. To add another email, scroll down to the **Email accounts** section. Click the **+LINK ANOTHER EMAIL** button, then a popup window will be displayed on the screen.

Enter your personal email address in the popup window, then click the **ADD** button.



3. You will receive verification code by email.



Input it to verify your new email address and **CONFIRM**.
Select **MAKE PRIMARY** for the new email address.



You will be able to log in with your newly linked email address and existing password.

