

Digital Certificate User Guide

Parchment Learner Portal

For Ritsumeikan Asia Pacific University

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Uchida Yoko Co., Ltd.

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I . Service Overview

This manual explains how to use the digital certificate service provided through the digital credential platform **Parchment** (formerly Digitary CORE). For information on the types of certificates available for issuance, please refer to the following site;

<https://en.apu.ac.jp/home/alumni/content4/>

To use this service, you must have a valid email address capable of receiving emails. Once the certificate issuance process has been completed, an automatic notification email will be sent from Parchment to the email address you provided when applying for the certificate.

The authenticity of a digital certificate may be verified in either of the following ways:

1. By viewing the certificate online through the Parchment Learner Portal.
2. By opening the PDF file in Adobe Acrobat Reader and checking the university's digital signature in the Signature Panel.

Please note that authenticity cannot be verified from a printed copy of the certificate.

For additional information and updates regarding Parchment, please visit the official website:

[Parchment Official Website](#)

Validity Period of Digital Certificates

The validity period of digital certificates is **3 months**. During the validity period, you may view, download, and share your certificates with the 3rd party through the Parchment system.

If you require a certificate again after its validity period has expired, you must submit a new application.

2: Accessing Digital Certificates

2.1 Login Procedures for Current Students

This section explains how current students, graduated students and former students can access Parchment and view their digital certificates.

2.1.1 Initial Registration (Using APU-Net Account)

Current students using Parchment for the first time should complete the registration process according to the steps below.

1. Once certificate issuance has been completed, an automated email from Parchment (sender: noreply@digitary.net) will be sent to you.
Click the **Register** button in the email to proceed to the registration page.

2. Ritsumeikan Asia Pacific University login screen will appear.

Log in using your own APU-Net account credentials.

3. The account creation screen will open.

Enter your name (in alphabetical characters) and your **APU-Net email address**, then click **NEXT**.

[NOTE!] A message will appear instructing you to enter a personal email address instead of your university email account; however, please be sure to register using your APU-Net account.

The screenshot shows the Parchment registration page. On the right side, there is a form with three input fields. The first field is labeled 'First Name' with a callout box. The second field is labeled 'Surname' with a callout box. The third field is labeled 'APU E-mail Address' with a callout box. Below the third field is a green 'NEXT' button. The left side of the page contains Japanese text explaining the registration process.

4. On the next screen, create a password. The password must:

- Be at least 14 characters long
- Include at least one uppercase letter
- Include at least one lowercase letter
- Include at least one number
- Include at least one special character

After reviewing the Terms of Use and Privacy Policy, click **NEXT** if you agree.



5. An email containing a 6-digit verification code will be sent to your registered email address. Enter the code and click **NEXT**.

[NOTE!] This message will only be sent in Japanese so please type in the 6 digits shown at the top of the email.

Parchment ネットワークへのご登録ありがとうございます。

アカウント登録を完了するには、以下のコードを使用してメールアドレスを確認してください。

552612

このコードの有効期限は短時間です。期限内に手続きが完了しなかった場合は、新しいコードを再送することができます。なお、このコードを他の人に転送したり共有したりしないでください。

アカウントを有効化すると、大学、カレッジ、その他の教育機関など、Parchmentに対応した組織からオンラインでデジタル認証された証明書を受け取ることができます。Parchmentは Parchment を支えるプラットフォームです。Parchment アカウントを使用すると、これらの証明書へのアクセスを、就職先やその他の第三者に対して、安全かつ簡単に共有し、確認・検証してもらうことができます。

アカウントを有効化することにより、Parchment プラットフォームの利用規約およびプライバシーポリシーに同意したものとみなされます。

Parchment へようこそ。



6. Once registration is successfully completed, a list of issued digital certificates will be displayed. Click a certificate name to view its validity period and details.

If You Do Not Receive the Verification Email

Verification emails are normally delivered within 5 to 10 minutes. If you do not receive the email, first check your spam or junk mail folder. If it is not there, use the **Unable to Log In** link to request that the activation email be resent.

2.1.2 Logging in via SAML Single Sign-On (SSO)

At Ritsumeikan Asia Pacific University, currently enrolled students can access Parchment through the university's integrated authentication system (Single Sign-On, SSO).

- If you receive an email notification from Parchment informing you that your certificate has been issued, please access the Learner Portal by clicking the **“Register”** button in the email.



- After clicking the “**Login**” button, the Learner Portal sign-in page will be displayed. A **Cookie Consent** pop-up may also appear.



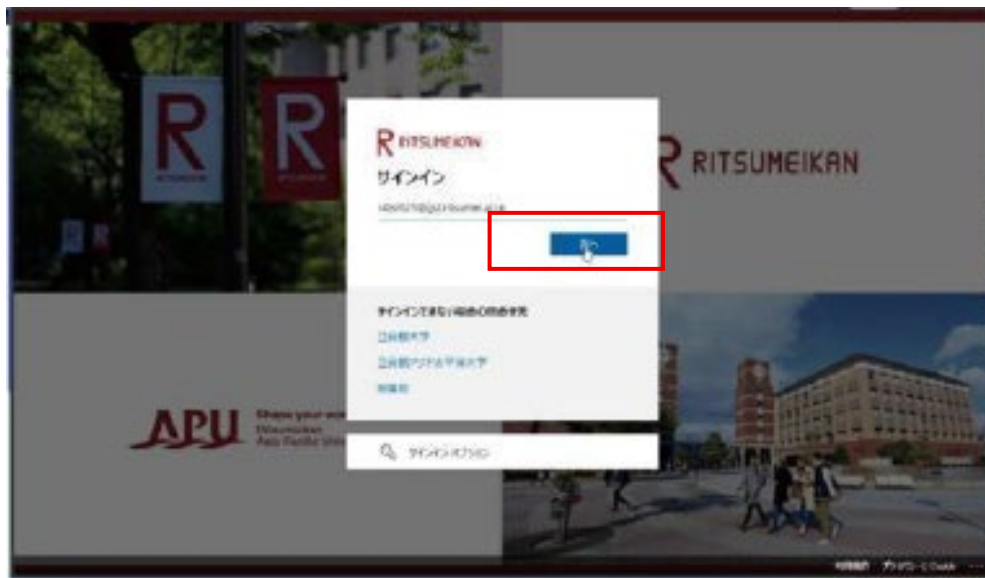
- After selecting your preference in the Cookie Consent pop-up, you may be directed to the Institution Sign-In page. In the “Enter your institution name” field, from the list of suggested institutions, select and click “Ritsumeikan University / Ritsumeikan Asia Pacific University.”



- After selecting the university, click the “Continue” button.



- You will then be redirected to the university's authentication system (APU-Net) login page. Enter your **APU-Net account email address** and click “Next.”



- Enter your **APU-Net account password**, then click the **“Sign In”** button.



- A dialog box asking **“Stay signed in?”** will appear. Select either **“Yes”** or **“No,”** depending on your preference.



- Once authentication is complete, you will be automatically redirected to the **Parchment Credentials** page. Any certificates that have already been issued to you will be displayed in the certificate list.



2.1.3 Registering a Personal Email Address in Advance (Recommended While Enrolled)

Important: To Ensure Continued Access After Graduation from the University

After you graduate from the university, your university-issued email account will be deactivated, which will result in losing access to Parchment.

We strongly recommend registering a personal email address while you are still enrolled.

- Click your name displayed in the upper-right corner of the screen, then select **“Account Settings”** from the menu.
- In the **“Email Accounts”** section, click the **“Link Another Email”** button.
- Enter your personal email address in the dialog box that appears, then click **“Add.”**
- Parchment will automatically send a verification email to the email address you added. Enter the verification code provided in the email on the **“Account Settings”** page, then click **“Verify.”**
- Click the **“Make Primary”** button. Once the status next to the email address is displayed as **“Primary,”** the setup is complete.

2.2 Login Procedures for Graduates and Former Students

Individuals who have graduated from the university must create a new Parchment account using a personal email address.

Important: Email Address to Use

When creating your account, please use the same email address that you previously registered with the university during application procedures (such as certificate issuing service at convenience stores).

If you enter an email address different from the one registered with the university, your issued certificates may not be correctly linked to your Parchment account.

- Once your certificate has been issued, you will receive an automated email from Parchment (sender: noreply@digitary.net). To begin the registration process, click the “Register” button in the email.



- The **Account Creation** page will be displayed. Enter your **full name** and the **personal email address that was used when submitting your application to the university**, then click the **“NEXT”** button to continue.
- Please ensure that the email address you enter is the same one that was registered with Ritsumeikan Asia Pacific University when you applied for access to certificate issuing service at convenience stores.

Parchment アカウントの登録

登録が必要な理由

教育機関から証明書などの書類を受け取るには、Parchmentのアカウント登録が必要です。メールアドレスを登録し、アカウントを作成してください。

登録方法

右側の入力フォームに必要な事項を入力して送信してください。送信後、入力したメールアドレス宛にアカウント有効化（アクティベーション）のメールが送信されます。メールに記載されたリンクをクリックすると登録が完了し、サインインできるようになります。なお、メールアドレスのリンクをクリックしない場合、登録は完了しませんのでご注意ください。

アクティベーションメールが届かない場合

通常、アクティベーションメールはすぐに送信されますが、ご利用のメールサービスの状況によっては、到着までに最大1時間程度かかることがあります。1時間経ってもメールが届かない場合は、まず迷惑メールフォルダーをご確認ください。迷惑メールフォルダーにも見当たらない場合は、トップページの[ログイン](#)または[お問い合わせ](#)からアクティベーションメールを再送信することができます。

詳細を入力してください

以下で詳細に入力してください。設定が完了すると、入力したメールと新しいパスワードを使用してサインインできるようになります。これは、教育機関のサインインにアクセスできなくなった場合に備えます。

フルネーム

メールアドレス

パスワード

パスワードを再入力

個人情報保護ポリシー ☐

[戻る](#) [続ける](#)

- Create a password for your Parchment account, agree to the Terms of Use, and then click the **“NEXT”** button.

Parchment アカウントの登録

登録が必要な理由

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あと少しです

アカウントの登録はほぼ完了しました。最後のステップです。

アカウントの安全性を確保するため、パスワードを設定してください。

パスワードの条件

- ・ 8文字以上
- ・ 少なくとも1つの特殊文字
- ・ 少なくとも1つの数字
- ・ 少なくとも1つの大文字と小文字

パスワード

パスワードを再入力

☐ 私はこのウェブサイトで読みます

☐ Googleは私のデバイスにデータを保存するのを許可しています

[戻る](#) [続ける](#)

- A verification code will be sent to the email address you registered. Enter the six-digit verification code in the designated field, then click the “NEXT” button to continue.

[NOTE!] This message will only be sent in Japanese so please type in the 6 digits shown at the top of the email.

Parchment ネットワークへのご登録ありがとうございます。

アカウント登録を完了するには、以下のコードを使用してメールアドレスを確認してください。

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このコードの有効期限は短時間です。期限内に手続きが完了しなかった場合は、新しいコードを再送することができます。なお、このコードを他の人に転送したり共有したりしないでください。

アカウントを有効化すると、大学、カレッジ、その他の教育機関など、Parchmentに対応した組織からオンラインでデジタル認証された証明書を受け取ることができます。Parchmentは Parchment を支えるプラットフォームです。Parchment アカウントを使用すると、これらの証明書へのアクセスを、就職先やその他の第三者に対して、安全かつ簡単に共有し、確認・検証してもらうことができます。

アカウントを有効化することにより、Parchment プラットフォームの利用規約およびプライバシーポリシーに同意したものとみなされます。

Parchment へようこそ。

- A list of your issued digital certificates will be displayed. Click on a certificate name to view its expiration date and detailed certificate information.



2.3 Reviewing Issued Digital Certificates

This section explains the information available on the **Certificate List** page displayed after login and on the **Certificate Details** page for each certificate.

Certificate List Page

The Certificate List page displays all the certificates that have been issued. The following information is available for each certificate:

- Certificate Name (Type)
- Issue Date
- Expiration Date
- Sharing Status (whether the certificate has been shared with a third party)

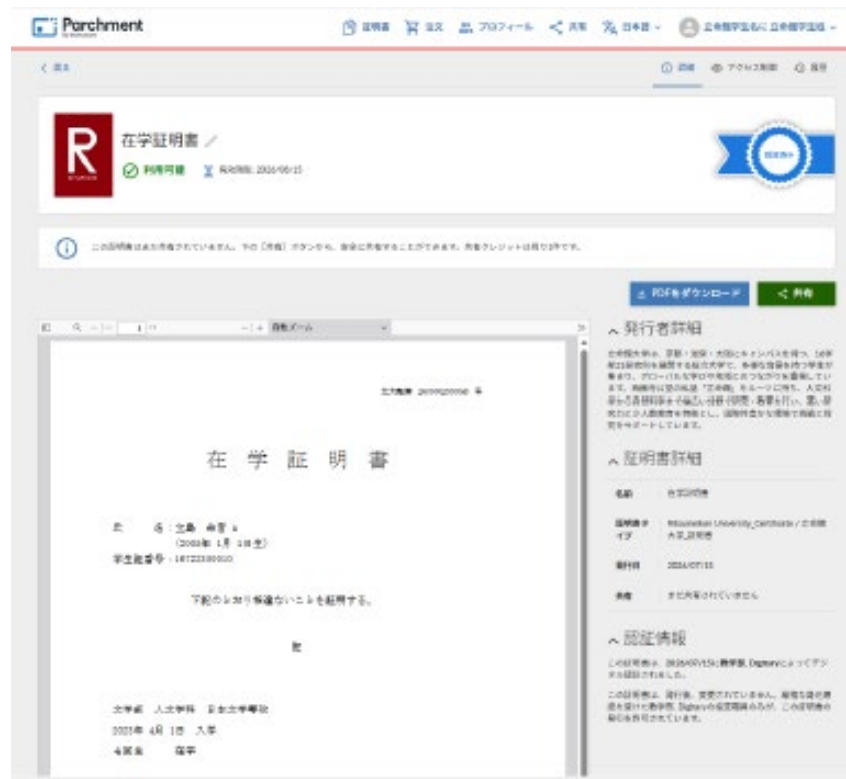


Certificate Details Page

Clicking on a certificate name from the Certificate List page will open the Certificate Details page, where you can view the following information:

- Certificate details, including the issuing institution, qualification or degree awarded, issue date, expiration date, etc.
- Digital signature verification (by downloading the certificate in PDF format and opening it in Adobe Acrobat Reader, you can verify the university's digital signature through the Signature Panel).
- “Share” button, which allows you to proceed to certificate-sharing options.

- “Download” button, which allows you to download the certificate in PDF format.



Digital Signature on PDF Certificates Downloaded from Parchment

PDF certificates available through Parchment are digitally signed by Ritsumeikan Asia Pacific University.

As long as current students, graduates, or former students download the certificate from Parchment and use the file without modification (for example, by copying, moving, emailing, or uploading it to a job-search website or other online platform), the digital signature will remain valid.

However, the digital signature will become invalid if any modifications are made to the original PDF file such as editing, re-saving, merging it with other documents, printing it and then re-creating it as a different PDF file.

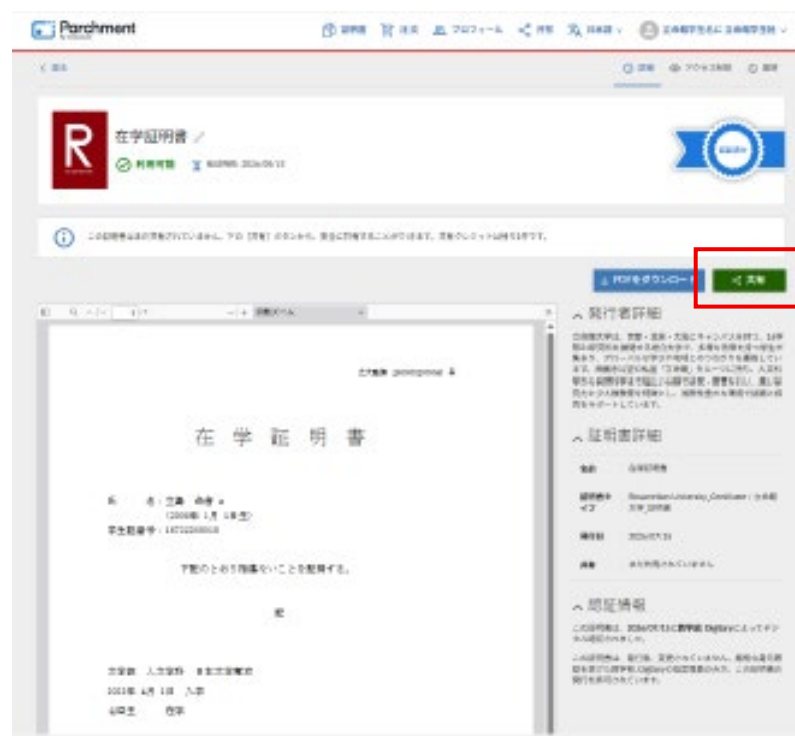
3. Sharing Digital Certificates

3.1 Steps for Sharing a Certificate

- From the Certificate List page, select the certificate you would like to share.



- Click the “Share” button.



- Select “**Email**” as the sharing method, then click the “**CONTINUE**” button.



- The Certificate sharing page will be displayed.
Enter the required information in each field and click the “Share” button.



Field that need to be filled out	Description
Recipient Name	Enter a name that allows you to identify the recipient for record-keeping purposes.
Purpose of sharing	Enter the reason or intended use for sharing the certificate for record-keeping purpose.
Email Address	Enter the email address of the person or organization with whom you wish to share the certificate.
Personal Message	The message entered here will be included in the body of the automated email sent to the recipient.
Description	You can enter a description of the certificate that will be displayed on the recipient's certificate viewing page.
Access PIN	Setting an Access PIN is recommended to prevent unauthorized access. If specified, the PIN will be automatically included in the email sent to the recipient.
Expiration Date	You may specify how long the recipient can access the certificate, provided the selected period does not exceed the certificate's own validity period (3 months).
Allow the recipient to download your document (checkbox)	If selected, the recipient will be able to download the certificate in PDF format. Clear this checkbox if you do not wish to allow downloading.
Notify me when the certificate is viewed (checkbox)	If selected, you will receive an email notification when the recipient views the certificate. Enable this option if you wish to monitor viewing activity.

- A confirmation screen showing the sharing details will appear. Review the information carefully, then click the **“FINISH”** button. Once completed, a notification email will be automatically sent to the recipient's email address.
- The recipient can view the certificate by clicking **“View Document”** in the notification email and entering the correct email address and Access PIN.

Important Notes

Ritsumeikan Asia Pacific University issues digital certificates with only one sharing point (credit). Therefore, **each certificate displayed on this screen can only be shared once.**

In addition, certificates for which the sharing credit has already been used **cannot be downloaded as PDF files** after sharing.

Thus, if you wish to keep a PDF copy of your certificate, please **download the PDF before performing the sharing operation.**

3.2 Reviewing Sharing History

After sharing a certificate, you can review its sharing status and history.

- Click **“Share”** from the navigation menu at the top of the screen.
- A list of certificates you have shared will be displayed, including information such as the recipient, shared date and time, and viewing status.
- Click a specific shared record to view detailed information, including the recipient’s name, email address, expiration date, and viewing status.

Important Note

The sharing history feature is provided within the Parchment Learner Portal. It is **not linked to the password used for the external certificate issuance service provided by Ritsumeikan Asia Pacific University.**

3.3 Important Notes Regarding the Language of Shared Email Notifications

Important: The language of the automated email sent to recipients is determined by your Learner Portal language setting.

- If the display language of your Learner Portal is set to **Japanese**, the email sent to the recipient will also be in **Japanese**.
- If the display language of your Learner Portal is set to **English**, the email sent to the recipient will also be in **English**.

Before sharing a certificate, please review and, if necessary, change your language settings according to the recipient’s needs.

Changing Your Language Settings

- Click your name in the upper-right corner of the screen and select “Account Settings.”

- Under the “Language” settings section, select your preferred language.
- Save the settings, then proceed with the certificate-sharing process.

4. Changing Your Password

This section explains how to change the password used to access Parchment. The procedure differs for **current students** and **graduates/former students**, so please follow the instructions applicable to your status.

For Current Students

Important: Passwords for current students are managed through APU-Net.

Current students log in to Parchment using their APU-Net account under Ritsumeikan Asia Pacific University's authentication system. Therefore, your password cannot be changed directly through Parchment.

To change your password, please use the **APU-Net account management portal** provided by the university.

Once you change your APU-Net account password, the new password will also apply when logging in to Parchment.

For Graduates and Former Students (Logging in with an Email Address)

Graduates and former students who log in to Parchment using a personal email address and password can change their password as follows:

- Go to the Parchment login page and click the "Trouble Signing In" or "Forgot Password" link.
- Enter your registered email address and click "Submit."
- You will receive a password reset email from Parchment. Click the link provided in the email.
- Enter a new password. Your password must be at least 14 characters long and include at least one uppercase letter, lowercase letter, number, and special character.
- Click "Save" to complete the password change. You can then log in using your new password.

Frequently Asked Questions (FAQ)

If you have any questions about how to use Parchment, please refer to the User Guide or FAQ page available within the Parchment system.