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e-Certification



User Guide

July 2022



香港城市大學
City University of Hong Kong

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Google Chrome is recommended to ensure you get the best experience on AIMS website and you can access to **e-Certification for Graduates** via **AIMS**, under **Alumni Services** or **Student Record**.

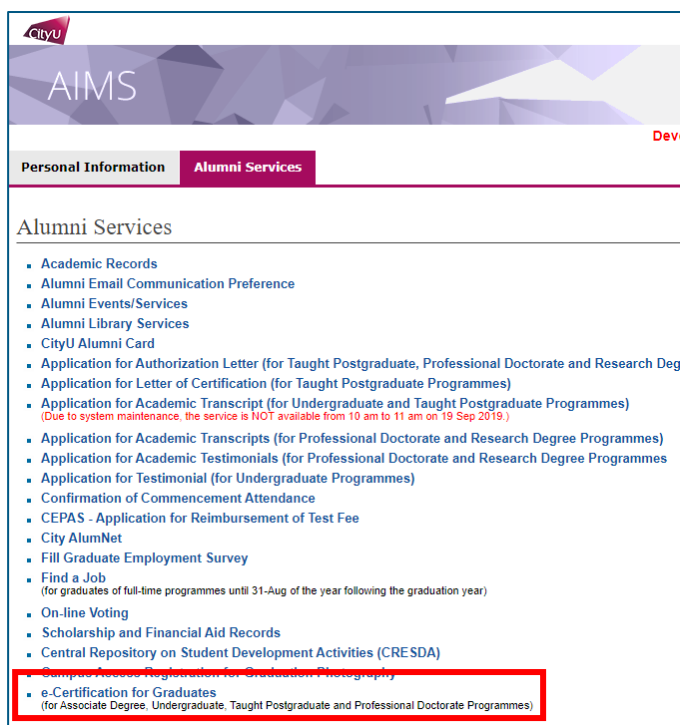
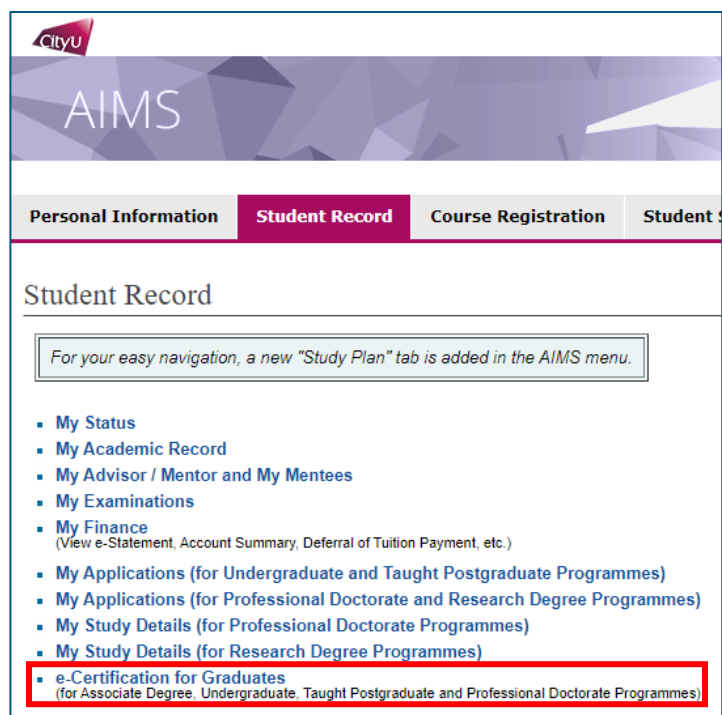
Window or **IOS** operating system with Google Chrome is recommended to ensure you get the best experience on the **e-Certification for external users** webpage.

e-Certification is a web-based system developed by CityU to enable employers, employment agencies and educational institutions to verify electronically the academic award(s) obtained by a professional doctorate / master's / bachelor's / associate degree holder (for Class of 2014 onwards).

By using the system, a graduate can generate and share a secured, direct CityU URL and the e-Certificate image (for Class of 2022 onwards), at his/her discretion, to a third party for verification of his/her award(s) details. The information is encrypted with an access code provided by the graduate to the designated viewer(s) to ensure confidentiality.

e-Certification helps you to:

1. Create a unique URL with an access code for sharing your academic award(s) and/or e-Certificate with external users;
2. Manage and view the log of each unique URL;
3. Reset the access code;
4. Preview the e-Certification;
5. View the e-Certificate if available.






1 e-Certification Management

e-Certification Management




e-Certification is a web-based system developed by CityU to enable employers, employment agencies and educational institutions to verify electronically the academic award(s) obtained by a professional doctorate / master's / bachelor's / associate degree holder (for Class of 2014 onwards).

By using the system, a graduate can generate and share a secured, direct CityU URL, and the e-Certificate image (for Class of 2022 onwards), at his/her discretion, to a third party for verification of his/her award(s) details. The information is encrypted with an access code provided by the graduate to the designated viewer(s) to ensure confidentiality.

For the user guide, please click [here](#).

Alias	e-Certification URL	Access Code	Creation Date	Expiry Date	Action
<input type="text" value="Keyword Search"/>					
 Microsoft	https://wwwstaging.cityu.edu.hk/e-certification/z5urjswg	6tg3i6rf	19 August 2021	31 October 2021	Edit Delete View Log
 For NGO Only	https://wwwstaging.cityu.edu.hk/e-certification/i2afkmg	f8ech5ib	12 August 2021	13 August 2021	Edit Delete View Log
 Only BA Cert	https://wwwstaging.cityu.edu.hk/e-certification/diqtuaf	miym09kv	11 August 2021	31 October 2021	View View Log




Legend

 :Active
  :Expired
  :Deleted

[Add New](#)
[Close](#)

PERSONAL DATA (PRIVACY) ORDINANCE COMPLIANCE

The handling of personal data must comply with the Hong Kong Personal Data (Privacy) Ordinance (<https://www.pcpd.org.hk>). Graduates are personally responsible for managing the privacy, ownership and consent of access of their personal data provided by this system.

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Release: 8.6.1

IT Service Desk: +852 3442-8340

Email: it.servicedesk@cityu.edu.hk

Under the e-Certification Management, you can manage the e-Certification URL by clicking:

1. **Add New** button to create a new unique URL;
2. **Edit** button to edit the details, reset the access code and preview the e-Certification information;
3. **Delete** button to delete and disable the created URL;
4. **View Log** button to view the access log of the selected URL.

2 Create new e-Certification URL (Click button: Add New)



Personal Information	Student Record	Course Registration	Student Services	Study Plan	Services for New Student	Banner XE						
<h3>e-Certification Management</h3>												
<p>Alias: * <input type="text"/></p> <p>Expiry Date: * <input type="text"/></p> <p>Student Name: TQ Tajvanu Tajw-Ux</p> <p>Student Number: 54789847</p> <p>Date of Birth: 31 March ****</p>												
<div style="border: 1px solid red; padding: 5px; color: red; text-align: center;"> Fill in Alias and Expiry Date (Fields with <u>red asterisk</u> are mandatory) </div>												
<table border="1" style="width: 100%;"> <tr> <td style="width: 30%;"> Award Major Classification Graduation Date e-Certificate available for view </td> <td style="width: 70%;"> Associate of Business Administration (International Business Management) International Business Management Distinction 15-JUL-2015 No </td> </tr> <tr> <td colspan="2"> <div style="border: 1px solid red; padding: 5px; color: red; text-align: center;"> Click Save to save the record and generate a unique link with access code </div> </td> </tr> <tr> <td> Award Major Minor Classification Graduation Date e-Certificate available for view </td> <td> Bachelor of Arts in Linguistics and Language Applications Linguistics and Language Applications Computing First Class Honours 15-FEB-2021 Yes </td> </tr> </table>							Award Major Classification Graduation Date e-Certificate available for view	Associate of Business Administration (International Business Management) International Business Management Distinction 15-JUL-2015 No	<div style="border: 1px solid red; padding: 5px; color: red; text-align: center;"> Click Save to save the record and generate a unique link with access code </div>		Award Major Minor Classification Graduation Date e-Certificate available for view	Bachelor of Arts in Linguistics and Language Applications Linguistics and Language Applications Computing First Class Honours 15-FEB-2021 Yes
Award Major Classification Graduation Date e-Certificate available for view	Associate of Business Administration (International Business Management) International Business Management Distinction 15-JUL-2015 No											
<div style="border: 1px solid red; padding: 5px; color: red; text-align: center;"> Click Save to save the record and generate a unique link with access code </div>												
Award Major Minor Classification Graduation Date e-Certificate available for view	Bachelor of Arts in Linguistics and Language Applications Linguistics and Language Applications Computing First Class Honours 15-FEB-2021 Yes											
<div style="border: 1px solid red; padding: 5px; color: red; text-align: center;"> Check / Uncheck to show / hide the award details </div>												
<div style="display: flex; justify-content: space-between; align-items: center;"> <div> <input type="checkbox"/> <input checked="" type="checkbox"/> </div> <div> <input checked="" type="checkbox"/> <input type="checkbox"/> </div> </div>												
<div style="display: flex; justify-content: space-between; align-items: center;"> <div> <input type="button" value="Save"/> <input type="button" value="Reset"/> <input type="button" value="Close"/> </div> </div>												

Points to note when creating a new e-Certification URL:

- i. A new e-Certification URL and Access Code will be created after clicking the **Save** button:

e-Certification URL:	https://www.cityu.edu.hk/e-certification/bvn8xxt3
Access Code:	j9n4m4gv <input type="button" value="Reset Access Code"/>

3 Edit e-Certification URL Details (Click button: Edit)

Personal Information	Student Record	Course Registration	Student Services	Study Plan	Services for New Student	Banner XE
e-Certification Management						
Alias: *		Microsoft				
Expiry Date: *		31 December 2023				
Student Name:		TQ Tajvanu Tajw-Ux				
Student Number:		54789847				
Date of Birth:		31 March ****				
e-Certification URL:		https://wwwstaging.cityu.edu.hk/e-certification/z7jxukbw				
Access Code:		7wzlxbtz Reset Access Code				
Created By:		TQ Tajvanu Tajw-Ux on 04 July 2022, 11:38				
Last Modified By:		TQ Tajvanu Tajw-Ux on 04 July 2022, 11:38				
Award		Associate of Business Administration (International Business Management)				
Major		International Business Management				
Classification		Distinction				
Graduation Date		15-JUL-2015				
e-Certificate available for view		No				
Award		Bachelor of Arts in Linguistics and Language Applications				
Major		Linguistics and Language Applications				
Minor		Computing				
Classification		First Class Honours				
Graduation Date		15-FEB-2021				
e-Certificate available for view		Yes				
<div> Save Reset Preview Close </div>						

Amend the items

Copy and paste the URL into the address bar;
Input the Access Code to view the e-Certification.

Click **Save** to save the changes

Points to note when editing new e-Certification URL details:

- Those changes will be saved after clicking the **Save** button.

4 Delete e-Certification URL (Click button: Delete)

e-Certification Management

e-Certification is a web-based system developed by CityU to enable employers, employment agencies and educational institutions to verify electronically the academic award(s) obtained by a professional doctorate / master's / bachelor's / associate degree holder (for Class of 2014 onwards).

By using the system, a graduate can generate and share a secured, direct CityU URL, and the e-Certificate image (for Class of 2022 onwards), at his/her discretion, to a third party for verification of his/her award(s) details. The information is encrypted with an access code provided by the graduate to the designated viewer(s) to ensure confidentiality.

For the user guide, please click [here](#).

Alias

Keyword Search

	e-Certification URL	Access Code	Creation Date	Expiry Date	Action
✓ Microsoft	https://wwwstaging.cityu.edu.hk/e-certification/z5urjswg	6tg3i6rf	19 August 2021	31 October 2021	<a>Edit <a>Delete <a>View Log
⌚ For NGO Only	https://wwwstaging.cityu.edu.hk/e-certification/i2afkomg	f8ech5ib	12 August 2021	13 August 2021	<a>Edit <a>Delete <a>View Log
✗ Only BA Cert	https://wwwstaging.cityu.edu.hk/e-certification/diqgtuaf	miym09kv	11 August 2021	31 October 2021	<a>View <a>View Log

Legend

✓ :Active
 ⌚ :Expired
 ✗ :Deleted

Add New
Close

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Email: it.servicedesk@cityu.edu.hk

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Click **Delete** to remove the item

Points to note when deleting a new e-Certification URL:

- In e-Certification Management, the selected row will be dimmed, and the font colour will be changed to red after clicking the **Delete** button;
- Details of the e-Certification will become read-only after clicking the **Delete** button.

5 View Log (Click button: View Log)

e-Certification Management

e-Certification is a web-based system developed by CityU to enable employers, employment agencies and educational institutions to verify electronically the academic award(s) obtained by a professional doctorate / master's / bachelor's / associate degree holder (for Class of 2014 onwards).

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Click **View Log** to view the access log

Alias	e-Certification URL	Access Code	Creation Date	Expiry Date	Action
Keyword Search					
✓ Microsoft	https://wwwstaging.cityu.edu.hk/e-certification/z5urjswg	6tg3i6rf	19 August 2021	31 October 2021	Edit Delete View Log
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✗ Only BA Cert	https://wwwstaging.cityu.edu.hk/e-certification/diqgtuaf	miym09kv	11 August 2021	31 October 2021	View View Log

Legend

✓ :Active ⌚ :Expired ✗ :Deleted

[Add New](#) [Close](#)

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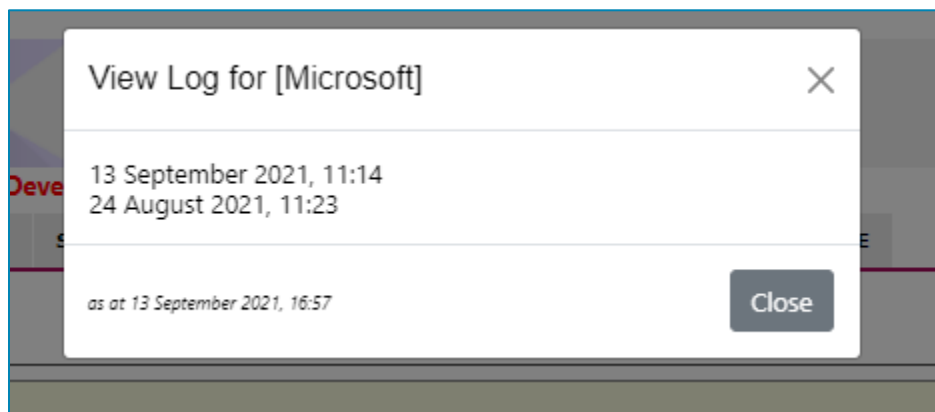
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Points to note when viewing the access log:

- A new dialogue with the access date and time of the selected URL will be shown after clicking the **View Log** button.



6 Reset Access Code (Click button: Reset Access Code)

Personal Information	Student Record	Course Registration	Student Services	Study Plan	Services for New Student	Banner XE						
e-Certification Management												
Alias: *	Microsoft											
Expiry Date: *	31 December 2023											
Student Name:	TQ Tajvanu Tajw-Ux											
Student Number:	54789847											
Date of Birth:	31 March ****											
e-Certification URL:	https://wwwstaging.cityu.edu.hk/e-certification/z7jxukbw											
Access Code:	7wzlxbtz Reset Access Code											
Created By:	TQ Tajvanu Tajw-Ux on 04 July 2022, 11:38											
Last Modified By:	TQ Tajvanu Tajw-Ux on 04 July 2022, 11:38											
<table border="1"> <tr> <td>Award Major Classification Graduation Date e-Certificate available for view</td> <td>Associate of Business Administration (International Business Management) International Business Management Distinction 15-JUL-2015 No</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Award Major Minor Classification Graduation Date e-Certificate available for view</td> <td>Bachelor of Arts in Linguistics and Language Applications Linguistics and Language Applications Computing First Class Honours 15-FEB-2021 Yes</td> <td><input checked="" type="checkbox"/></td> </tr> </table>							Award Major Classification Graduation Date e-Certificate available for view	Associate of Business Administration (International Business Management) International Business Management Distinction 15-JUL-2015 No	<input checked="" type="checkbox"/>	Award Major Minor Classification Graduation Date e-Certificate available for view	Bachelor of Arts in Linguistics and Language Applications Linguistics and Language Applications Computing First Class Honours 15-FEB-2021 Yes	<input checked="" type="checkbox"/>
Award Major Classification Graduation Date e-Certificate available for view	Associate of Business Administration (International Business Management) International Business Management Distinction 15-JUL-2015 No	<input checked="" type="checkbox"/>										
Award Major Minor Classification Graduation Date e-Certificate available for view	Bachelor of Arts in Linguistics and Language Applications Linguistics and Language Applications Computing First Class Honours 15-FEB-2021 Yes	<input checked="" type="checkbox"/>										
<div>Click Save to save the changes</div> <div> Save Reset Preview Close </div>												

Points to note when resetting the access code:

- Access Code will be changed temporarily after clicking the **Reset Access Code** button. A message "**Note: The new access code will be effective after saving the record successfully.**" will be shown under the **Reset Access Code** button to remind users to confirm the reset of the access code by clicking the **Save** button.


Access Code:	w7zccbw1	Reset Access Code
Note: The new access code will be effective after saving the record successfully.		

7 Preview e-Certification for external users (Click button: Preview)

Personal Information	Student Record	Course Registration	Student Services	Study Plan	Services for New Student	Banner XE																
e-Certification Management																						
Alias: *		Microsoft																				
Expiry Date: *		31 December 2023																				
Student Name:		TQ Tajvanu Tajw-Ux																				
Student Number:		54789847																				
Date of Birth:		31 March ****																				
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Access Code:		7wzlxbtz Reset Access Code																				
Created By:		TQ Tajvanu Tajw-Ux on 04 July 2022, 11:38																				
Last Modified By:		TQ Tajvanu Tajw-Ux on 04 July 2022, 11:38																				
<table border="1"> <thead> <tr> <th>Award</th> <th>Major</th> <th>Classification</th> <th>Graduation Date</th> <th>e-Certificate available for view</th> </tr> </thead> <tbody> <tr> <td>Associate of Business Administration (International Business Management)</td> <td>International Business Management</td> <td>Distinction</td> <td>15-JUL-2015</td> <td>No</td> </tr> <tr> <td>Bachelor of Arts in Linguistics and Language Applications</td> <td>Linguistics and Language Applications</td> <td>Computing</td> <td>First Class Honours</td> <td>15-FEB-2021</td> <td>Yes</td> </tr> </tbody> </table>							Award	Major	Classification	Graduation Date	e-Certificate available for view	Associate of Business Administration (International Business Management)	International Business Management	Distinction	15-JUL-2015	No	Bachelor of Arts in Linguistics and Language Applications	Linguistics and Language Applications	Computing	First Class Honours	15-FEB-2021	Yes
Award	Major	Classification	Graduation Date	e-Certificate available for view																		
Associate of Business Administration (International Business Management)	International Business Management	Distinction	15-JUL-2015	No																		
Bachelor of Arts in Linguistics and Language Applications	Linguistics and Language Applications	Computing	First Class Honours	15-FEB-2021	Yes																	
<div> <div> <p>Click Preview to preview the <u>e-Certification for external users</u></p> </div> <div> <p>e-Certificate is available for view in the <u>e-Certification for external users</u> only if "Yes" is shown here row.</p> </div> </div>																						
<div> Save Reset Preview Close </div>																						

Points to note when previewing the e-Certification for external users:

- A new window with the e-Certification for external users webpage will be prompted, and users can type in the correct access code to view the e-Certification for external users;
- The **View e-Certificate** button will be shown in the e-Certification for external users webpage if the e-certificate is available for view.


CityU e-Certification

e-Certification is a web-based system developed by CityU to enable employers, employment agencies and educational institutions to verify electronically the academic award(s) obtained by a professional doctorate / master's / bachelor's / associate degree holder (for Class of 2014 onwards).


By inputting the specific access code, the following information of a graduate can be viewed for your reference.


- Name
- Student Number
- Date of Birth
- Award Details include Award Name, Major, Classification, Graduation Date
- e-Certificate image (with water mark) (for graduates from the Class of 2022 onwards)

Please provide the access code to view the e-Certification

Next

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CityU e-Certification

e-Certification

Name: TQ Tajvanu Tajw-Ux

Student Number: 54789847

Date of Birth: 31 March ****

Award:	Associate of Business Administration (International Business Management)
Major:	International Business Management
Classification:	Distinction
Graduation Date:	15-JUL-2015

Award:	Bachelor of Arts in Linguistics and Language Applications
Major:	Linguistics and Language Applications
Minor:	Computing
Classification:	First Class Honours
Graduation Date:	15-FEB-2021

View e-Certificate

Close Session

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