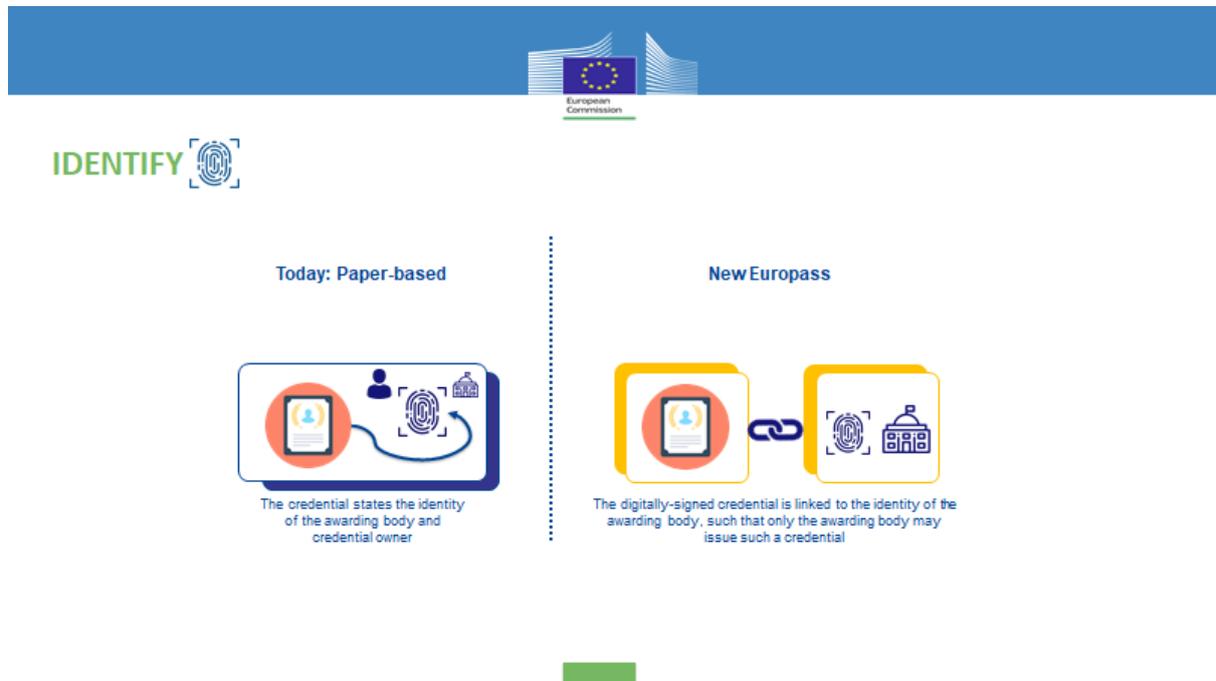


# Digitally-signed ECCOE credentials

## Building the Foundations

In order to fully understand and appreciate how the European Digital Credentials for Learning Infrastructure works, how HEIs can prepare and award digitally-signed credentials, and to catch a glimpse of how learners can access, store and use their credentials, ECCOE partners suggest prospective implementers to familiarise themselves with the entire flow of becoming European Digital Credentials for Learning (EDC) issuers and owners. The following pages will guide you through the practical steps. If you face any difficulties, please [get in touch](#) with us.

### Advantages of European Digital Credentials for Learning over traditional paper based certificates





**ISSUE**



**Today: Paper-based**



**New Europass**



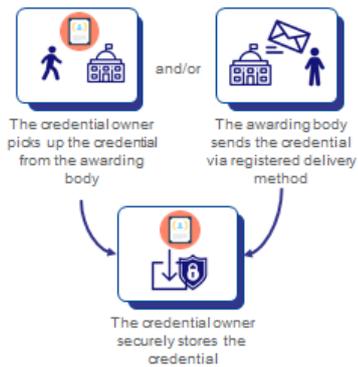
No obligation to use EDCI-Issuer  
Any software can be used to issue standard-compliant credentials



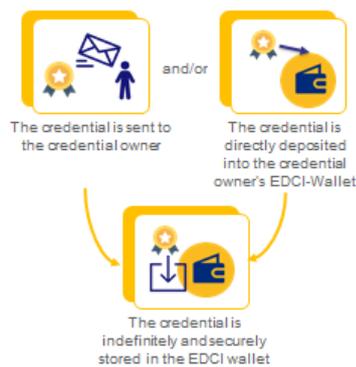
**STORE**



**Today: Paper-based**



**New Europass**

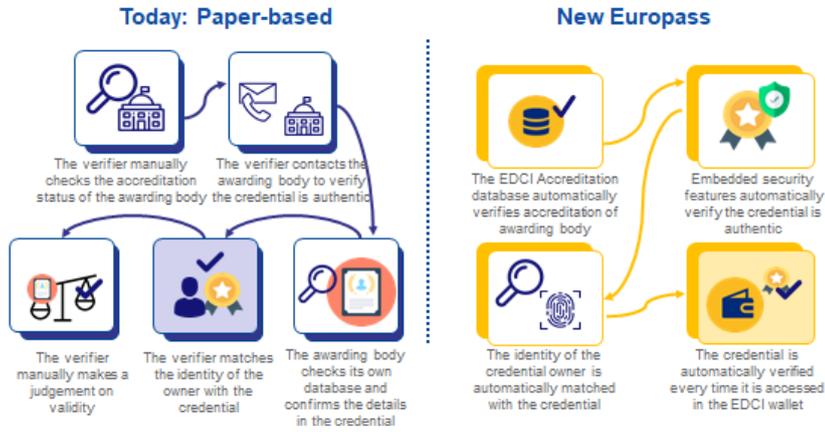


No obligation to use EDCI-Wallet.  
Credential-owner can run a wallet on their own device, or obtain one from any provider.





**VERIFY**



**SHARE**



## Multilingual Credentials

The EDC issuer and viewer platforms are available in multiple languages. Users will soon be able to change both the **browsing** interface and the language of the **content** (if available) as illustrated below. Credentials can have one primary and up to 28 additional languages to present their content.

## CERTIFICATE OF ACCOMPLISHMENT

Válido desde: 15/01/2021 00:00 GMT +0100 | Tipo: Generic

Vista previa de la credencial
 Exportar
 Cargar otra credencial

Compartir

English

Organizaciones

---

titular de la credencial

---

**resultados**

---

Actividades

### Managing Changes

**modifications in the workplace (A1.1 ESCO - attitude)**

Handle challenges, disruption and change and recover from set-backs and adversity (A1.4 ESCO - attitude)

---

Tolerate and work constructively within unexpected and unpredictable situations (A1.5 ESCO - attitude)

---

Show a positive attitude towards new and challenging demands that can only be met via lifelong learning (A1.8 ESCO - attitude)

---

Engage with others according to the normal customs and expectations of contemporary social behaviour, appropriate to the context (A2.2.0 ESCO)

---

**Volumen de aprendizaje:** 10 horas

**Duración máxima:** 1 mes

**Ámbito temático:** 0031 - Personal skills and development

**Modo de aprendizaje:** Online      **Idioma(s) de enseñanza:** English

**Entornos de aprendizaje:** non-formal learning      **Tipo de oportunidad de aprendizaje:** MOOC

**Requisitos de admisión:** To apply for the course you

The credential building templates (including the Excel template) will help issuers to prepare credential data in these multiple languages in a user-friendly way.

## Legally admissible, tamper-evident credentials

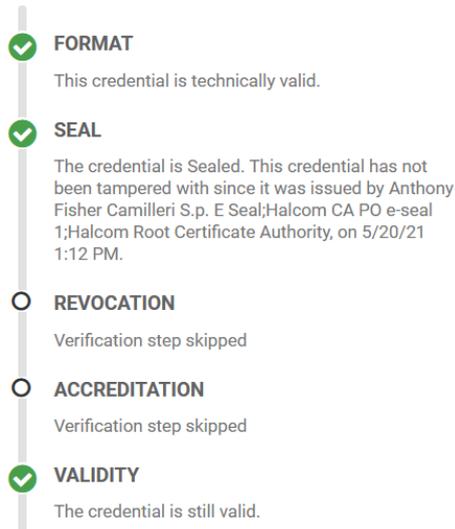
If an institution wants to issue legally admissible digital credentials, one of the technical prerequisites is that it has to have a so-called [qualified electronic seal](#). This can be seen as the digital equivalent of an institution's official rubber stamp.

According to Article 35, Point 1 in the Regulation (EU) [No 910/2014](#) of The European Parliament And of The Council of 23 July 2014 on electronic identification and trust services for electronic transactions in the internal market and repealing Directive 1999/93/EC: "An electronic seal shall not be denied legal effect and admissibility as evidence in legal

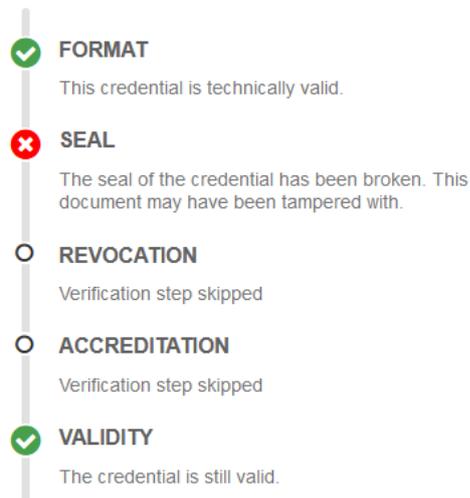
proceedings solely on the grounds that it is in an electronic form or that it does not meet the requirements for qualified electronic seals.”

Once a digital credential has been successfully awarded via an EDC-compliant issuer platform, the instant and automatic authentication and verification checks will inform credential viewers (in real time) of the credential’s validity. As soon as a credential expires, or if the electronic document was tampered with, the corresponding check will show a red  symbol and a short description of the check outcome.

#### Authentication and Verification Check



#### Authentication and Verification Check



There is a generic [description of the qSeal acquisition process](#) on the Europass Interoperability pages. Procedures and fees are likely to be different in different EU countries, but in most cases a [third party](#), either in the home country or another EU country<sup>1</sup>, needs to be paid to give the service of e-seals to the institution awarding the credential.

Trust Service	Data Integrity	Confidentiality	Authenticates Origin (Natural Person)	Authenticates Origin (Legal Person)	Authenticates Time
Qualified Electronic Signature	YES	NO	YES	NO	NO
Qualified Electronic Seal	YES	NO	NO	YES	NO

<sup>1</sup> There are no listed TSPs that offer q-Seals in Denmark, Finland, Iceland, Liechtenstein, Malta and Sweden

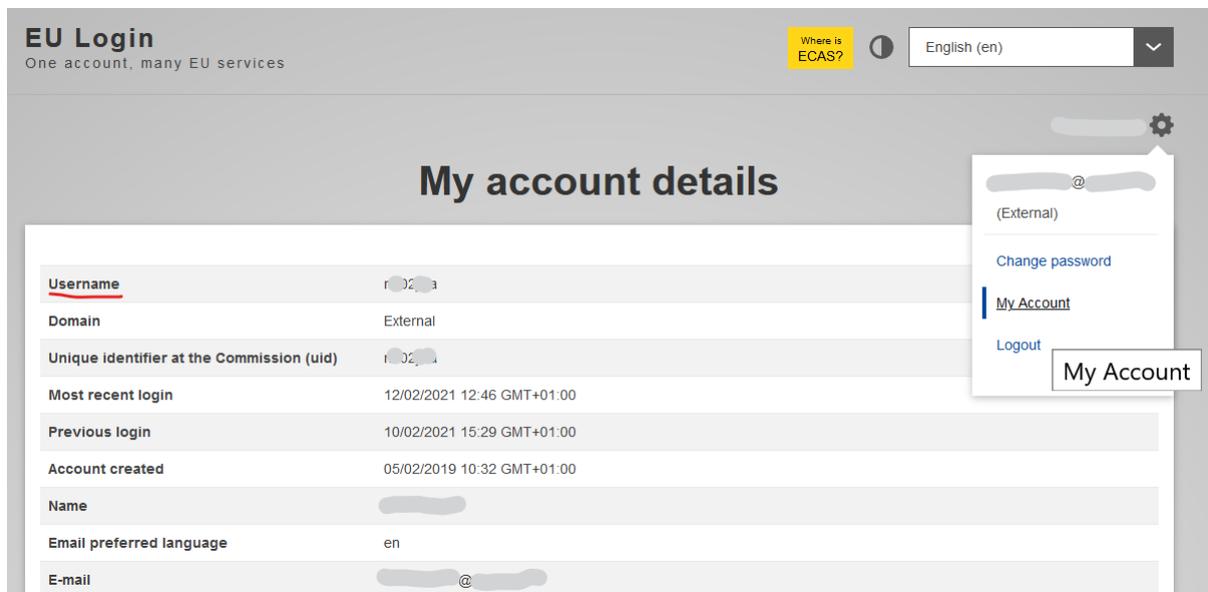
If you are embarking on the Seal acquisition process, please make sure that you identify a Trusted Service Provider who can deliver a **QCert for eSeal**, noting that there is also QCert for eSig, that is a different service.

Prospective credential issuers and early implementers are invited, and permitted, to experiment with the platform features *before committing to acquire a qualified electronic seal*. The so-called '[Playground](#)' environment allows the issuance of credentials with a '[mock seal](#)', but credentials issued from this platform will fail the SEAL verification step as shown on the right in the figure above.

## Where do European Digital Credentials for Learning Live?

The first, and currently only implementer of the EDC standard and code is Europass, although countries across the EU are working towards - partially or fully - adopting the system.

Once a person [creates an EU Login account](#) they make it possible to receive direct credential deposits into their Europass wallet. The address of this unique wallet is the EU Login **Username** itself:



**EU Login**  
One account, many EU services

Where is ECAS? English (en)

### My account details

<u>Username</u>	r02...
Domain	External
Unique identifier at the Commission (uid)	r02...
Most recent login	12/02/2021 12:46 GMT+01:00
Previous login	10/02/2021 15:29 GMT+01:00
Account created	05/02/2019 10:32 GMT+01:00
Name	[Redacted]
Email preferred language	en
E-mail	[Redacted]@...

- (External)
- Change password
- My Account**
- Logout

My Account

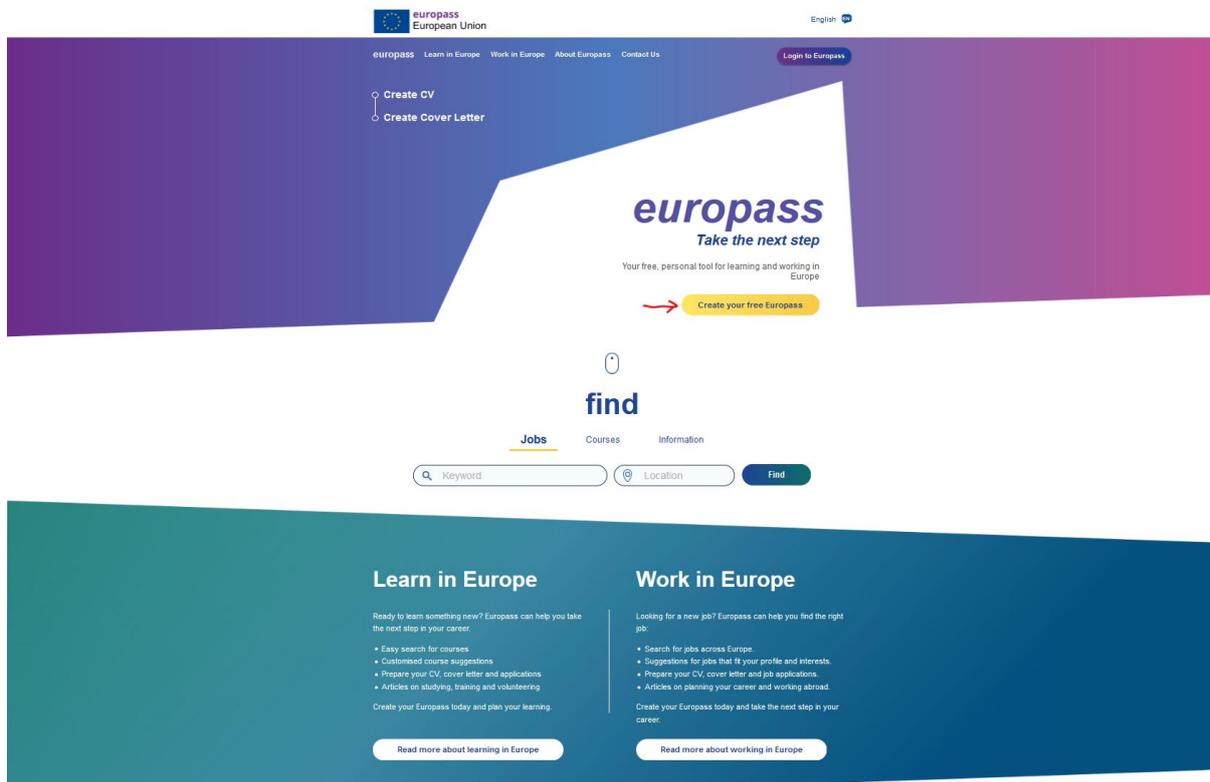
Credential issuers can issue EDCs via *email* (as attachments), but can only *deposit them directly* into Europass wallets if they know the 8-digit alphanumeric wallet address, i.e. Username, of their credential recipients (in other words if the wallet holder provides this information to the issuer, as this is personal data). Wallet holders can also upload manually their EDC-compliant credentials received via email.

With regards to credentials stored in one's wallet, unless the wallet owner shares his/her credentials, they are only visible and accessible to the person that created the EU Login and Europass account<sup>2</sup>.

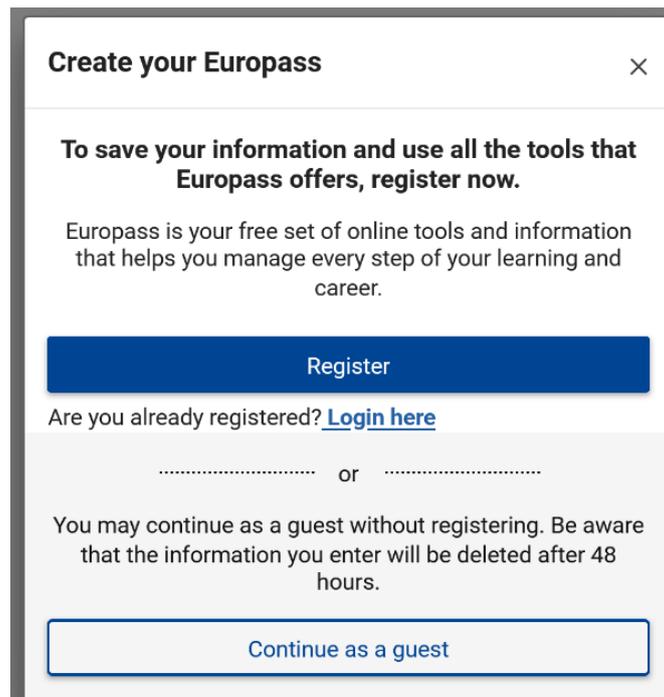
Once a user created an EU Login, it can be associated with their Europass account both in the 'Playground' and in the Production environments. Please note, however, that the credential deposit is environment dependent, so the playground issuer can only issue to playground wallet and production issuer to production wallet, even if the wallet address is identical in the two distinct environments.

## Being an EDC owner

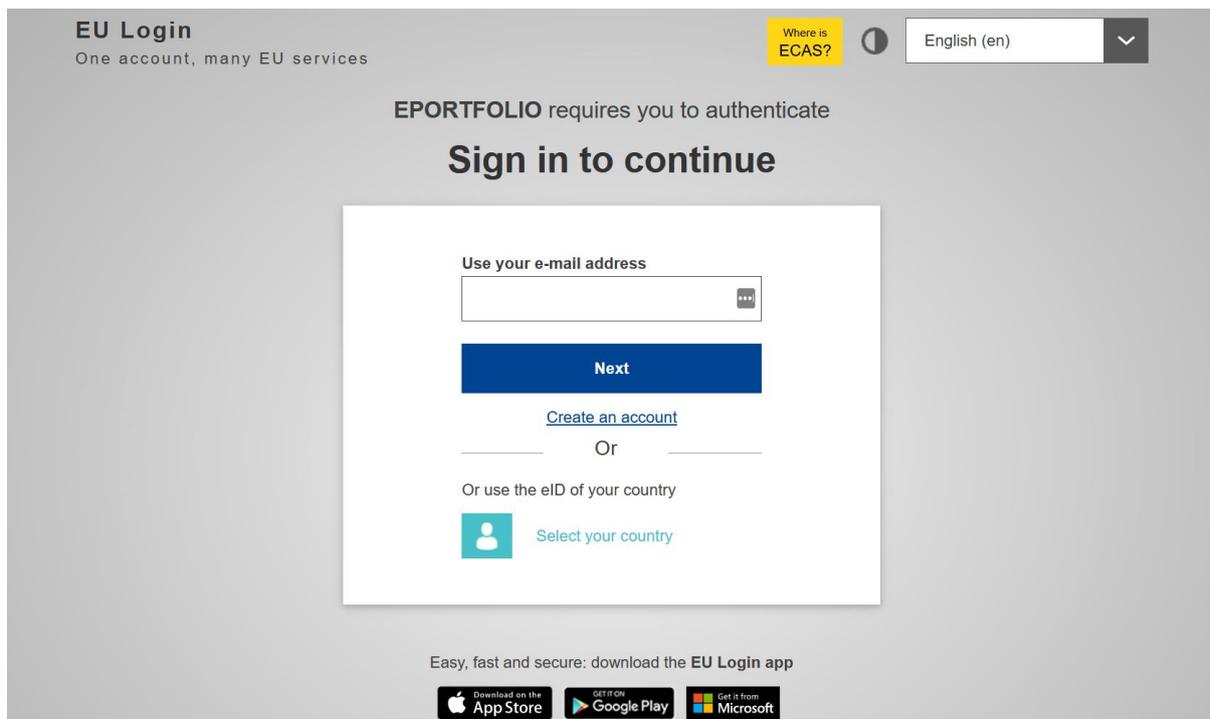
To explore the potentials of European Digital Credentials for Learning (EDC) use from a credential holder's point of view, please register a Europass account - you can do this in the live 'production' environment at <https://europa.eu/europass/en> and/or in the so-called 'playground' area at <https://webgate.acceptance.ec.europa.eu/europass/> (please note that this latter site is occasionally temporarily unavailable when the developer team is deploying updates).



<sup>2</sup> Please note that these are two separate actions, although since you can only create a Europass account with an EU Login, this may appear to be one single process. On the other hand, you can create an EU Login without creating a Europass account.

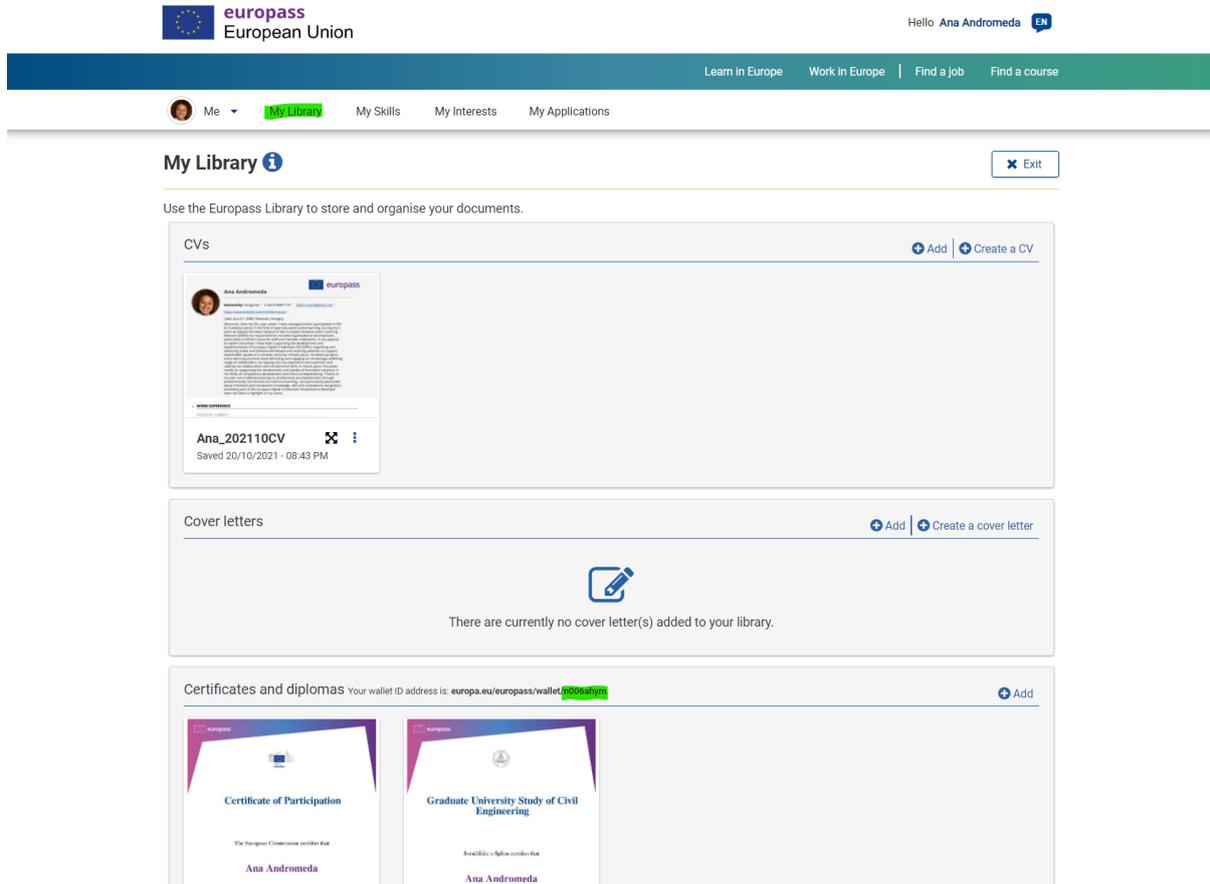


In order to register an account you must have an EU Login. You might already have this, in which case you'll need to use the email address you registered your ECAS ID with, otherwise click on the ["Create an account"](#) link in the dialogue window shown on the screenshot below.



Once you created your EU Login and subsequently your Europass account, you will be prompted to create your profile. If you used the old Europass CV template before, you can upload that pdf document and the wizard will guide you through the profile creation steps.

After logging in to your Europass account, click on the “My Library” menu in the top menu bar. Following the library sections “CVs” and “Cover letters” you will find a third section titled “Certificates and diplomas” in the title row you will also find your wallet ID address is that is following the format of “europa.eu/europass/wallet/a2c4e6g8.” where **a2c4e6g8** is your EU Login ID.

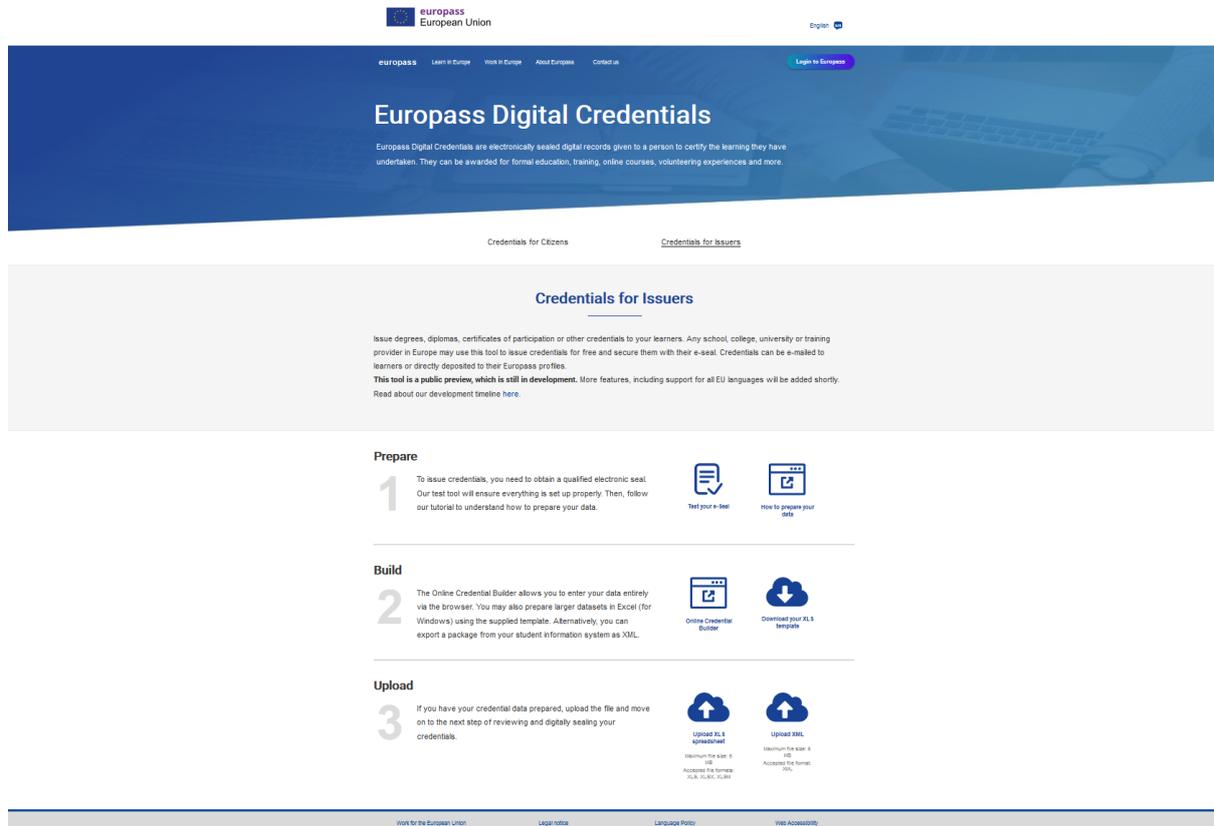


The screenshot shows the Europass user interface. At the top, there is a navigation bar with the Europass logo and 'European Union' on the left, and a user profile 'Hello Ana Andromeda' on the right. Below this is a secondary navigation bar with links for 'Learn in Europe', 'Work in Europe', 'Find a job', and 'Find a course'. A user menu is visible with options for 'Me', 'My Library' (highlighted in green), 'My Skills', 'My Interests', and 'My Applications'. The main content area is titled 'My Library' and includes an 'Exit' button. A sub-header reads 'Use the Europass Library to store and organise your documents.' The interface is divided into three sections:
 

- CVs:** Contains a preview of a CV for 'Ana Andromeda' with a title 'Ana\_202110CV' and a timestamp 'Saved 20/10/2021 - 08:43 PM'. It includes 'Add' and 'Create a CV' buttons.
- Cover letters:** Shows a message 'There are currently no cover letter(s) added to your library.' with 'Add' and 'Create a cover letter' buttons.
- Certificates and diplomas:** Displays two certificates: 'Certificate of Participation' and 'Graduate University Study of Civil Engineering', both issued to 'Ana Andromeda'. It includes an 'Add' button and the user's wallet ID: 'europa.eu/europass/wallet/a2c4e6g8'.

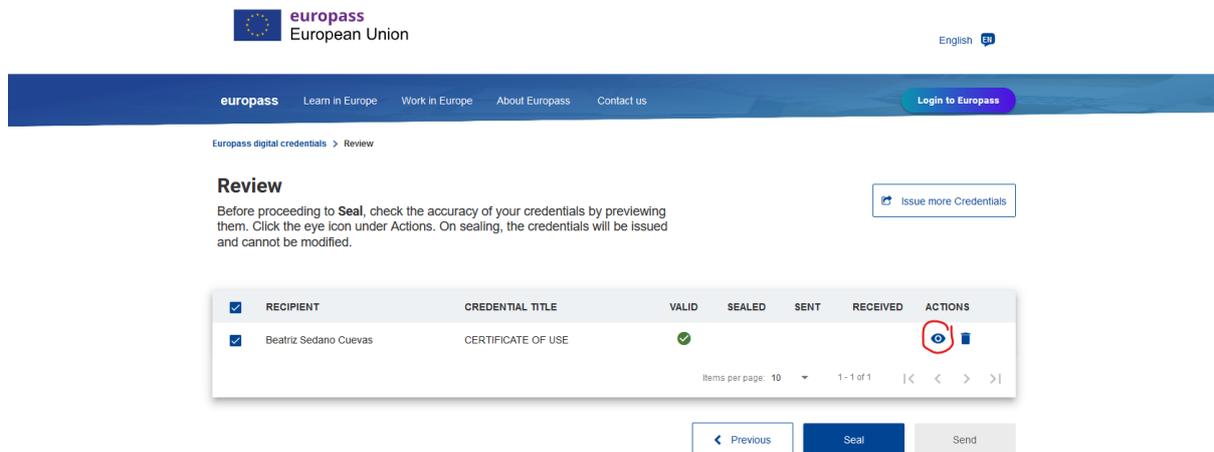
# How to Become an EDC Issuer?

Both in the [‘playground’](#) and [‘production’](#) environments any interested party can access the credential data preparation tools, namely the Online Credential Builder and downloadable custom Excel templates.



The screenshot shows the 'Europass Digital Credentials' website. The main heading is 'Europass Digital Credentials'. Below it, there's a sub-heading 'Credentials for Issuers'. The page is divided into three main steps: Prepare, Build, and Upload. Each step includes a numbered icon, a brief description, and a corresponding icon representing the action (e.g., 'Test your e-seal', 'Online Credential Builder', 'Upload XLS spreadsheet').

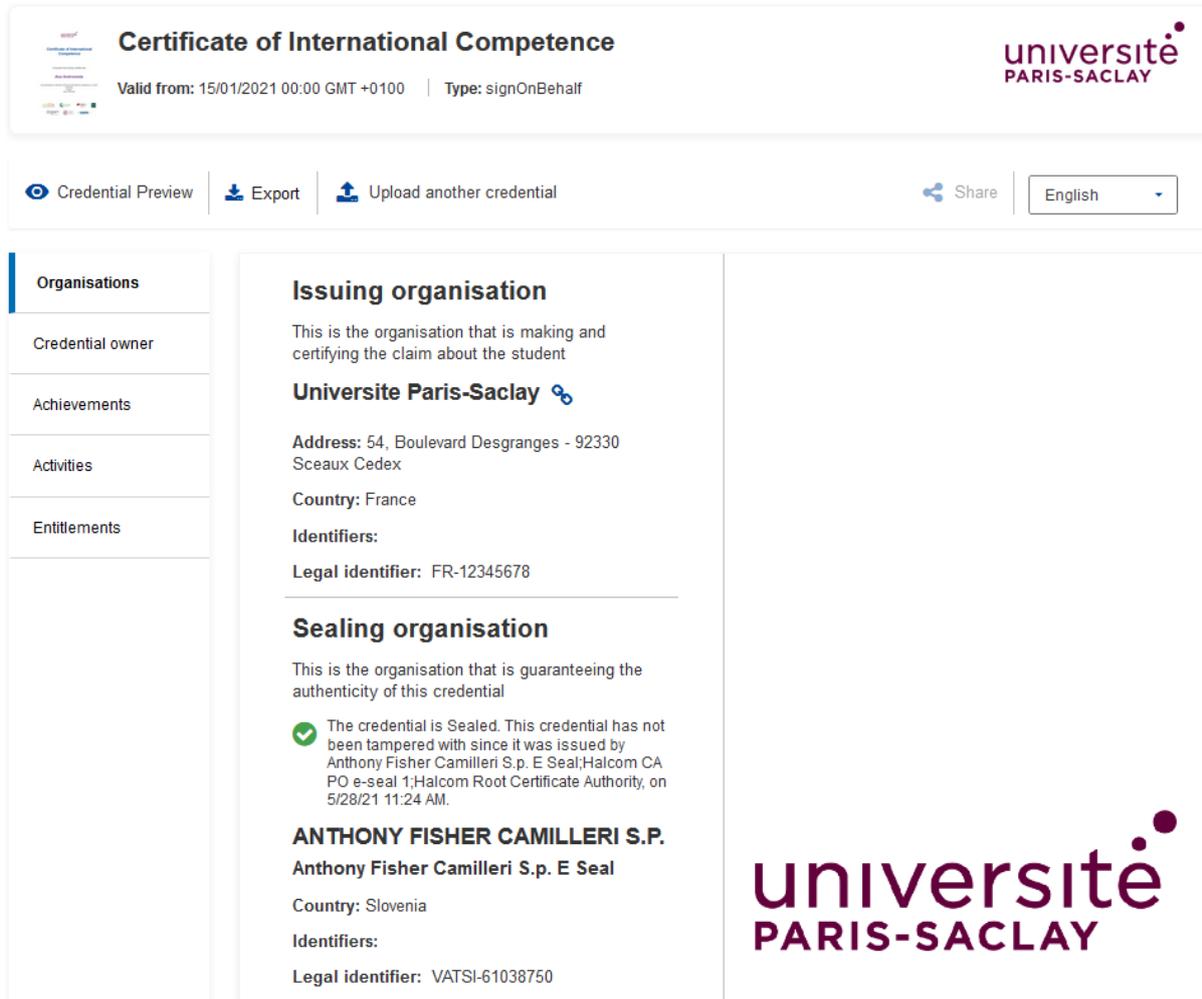
Anybody can get a close enough look at how EDCs look like and function, upload and preview credential data...



The screenshot shows the 'Review' interface. It includes a 'Review' section with instructions: 'Before proceeding to Seal, check the accuracy of your credentials by previewing them. Click the eye icon under Actions. On sealing, the credentials will be issued and cannot be modified.' There is a button 'Issue more Credentials'. Below this is a table with columns: RECIPIENT, CREDENTIAL TITLE, VALID, SEALED, SENT, RECEIVED, and ACTIONS. The table contains one row for 'Beatriz Sedano Cuevas' with a 'CERTIFICATE OF USE' title and a green checkmark in the 'VALID' column. The 'ACTIONS' column has an eye icon circled in red. At the bottom, there are buttons for 'Previous', 'Seal', and 'Send'.

RECIPIENT	CREDENTIAL TITLE	VALID	SEALED	SENT	RECEIVED	ACTIONS
<input checked="" type="checkbox"/>	Beatriz Sedano Cuevas	CERTIFICATE OF USE	✓			

...but issuers will need to have an eSeal to be able to send these credentials. In the 'playground' environment there is no restriction on the type of seal issuers use, so any self-signed certificate can be used to run the complete credential awarding flow. However, institutions wanting to issue real, legally admissible digitally-signed credentials, need either to have access to a [qualified electronic seal](#) or get a third party, that does have a qSeal, to seal on their behalf, as it is illustrated on the screen shot below.



**Certificate of International Competence**  
Valid from: 15/01/2021 00:00 GMT +0100 | Type: signOnBehalf

universit  PARIS-SACLAY

Credential Preview | Export | Upload another credential | Share | English

**Organisations**

- Credential owner
- Achievements
- Activities
- Entitlements

**Issuing organisation**

This is the organisation that is making and certifying the claim about the student

**Universite Paris-Saclay**

Address: 54, Boulevard Desgranges - 92330 Sceaux Cedex  
Country: France  
Identifiers:  
Legal identifier: FR-12345678

**Sealing organisation**

This is the organisation that is guaranteeing the authenticity of this credential

 The credential is Sealed. This credential has not been tampered with since it was issued by Anthony Fisher Camilleri S.p. E Seal; Halcom CA PO e-seal 1; Halcom Root Certificate Authority, on 5/28/21 11:24 AM.

**ANTHONY FISHER CAMILLERI S.P.**  
Anthony Fisher Camilleri S.p. E Seal  
Country: Slovenia  
Identifiers:  
Legal identifier: VATSI-61038750

universit  PARIS-SACLAY

Please note that acquiring a qSeal may be a complex and lengthy procurement process needing the involvement of the institution's legal representative.

Beyond the simple preview of credential data content, to be able to actually issue EDCs, there are a couple of prerequisites institutions need to fulfill.

## Java Runtime Environment (JRE)

Unless you already have it, you will need to install a [Java runtime environment \(JRE\)](#) on your computer.

## Self-Signed Certificate

The 'playground' issuer can be used by any individual who possesses a 'mock-seal'. ECCOE partners are invited to use the [getaCert](#) service (or an alternative of their preference) to register a self-signed certificate.

Fill in the handful of compulsory fields as instructed by the form and click on "Next Page".



### Self-signed certificate details

Please complete your certificate details to create private key, certificate request and public key files.

<p>* <b>Hostname or your full name</b> : <input type="text" value="Professor Dean"/></p> <p><b>Organisation/Company</b> : <input type="text" value="University X"/></p> <p><b>Department</b> : <input type="text"/></p> <p><b>Email</b> : <input type="text" value="ildiko.mazar@gmail.com"/></p> <p>* <b>City/Local</b> : <input type="text" value="Brussels"/></p> <p>* <b>State</b> : <input type="text" value="Brussels"/></p> <p><b>Country</b> : <input type="text" value="Belgium"/></p> <p><b>Expiration</b> : <input type="text" value="10 Years"/></p>	<p>(CN) Common Name, usually the web server hostname or your name. To secure https://www.getacert.com, your common name is www.getacert.com or *.getacert.com for a wildcard certificate.</p> <p>(O) For example, ABC Corporation</p> <p>(OU) Your division or department. For example, MIS Dept.</p> <p>(E) Usually specified for an email or SMIME user certificate</p> <p>(L) For example, Sydney</p> <p>(ST) For example, California</p>
--	--

\* Required fields

[Next Page](#)

Need a generate a certificate request with Alternative names? i.e extended SAN properties, [Click here](#)

Have a CSR (Certificate signing request) and want a certificate signed by getaCert [Click here](#)

[Home](#) | [Contact](#) | [Donate](#)

Review your self-signed certificate and hit the "Submit self-signed Certificate" button.



### Review your self-signed certificate

Please review your certificate details carefully before submitting it.

<i>Self-signed certificate details</i>	
<b>Hostname or your full name</b>	Professor Dean
<b>Organisation/Company</b>	University X
<b>Email</b>	ildiko.mazar@gmail.com
<b>City/Local</b>	Brussels
<b>State</b>	Brussels
<b>Country</b>	BE
<b>Expiration</b>	3653

[Previous Page](#) [Submit self-signed Certificate](#)

The next page will provide you with links to important information and documents.

## Your self-signed certificate page :

- Private key : [ProfessorDean-2021-01-14-031629.pkey](#)
- Certificate request (.csr): [ProfessorDean-2021-01-14-031629.csr](#)
- Public key(.cer) : [ProfessorDean-2021-01-14-031629.cer](#)
- Entire certificate (pkcs12) : [ProfessorDean-2021-01-14-031629.p12](#)

Note: Your certificate password is the word 'password' (without any quote marks)

Click on the “Public key(.cer)” and “Entire certificate (pkcs12)” links and save these files, then follow [these installation steps](#) to instal your newly created self-signed certificate, that will be your ‘**mock seal**’ to seal test credentials in the ‘playground’ environment.

## qSeal Device

Institutions that acquired their qualified electronic seal, will be provided with access to any additional software necessary to use the device supplied by the Trust Service Provider (TSP). If you are unsure, please contact your TSP.

## NexU

Finally, after you acquired your qSeal (or mock seal), you will need to download and install [NexU](#) on your computer. NexU will need to be running when you’re ready to seal your credentials.

# How to Issue an EDC?

## Excel Method

Download the latest<sup>3</sup> blank Excel template from the Issuer platform and populate it with data, or use a pre-populated sample supplied by ECCOE. To build your own credential from scratch, you might find [this tutorial video](#) helpful.

Go to <https://webgate.acceptance.ec.europa.eu/europass/edci-issuer/> (once again, please note that this site is occasionally temporarily unavailable when the developer team is deploying updates) and click on the “Upload XLS spreadsheet” cloud icon on the bottom of the page as indicated below.

---

<sup>3</sup> As the EDC Issuer evolves, updated Excel templates will be available for download and use. Note that there may be substantial enough changes in the tool that will not be compatible with older templates.

Select and upload one of the credential xlsx files mentioned above - don't forget to run the NexU.jar application! Now skip to the [Sealing and Sending your credentials](#) chapter.

## Online Credential Builder (OCB)

The Online Credential Builder allows you to enter your data entirely via your web browser and it lets you create reusable credential templates in a password protected personal repository. One of the advantages of using the OCB for data preparation is that a team can work on shared templates collectively (as long as they all have the user ID and password to login to the template repository). Just click on the first icon in the “Build” section, and you will be taken to the login page.

## Prepare

1

To issue credentials, you need to obtain a qualified electronic seal. Our test tool will ensure everything is set up properly. Then, follow our tutorial to understand how to prepare your data.



Test your e-Seal



How to prepare your data

## Build

2

The Online Credential Builder allows you to enter your data entirely via the browser. You may also prepare larger datasets in Excel (for Windows) using the supplied template. Alternatively, you can export a package from your student information system as XML.



Online Credential Builder



Download your XLS template

## Upload

3

If you have your credential data prepared, upload the file and move on to the next step of reviewing and digitally sealing your credentials.



Upload XLS spreadsheet

Maximum file size:  
5MB  
Accepted file formats:  
XLS, XLSX, XLSM



Upload XML

Maximum file size:  
5MB  
Accepted file format:  
XML

Once you logged in, you can access your credential templates. There is no prescribed sequence of populating your templates with data, you can start the process by adding your institutional data on the 'Organisations' tab, or creating your first credential template on the opening screen shown below, and add 'Achievement', 'Activity', etc. components as you progress with the documentation.

### Credential templates

Use the tabs below to build multilingual reusable templates for credentials, activities, assessments, etc. When your template is ready, click on the **Issue** icon to enter student data, and grades, if applicable. If you need clarification on what any field requires, scroll over the black ⓘ icon next to the label. This tool is still in preview – some of the dropdown lists may not yet be selectable.

Credentials Achievements Learning Outcomes Activities Assessments Organisations Entitlements Custom HTML Templates

This tab is where you assemble and issue your credentials. Before you proceed to creating your first template, please make sure to provide details of the issuing organisation under the **Organisations** tab. If you wish to describe a learners achievements, activities, or other relevant aspects, please enter these under the respective tabs. You will need to provide references to these entries when you build your credential.

New Credential Template

Wherever you start the process, you will have to remember that there are a few compulsory credential properties that you must provide to be allowed to send your credentials. These fields of data, illustrated by the 3 screenshots shown below, are:

- **Credential Title**
- Identification of an **Issuer** by
  - **Legal Name**
  - **Legal Identifier** and
  - **Country**
- **Valid From** date
- **Credential Type** (currently only 'Generic' is available)
- Identification of **Recipient(s)** by
  - their **First Name** and **Last Name** and
  - their **E-mail** and/or **Wallet** address
  - (and if the credential contains an achievement proven by assessment, the **Grade** achieved)

New Credential Template ×

Title\*

EN English ▾

**Credential Title** \*

Description

**Issuer** \*

**Valid From**

**Credential Type** \*

**Achievements**

**Activities**

**Entitlements**

**Custom HTML Templates**

Create organisation x

Title\*

EN English ▾

**Legal Name** \*  Common Name

**Legal Identifier** \*

**VAT Number**  Tax / Fiscal ID

Spatial ID  Identifier  Spatial ID  Identifier

**Other Identifiers**

Identification of the identifier scheme.  Identifier

**Location Name**  **Location**

**Legal Address**

**Country**

**E-Mail**

**Logo**

Maximum file size: 5MB  
Accepted file formats: JPEG, JPG, PNG

**Homepage**

**Parent organisation**

Write any characters to trigger the search  +

**Accreditation**

1. Recipient ▾

**Personal Data**

**First Name**\*  **Last Name**\*  **Date Of Birth**

**Country of citizenship**  **Place of Birth**

**National Identifier**

Spatial ID  Identifier

**Address**  **Address Country**

**Gender**

Please select one option

**Delivery address** \*

**E-mail address**  **Wallet address**

**Grades**

**Rate of completion**\*

Simpler credentials, such as certificates of participation, only require a handful of basic pieces of information, while more complex credentials, such as [this one](#), can be built by linking **achievements**, **activities** and **entitlements** to the credential. Additionally, issuers can tailor their European Digital Credential for Learning to resemble their traditional certificate's look and feel by using **custom HTML templates**.

**Credential Title** \*  
Certificate of Achievement

**Description**  
This course was a future-focused masterclass designed to explore and help participants understand three major educational trends: i) the new skills agenda; (ii) the emergence of micro-credentials; and iii) new and emerging models of authentic and engaged pedagogy.

**Issuer** \*  
FutureLearn

**Valid From** \*  
28/03/2021

**Expiry Date**  
dd/mm/yyyy hh:mm

**Credential Type** \*  
Generic

**Achievements**  
Write any characters to trigger the search  
HE4.0

**Activities**  
Write any characters to trigger the search  
New Pedagogies for New Times | Micro-credentials | A New Skills Agenda

**Entitlements**  
Write any characters to trigger the search

**Custom HTML Templates**  
FutureLearn

In case a credential contains reference to an **achievement**, this linked achievement can be created under the 'Achievements' tab of the Online Credential Builder. This is where you can provide further information (about volume of learning, thematic area in ISCED-f terms, ECTS credit point, etc.) and references to the acquired **learning outcomes** and an **assessment** that proves the achievement of these linked learning outcomes. You can also list here the specific **learning activities** that influenced the achievement (see an illustration below).

## Achievement

**Achievement Title\***  
HIGHER EDUCATION 4.0: CERTIFYING YOUR FUTURE

**Awarding Date**  
28/03/2021

**Awarding Body\***  
Dublin City University

**Description**  
This course was a future-focused masterclass designed to explore and help participants understand three major educational trends: i) the new skills agenda; (ii) the emergence of micro-credentials; and iii) new and emerging models of authentic and engaged pedagogy. The three dimensions of this course are highly relevant in understanding how higher educators, policy-makers and governments respond to the future beyond the COVID-19 crisis.

**Proven by**  
Rate of completion

**Influenced by**  
Write any characters to trigger the search  
New Pedagogies for New Times | Micro-credentials | A New Skills Agenda

**Entitles owner to**  
Write any characters to trigger the search

**Sub-Achievements**  
Write any characters to trigger the search

**More information**

**Additional fields**  
Topic  
Content

## Specification

**Title\***  
HIGHER EDUCATION 4.0: CERTIFYING YOUR FUTURE

**Learning Outcomes**  
Write any characters to trigger the search  
HE4-0-LO1 | HE4-0-LO2 | HE4-0-LO3 | HE4-0-LO4 | HE4-0-LO5

To populate your templates with data, you can select organisations, assessments, activities, learning outcomes, etc. by clicking in the data field. As soon as you click into the content box the list of your selectable items will appear. You can narrow this list down by starting to type the title of the activity, assessment, etc. that you are wishing to link to as the illustration below demonstrates. If you would like to add something that doesn't exist yet, just click on the + button next to the content box and you will be able to provide details (of a new organisation, activity, etc.) in a new pop-up window.

Create Achievement

Title\*

EN English ▾

### Achievement

Achievement Title\*

Awarding Date ⓘ

Awarding Body ⓘ

- Dublin City University
- EDC Support Team
- European Commission
- FutureLearn
- Irish Institute of Digital Business
- National Institute for Digital Learning
- University X

Description ⓘ

Proven by ⓘ

Influenced by ⓘ

Once you built your credential and established all the applicable associations to achievements, activities, assessments, etc. you are ready to take the last step of data preparation, by clicking on the 'paper plane' icon as shown below.

Credentials | Achievements | Learning Outcomes | Activities | Assessments | Organisations | Entitlements | Custom HTML Templates

This tab is where you assemble and issue your credentials. Before you proceed to creating your first template, please make sure to provide details of the issuing organisation under the **Organisations** tab. If you wish to describe a learners achievements, activities, or other relevant aspects, please enter these under the respective tabs. You will need to provide references to these entries when you build your credential.

[New Credential Template](#)

DATE ^	TITLE ↓	ISSUE	EDIT	
13/07/2021	FutureLearn		i	Title: Certificate of Achievement Issuer: FutureLearn Valid From: 28/03/2021 00:00 GMT+01:00

Now choose from the two options of credential recipient data provision. In case you only have a few credentials to issue, you may prefer to enter names and addresses (and grades, if applicable) **manually**, otherwise you can download a simple Excel template that allows you to prepare your **recipient data file** for 10-50 credential recipients.

Choose an option: x



Fill in your credential recipient data form **manually**, person by person



Upload your **recipient data file**  
Download **this** Excel template to prepare credential recipient data

Cancel

If you choose the first option, on the next screen you can enter personal data manually, adding more credential recipients by clicking on the **(+) Add Another Recipient** link. Please note, that you will also be asked to confirm that your organisation's data protection policy allows you to share this data with Europass for the duration of the issuing session, for the purpose of creating and issuing your credentials by ticking the box circled on the screenshot below in red.

**Issue Credentials**

Add as many Recipients as you need to issue the credential. All data entered on this screen will not be stored after the credentials are issued.

1. Recipient >

2. Recipient >

**(+) Add Another Recipient**

Confirm that my organisation's data protection policy allows me to share this data with Europass for the duration of the session, for the purpose of creating and issuing credentials.

Cancel

Next

Once you have more than one recipients, you can delete unwanted recipients by clicking on the **Remove Recipient** links displayed at the bottom of each data section.

Whether you choose manual data entry or the preparation of an Excel file, to identify your credential recipients, you can specify their:

- First Name and Last Name (compulsory),
- Date Of Birth (optional),
- Country of citizenship (optional),
- Country of birth (optional),
- National ID number (optional),

- Address of residence (optional),
- Gender (optional), and
- E-mail and/or Wallet address (compulsory),
- (and if applicable, you will have to specify the grade(s) they achieved in their assessment(s) - compulsory)

Please find an example for demonstration.

### Personal Data

First Name*	Last Name*	Date Of Birth
<input type="text" value="Ana"/>	<input type="text" value="Andromeda"/>	<input type="text" value="10/10/1995"/> 
Country of citizenship	Place of Birth	
<input type="text" value="Belgium"/> 	<input type="text" value="Belgium"/> 	
National Identifier		
<input type="text" value="BE"/>	<input type="text" value="12345678"/>	
Address	Address Country	
<input type="text" value="42, Instant street, 1000-Brussels"/>	<input type="text" value="Belgium"/> 	
Gender		
<input type="text" value="female"/> 		

### Delivery address \*

E-mail address	Wallet address
<input type="text" value="ana.andromeda@email.com"/>	<input type="text" value="n007abcd"/>

### Grades

Rate of completion*
<input type="text" value="90%"/>

Now you can click on the **Next** button in the bottom right corner of your dialogue window to preview, seal and send your credential(s).

## Sealing and Sending your credentials

Once you upload your XLSM file, or clicked on the “issue” icon in the Online Credential Builder and supplied your credential recipients’ personal information, you can click on the eye icon to preview your credential(s), or go straight to pressing the blue “Seal” button.

Europass digital credentials > Review

### Review

Before proceeding to **Seal**, check the accuracy of your credentials by previewing them. Click the eye icon under Actions. On sealing, the credentials will be issued and cannot be modified.

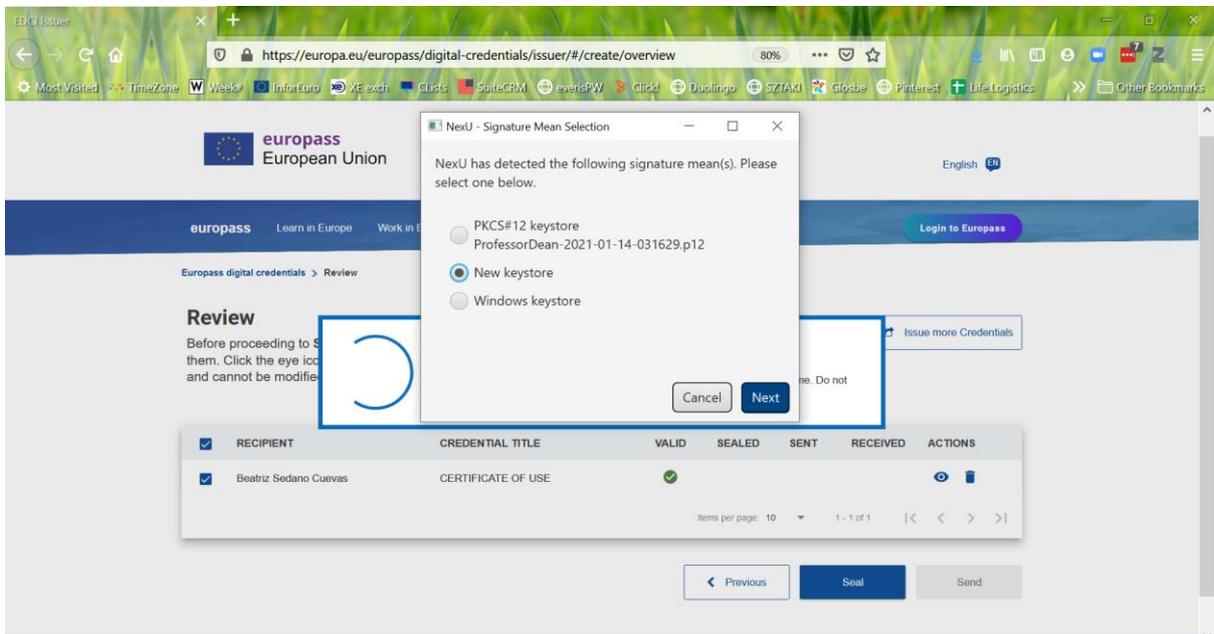
[Issue more Credentials](#)

<input checked="" type="checkbox"/>	RECIPIENT	CREDENTIAL TITLE	VALID	SEALED	SENT	RECEIVED	ACTIONS
<input checked="" type="checkbox"/>	Beatriz Sedano Cuevas	CERTIFICATE OF USE					

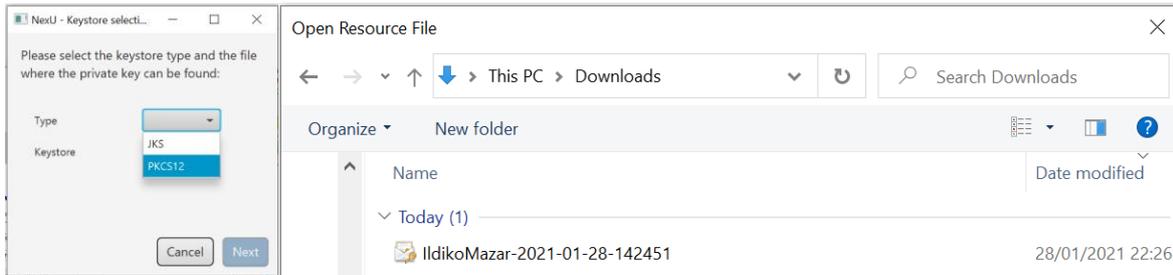
Items per page: 10 1 - 1 of 1

[Previous](#) [Seal](#) [Send](#)

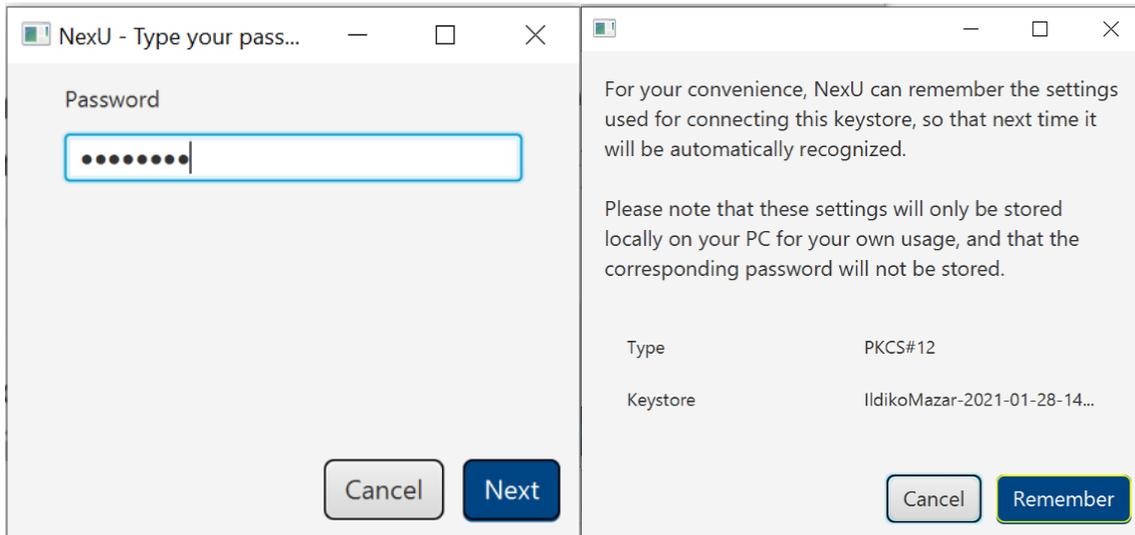
If this is the first time you use your new mock seal, NexU will provide you with a Signature Mean Selection window, where you should choose the “New keystore” option. If you already have your qSeal, you will be able to access it from the “Windows keystore”.



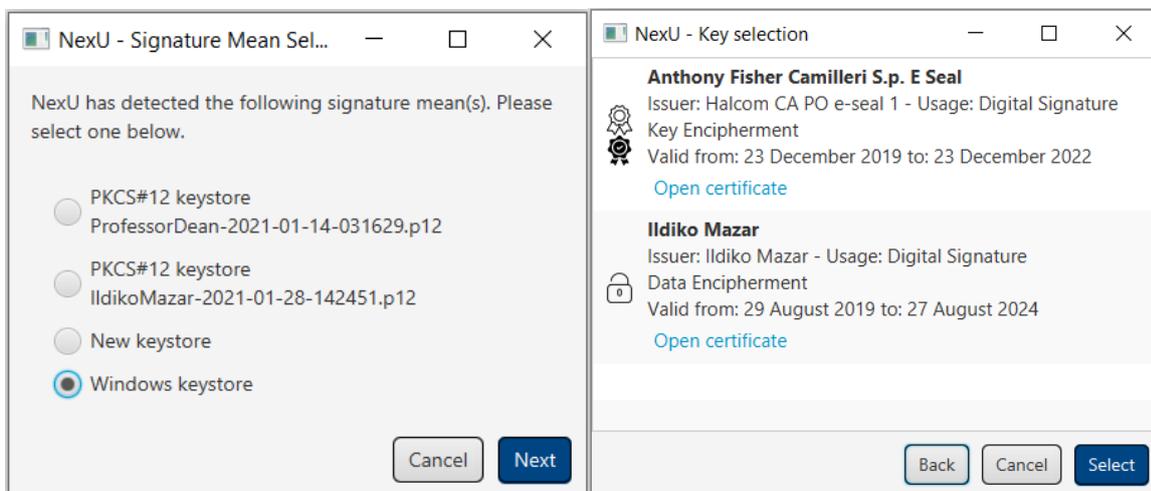
Select the **Type** of the Keystore (PKCS12) and, for the **Keystore** question, the certificate you downloaded before.



Now you will be prompted to provide the ‘password’ getaCert gave you on the notification screen, and you’ll be offered an opportunity for NexU to remember this signature for future use.



Once you already added your signature, you will just have to select it from the opening screen after you pressed the “Seal” button, or choose “Windows keystore” and choose the key stored there as shown below.



After you successfully sealed your credential, a green tick icon will appear in the second column of the dialogue window. After this step, you can click “Send” and - *voilà* - your credential is on its way to its recipient.

## Thank You!

Thank you for taking the time and effort to complete this tutorial. We hope you found the exercises and prospects valuable. If you have any questions or enquiries, please [get in touch](#) with us.