

Digital Certificate User Manual

(To All Former Students of Ritsumeikan University)

Digital certificates are available as PDFs on the website called  **Parchment** .
This manual explains how to use the Parchment website.

1. What you can do with Parchment



View digital certificates

(Type of certificate, issue/expiration date, sharing status, etc.)



Download digital certificates

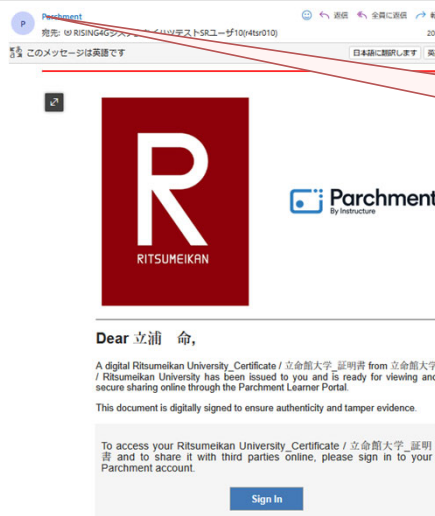


Sharing digital certificates

2. Register and Sign In to a Parchment Account

2.1 [First Time Only] Register a Parchment account

(1) Click "Sign In" in the email you received from Parchment



You will receive an email from Parchment:
noreply@digitary.net

(2) Enter your ①First name, ②Last name, ③ Email Address used on the Online Application Website and click 'Continue'

Note: Enter the same email address as on the "Online Application Website."

- (3) ① Setting a password
- ② Review of Terms of Use, etc.
- ③ Click "NEXT"



Password requirements

- A minimum of 14 characters
- At least one:
 - special characters (! @ # \$ % & * - _ + ?, etc.)
 - numeric character
 - Lowercase letter
 - Uppercase letter

*You can use a password different from the Online Application Website

- (4) Enter the 6-digit verification code sent by Parchment via email and click "NEXT."



If you don't receive the email,
(1) Check your spam folder
(2) If you can't find it, press "RESEND"

- (5) After registration, the "Documents" (digital certificate list) page will appear.

Clicking on the certificate displays the certificate PDF, expiration date information, and more.

*For details, see "3. View."

2.2 Sign In to Parchment

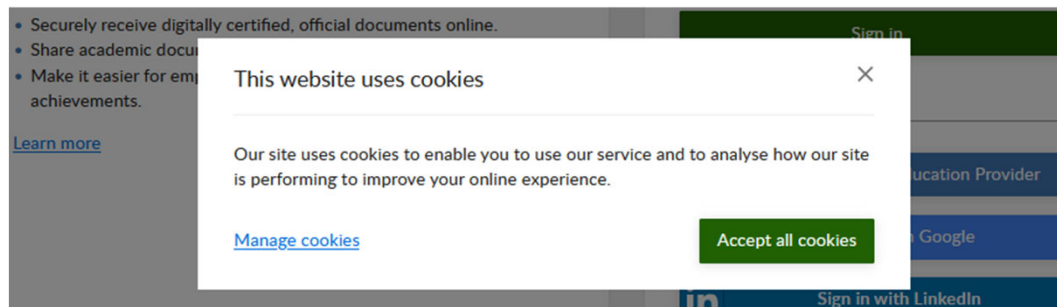
(1) After applying for a digital certificate, click "Sign In" in the email from Parchment.

You will receive an email from Parchment (noreply@digitary.net) within **15 minutes after applying.**

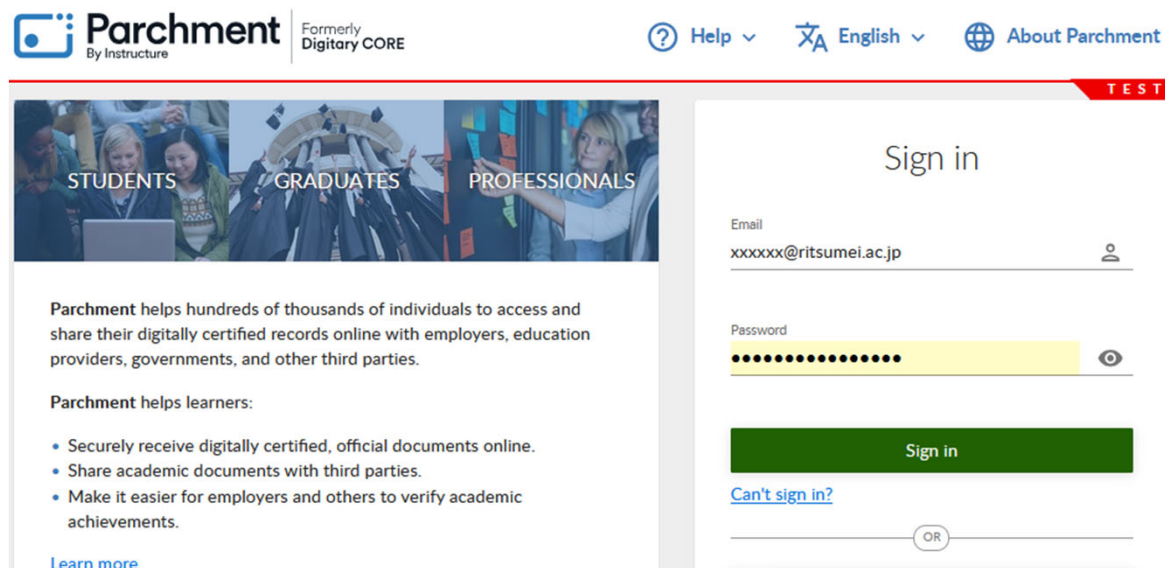


(2) (If shown) Click "Manage Cookies" or "Accept All Cookies."

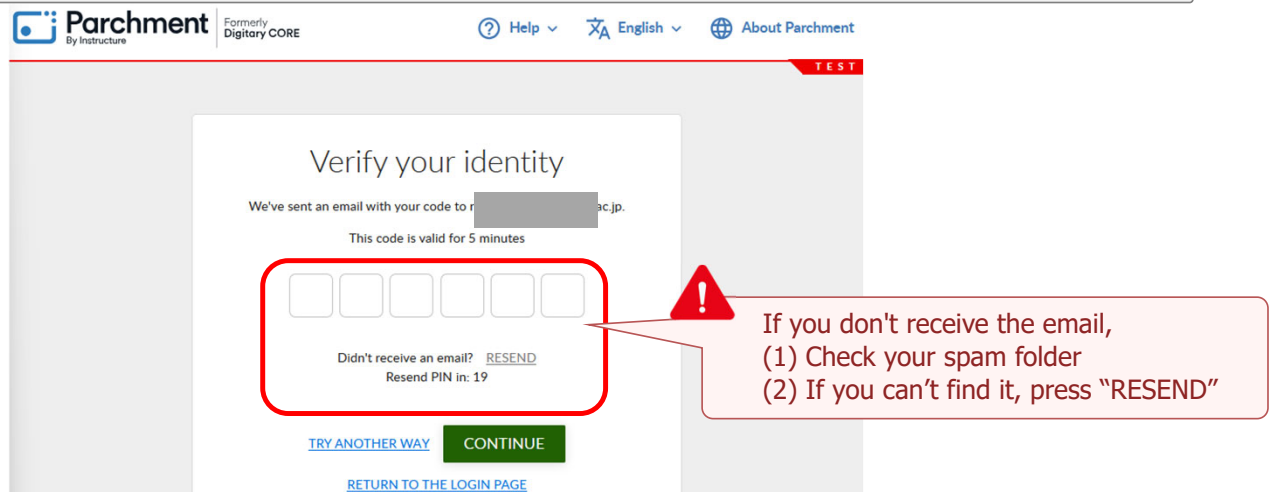
For details, search online about cookies and decide which option to use. You can change this later in "Account Settings."



(3) Enter your email and password, and click "Sign In."

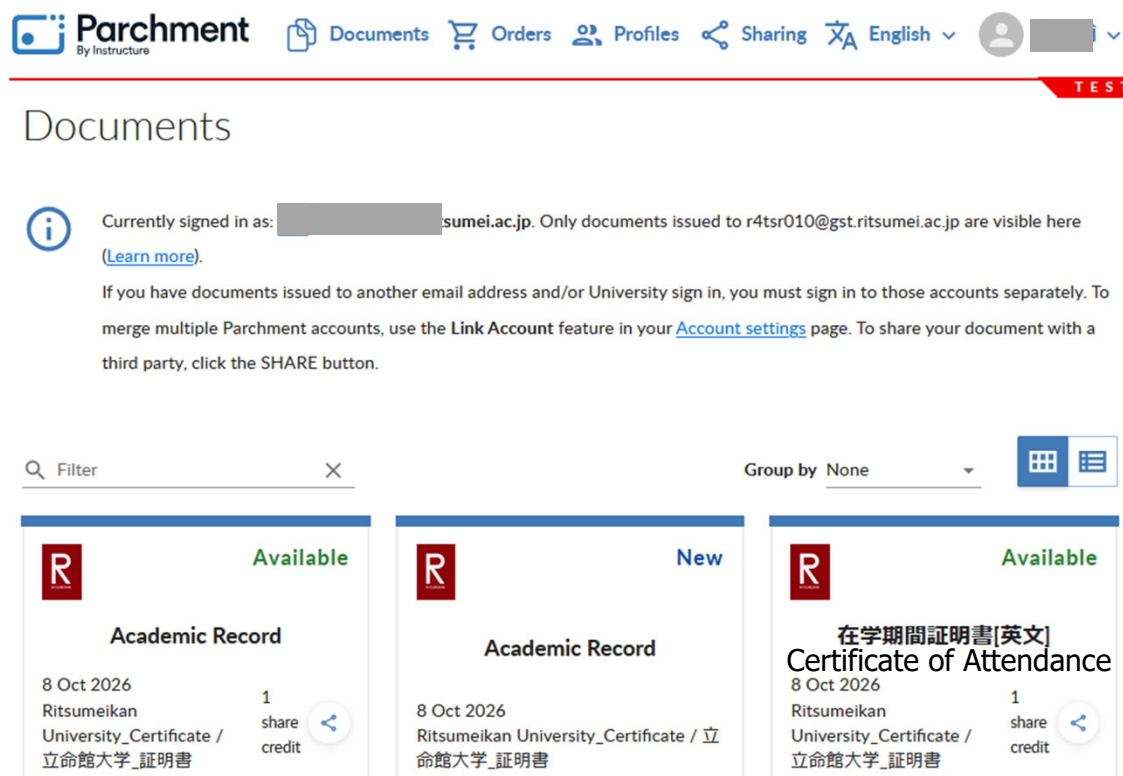


(4) Enter the 6-digit verification code sent by Parchment and click "CONTINUE."



The screenshot shows the Parchment login interface. At the top, the Parchment logo and navigation links (Help, English, About Parchment) are visible. The main heading is "Verify your identity". Below it, a message states: "We've sent an email with your code to [redacted]@ac.jp. This code is valid for 5 minutes". A red box highlights a 6-digit input field and a "RESEND" button. A red callout bubble with an exclamation mark points to the "RESEND" button, containing the text: "If you don't receive the email, (1) Check your spam folder (2) If you can't find it, press 'RESEND'". At the bottom, there are links for "TRY ANOTHER WAY", "RETURN TO THE LOGIN PAGE", and a green "CONTINUE" button.

(5) The "Documents" (certificate list) page will appear if you enter a valid code.



The screenshot shows the "Documents" page in the Parchment interface. The top navigation bar includes the Parchment logo and links for Documents, Orders, Profiles, Sharing, and a language dropdown. The main heading is "Documents". Below it, an information icon and text state: "Currently signed in as: [redacted]@sumei.ac.jp. Only documents issued to r4tsr010@gst.ritsumeikan.ac.jp are visible here (Learn more)." A paragraph explains that users must sign in to separate accounts for different email addresses or universities and that they can merge accounts or share documents. Below this, there is a filter bar and a "Group by" dropdown set to "None". The main content area displays three document cards. Each card has a red "R" icon, a status (Available or New), a title, a date (8 Oct 2026), the issuer (Ritsumeikan University_Certificate / 立命館大学_証明書), and a share/credit button. The first card is titled "Academic Record" and is "Available". The second card is also titled "Academic Record" and is "New". The third card is titled "在学期間証明書[英文] Certificate of Attendance" and is "Available".



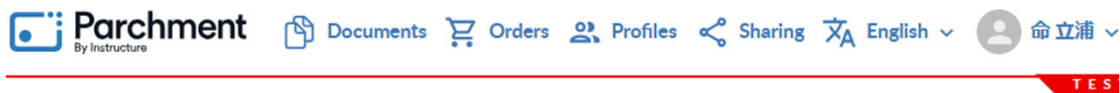
3. View Certificates on Parchment

On Parchment, you can view the "Documents" (certificate list) and the Certificate Details pages.

■ Documents

You can check the following information

- Name (type) of certificate
- Date of Issue
- Certificate status (Available, New, Expired)
- Remaining share credit
(issuing one digital certificate ⇒ earning "1" share credit = can be shared once)
*Sharing point: See "5. Sharing"



Documents

Documents page showing three certificate cards with status callouts:

- Status: Available**
*Previously confirmed, still possible to display
- Status: New**
*Never checked after issuance
- Status: Expired**
*Cannot be displayed 90 days after issuance.

Filter: [icon] Filter Group by: None [icon]

Available	New	Expired
Academic Record 8 Oct 2026 Ritsumeikan University_Certificate / 立命館大学_証明書 1 share credit	Academic Record 8 Oct 2026 Ritsumeikan University_Certificate / 立命館大学_証明書	在学期間証明書[英文] 8 Oct 2026 Ritsumeikan University_Certificate / 立命館大学_証明書

■ Certificate Details

Click a certificate name on the "Documents" page to view:

- Issuer information
- Document information
- Certification information (Electronic signature)
- "Download PDF" and "Share" options (shown if you have remaining share credit)
*If you share your certificate, 1 share credit will be used.

Certificate Details page for "Academic Record":

- Academic Record** (with edit icon)
- Status: **Available** (with checkmark icon) Expires: 8 Nov 2026
- Download the PDF before sharing if you need to save a copy.** ("Download" do not use share credits.)
- Download PDF** and **SHARE** buttons
- Message: "You haven't created any shares for this document yet. Use the share credit to create shares for this document." (1 share credit available.)
- Preview: **ACADEMIC TRANSCRIPT** (No. 2600051000013, October 8, 2026)
- Right sidebar: Issuer information, Document information, Certification information



4. Download as a PDF



[Important] Download the PDF before sharing and before it expires on Parchment.

You cannot download the PDF if:

- You use all your share credits (see "5. How to Share Certificates").
- The Parchment validity period (90 days from issuance) has expired.

(1) Click the certificate name on the "Documet" page.

"Available"

Downloading and sharing are available if **share credit are displayed**

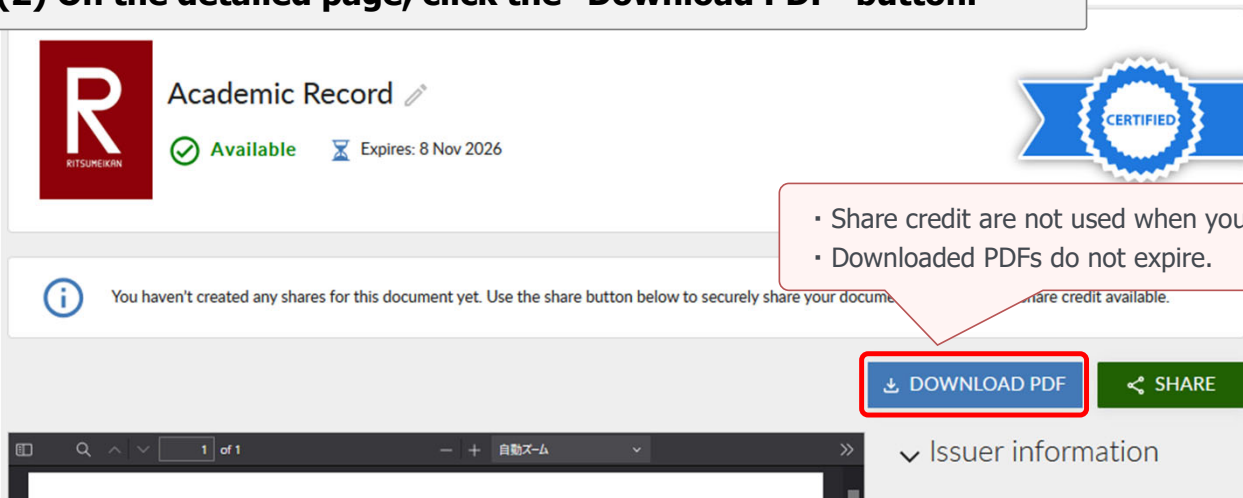
"New"

Downloading and sharing are available

"Expired" (90 days after issuance)
Cannot be viewed, downloaded, or , shared



(2) On the detailed page, click the "Download PDF" button.



- Share credit are not used when you download
- Downloaded PDFs do not expire.

Electronic Signatures on Digital Certificates (PDF)

- **Digitally signed by Ritsumeikan University**
*Signatures can be verified on Parchment or in Acrobat Reader
- **Signatures remain valid when PDFs are copied, moved, emailed, or uploaded**
*For PDF submissions to companies, universities, etc., check the submission method with the recipient.



Not considered an original in the following cases:

[Printed PDF]



PDF can be printed, but
Not considered an original

[Modified PDF (Editing, Merging, etc.)]



Modifying PDFs makes electronic signatures invalid
Not considered an original



5. Sharing

You can share the digital certificate by email or through a website.



① Precautions Before Sharing

The email language matches your Parchment language setting.

If you are viewing Parchment in English, the email will be sent in English

*Change Language: Click "[文A] English" at the top and select a language.



② Precautions Before Sharing:

Download the PDF before sharing if you need to save a copy.

Sharing consumes 1 sharing point

Once you use up all your shared credits, you will no longer be able to download the digital certificate

(1) Click the certificate name on the "Document" page.

"Available"

Downloading and sharing are available if **share credit are displayed**

"New"

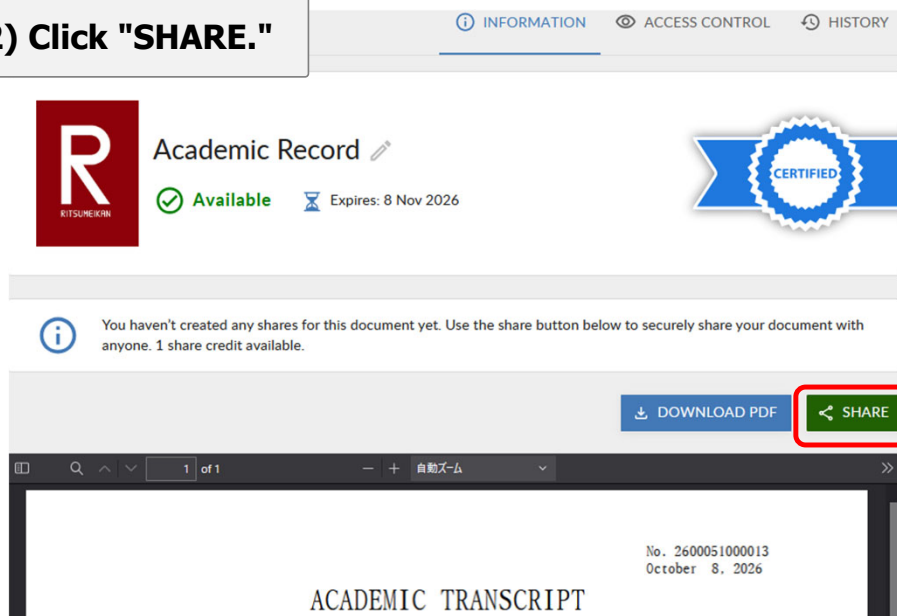
Downloading and sharing are available

"Expired" (90 days after issuance)

Cannot be viewed, downloaded, or , shared



(2) Click "SHARE."



(3) Select the sharing method.

Share documents



You can share your documents with anyone. Use this form to specify who and how your documents can be accessed. You can manage the security of your shares, and even add an expiry date.
You currently have 1 share credit. Sharing this document will use 1 share credit.

[VIEW DOCUMENT \(1\) >](#)

Share as

- ☒ **Email**
Share to a specific email and include an optional personal message
- ☐ **Organisation**
Share to a registered organisation across our global network
- ☐ **Public on the web Securely**
Anyone will be able to access your shared documents using a unique web address and four to six digit code
- ☐ **Public on the web**
Anyone will be able to access your shared documents using a unique web address

[HELP](#)

[CANCEL](#)

CONTINUE

(4) Enter the required information and click "SHARE."

Share documents



You can share your documents with anyone. Use this form to specify who and how your documents can be accessed. You can manage the security of your shares, and even add an expiry date.
You currently have 1 share credit. Sharing this document will use 1 share credit.

Screen for sharing via email

[VIEW DOCUMENT \(1\) >](#)



Email

Share to a specific email and include an optional personal message

* indicates mandatory field

Share name

The name you choose will be visible only to you and will not be seen by the recipient of your share

Purpose of share

Categorise your shares by giving them a simple

Recipient Email *

Include a personalised message

The personalised message will be included in the email invitation

Reference

The reference will be visible to the recipient of the share

Access PIN

[GENERATE ONE FOR ME](#)

Expiry date

Include a 4-6 digit code to help secure your share. Only recipients who have this code will be able to access your documents. A separate email with PIN will be sent to the share recipient.

☒ Allow recipient to download your document ☐ I confirm that this will use 1 share credit (You currently have 1 share credit) *

☒ Notify me when this share is viewed

[HELP](#)

[BACK](#)

SHARE



Enter the correct recipient email address.

[Note] An incorrect address will still use one share credit.

Enter an "Expiry Date" to set the recipient's access period if you need.



Once you click "SHARE," the email will be sent immediately.

(5) Review the shared details and click "FINISH."

The screenshot shows the 'Share documents' page on the Parchment platform. At the top, the Parchment logo and 'By Instructure' tagline are on the left, and a language dropdown set to 'English' and a user profile icon are on the right. A red 'TEST' label is in the top right corner. The main heading is 'Share documents'. Below it, an information icon and text state: 'You can share your documents with anyone. Use this form to specify who and how your documents can be accessed. You can manage the security of your shares, and even add an expiry date. You currently have 1 share credit. Sharing this document will use 1 share credit.' A blue button labeled 'VIEW DOCUMENT (1) >' is below the text. A green success message box contains a checkmark icon and text: 'Your document has been shared with [redacted]@nei.ac.jp and you can view additional details in your [sharing](#) list. A separate email will also be sent to your share recipient with the PIN so they can securely access your share.' Below this, details are listed: 'Recipient: Restricted', 'Access PIN: [redacted]', 'Expiry date: Does not expire', and 'Reference: N/A'. A green 'FINISH' button is at the bottom right.

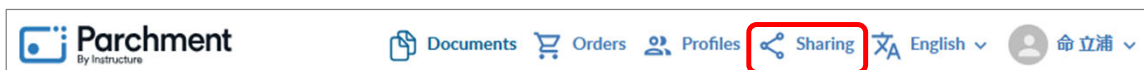
[Note] Recipient's Screen

After the recipient opens the sharing email, the following screen will appear.

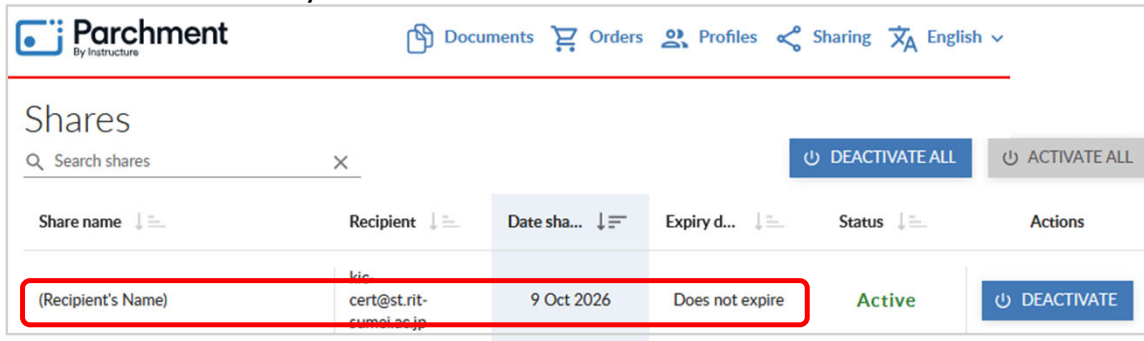
The screenshot shows the recipient's screen for a certificate. The top header includes the Parchment logo, 'Formerly Digitary CORE', and navigation links for 'Help', 'English', and 'About Parchment'. A red 'TEST' label is in the top right. The main content area features the Ritsumeikan University logo (a red square with a white 'R') and the text 'Ritsumeikan University_Certificate / 立命館大学_証明書 issued by 立命館大学 / Ritsumeikan University to [redacted]'. Below this, it says 'Expires: N/A' and 'Reference: N/A'. A blue 'CERTIFIED' seal is on the right. A red callout box points to the 'Reference: N/A' text with the label 'Displayed the content entered in the "Reference" field'. Below the header, the text 'No. 2600041000008' and 'October 8, 2026' is displayed. A green 'DOWNLOAD PDF' button is on the right. Below it, two expandable sections are listed: 'Issuer information' and 'Certification information'. A red callout box points to the 'CERTIFICATE OF ATTENDANCE' text with the label 'Recipients can download the certificate if you check "Allow recipient to download your document."'.

(6) Sharing History

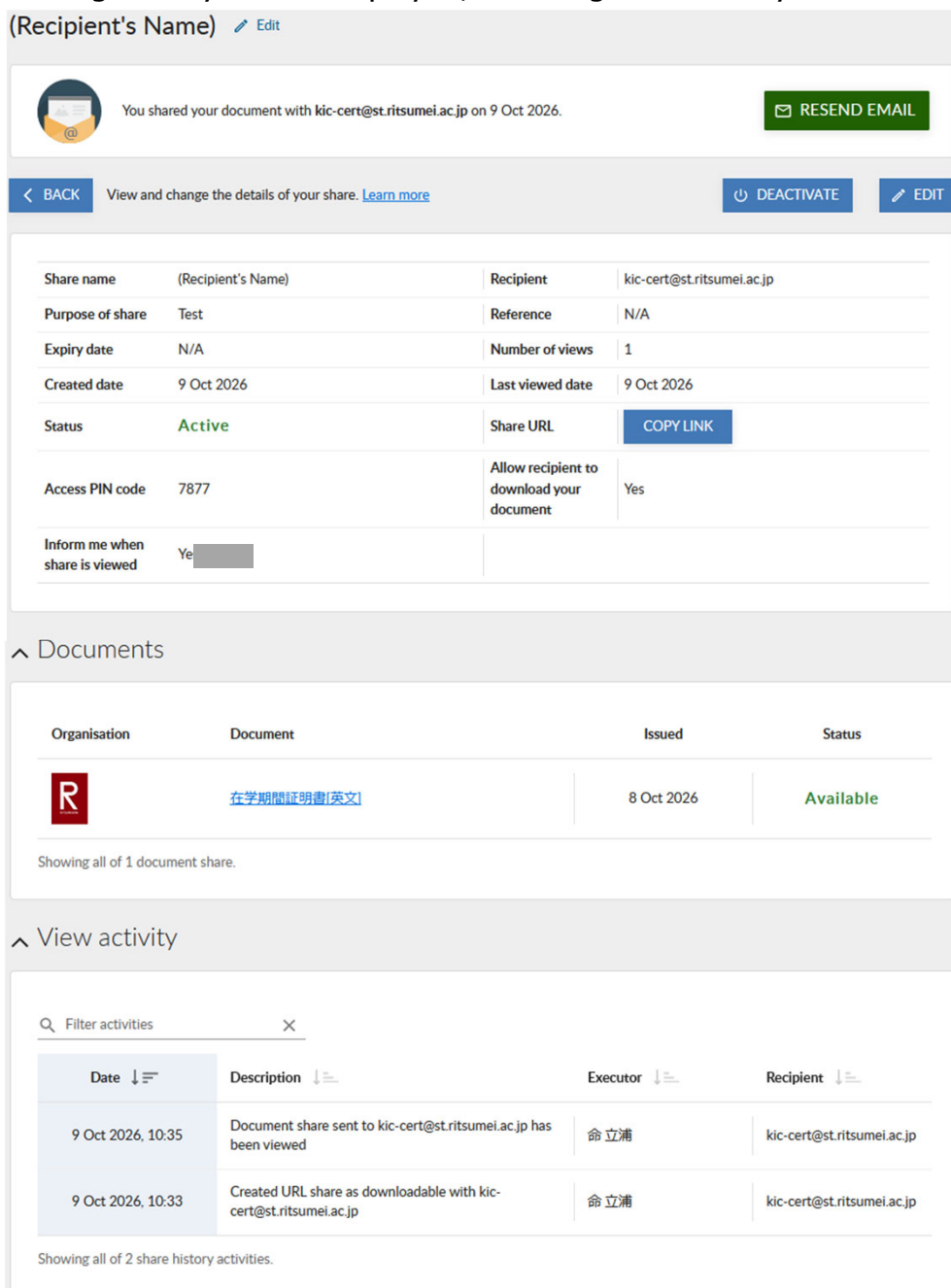
- ① Click "Sharing" at the top of the Parchment.



- ② Click the certificate you want to check.



- ③ Sharing History will be displayed, including view activity.



6. Reset Your Password / Change Your Email Address

6.1 Reset Your Password (If Forgotten)

- (1) Click "Can't sign in" on the Parchment home page
- (2) Enter your registered email address and click the "SUBMIT" button
- (3) Click "RESET PASSWORD" in the email from Parchment.
- (4) Enter the new password and click "SUBMIT."



6.2 Change Your Email Address

To change your email address, add a new email address and set it as "Primary" in Account Settings. Follow the instructions below:

- (1) Click your name at the top right of the screen, and click "Account Settings"
- (2) Click "LINK ANOTHER EMAIL" in the "Email accounts" section.
- (3) Enter your new email address and click "ADD."
- (4) Enter the 6-digit verification number from Parchment to your new address and click "CONFIRM."
- (5) Click "MAKE PRIMARY"



*Your primary email address has been changed if the new email account shows "Primary" under "Status."