Digital Certificate User Manual

(To All Current Students of Ritsumeikan University)

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

1. What you can do with Parchment

- **View** digital certificates
- **Download** digital certificates
- **Sharing** digital certificates
- **Register a Personal Email Address** for After Graduation

2. Register and Sign In to a Parchment Account

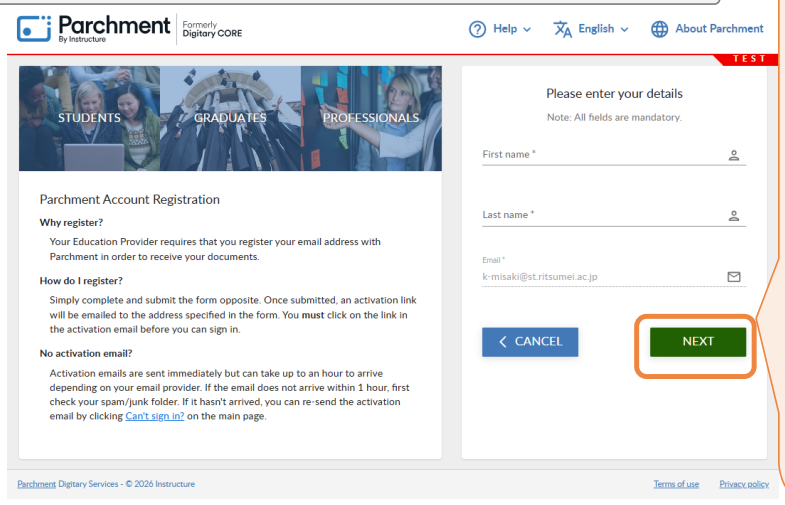
2.1 [First Time Only] Register a Parchment account

(1) Click "Register" in the email you received from Parchment.

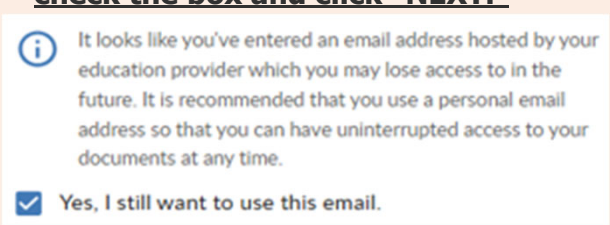
You will receive an email from Parchment (xxx@digitary.net)



(2) Enter your ①First name, ②Last name, ③ RAINBOW Email and click "NEXT."

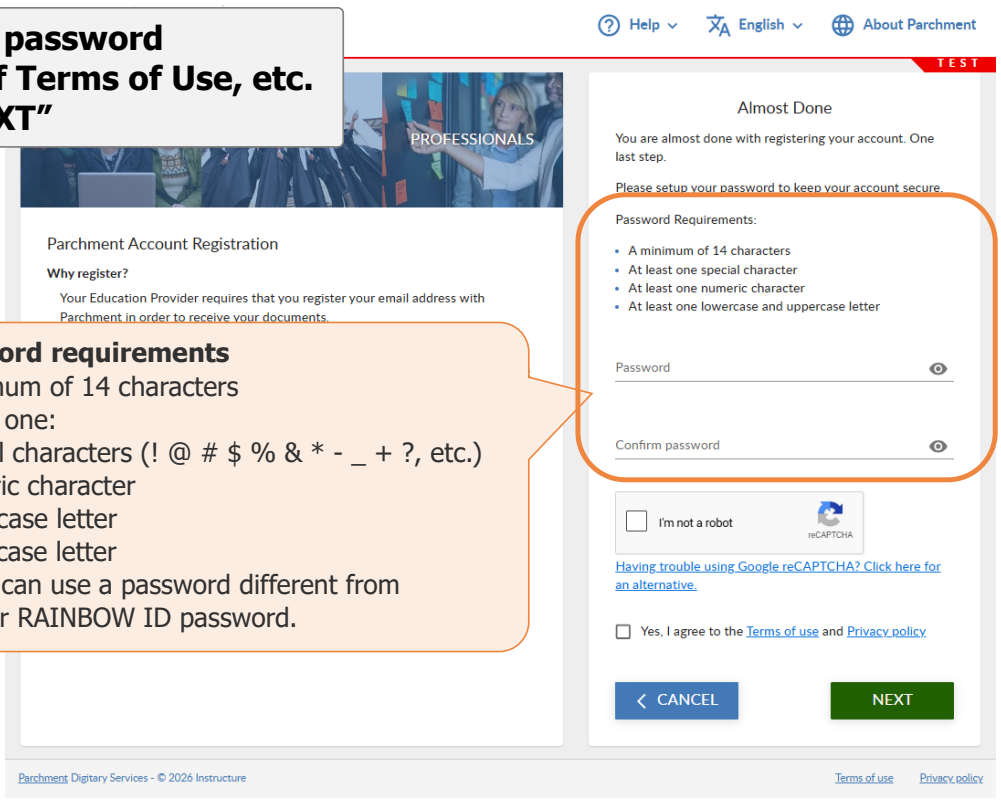


Note: If the following message appears after clicking "NEXT," check the box and click "NEXT."



- While enrolled at Ritsumeikan University, you must register your RAINBOW email address.
- Before leaving Ritsumeikan University, **complete "6. Register a Personal Email Address for After Graduation."**

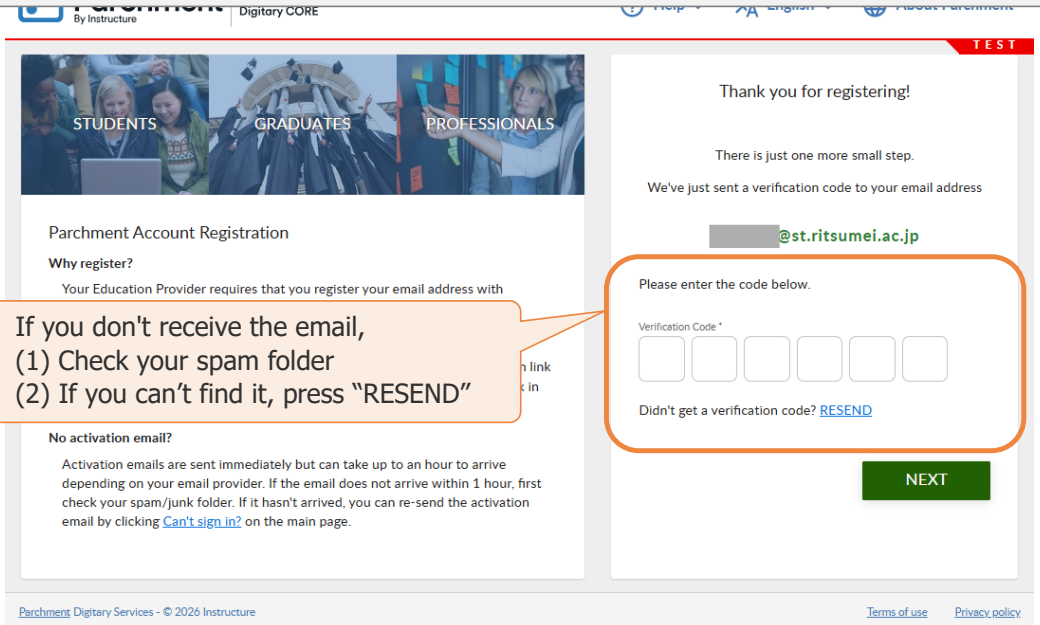
(3) ① Setting a password
② Review of Terms of Use, etc.
③ Click "NEXT"



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

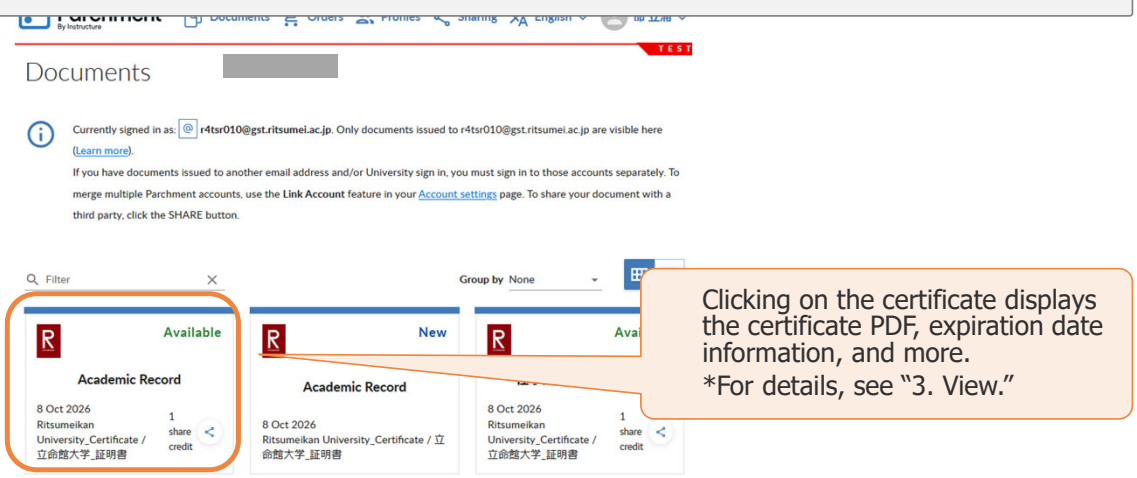
*You can use a password different from your RAINBOW ID password.

(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"

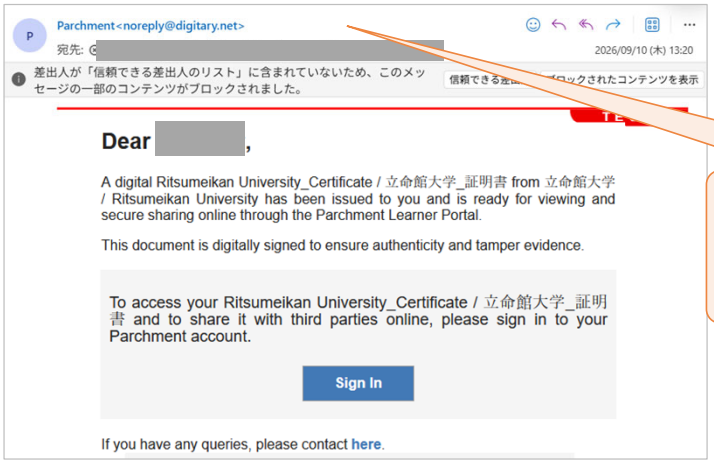
(5) After registration, the "Documents" (digital certificate list) page will appear.



Clicking on the certificate displays the certificate PDF, expiration date information, and more.
*For details, see "3. View."

2.2 Sign In to Parchment (Two Options)

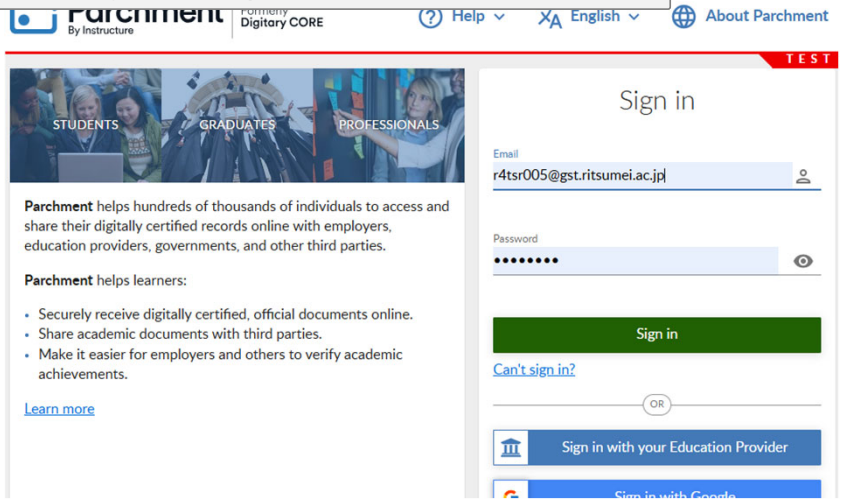
(Option 1) After applying for a digital certificate, click "Sign In" in the email from Parchment.



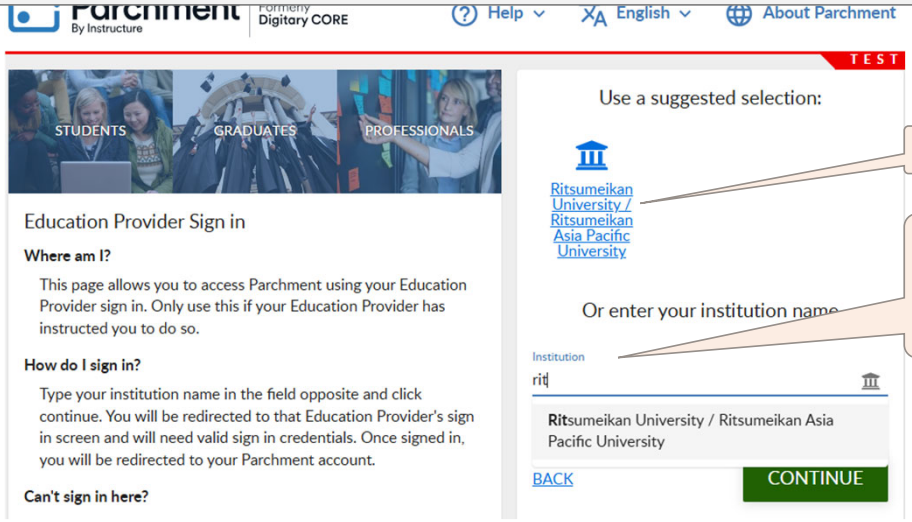
You will receive an email from Parchment (xxx@digitary.net) within **15 minutes after applying.**

(Option 2) Sign In from the Parchment Website

(1) Click "Sign in with your Educational Provider"



(2) Click "Ritsumeikan University / Ristumeikan Asia Pacific University"



① Click this name

②If not shown, enter "rit" or more until "Ritsumeikan University…" appears, then click the name.

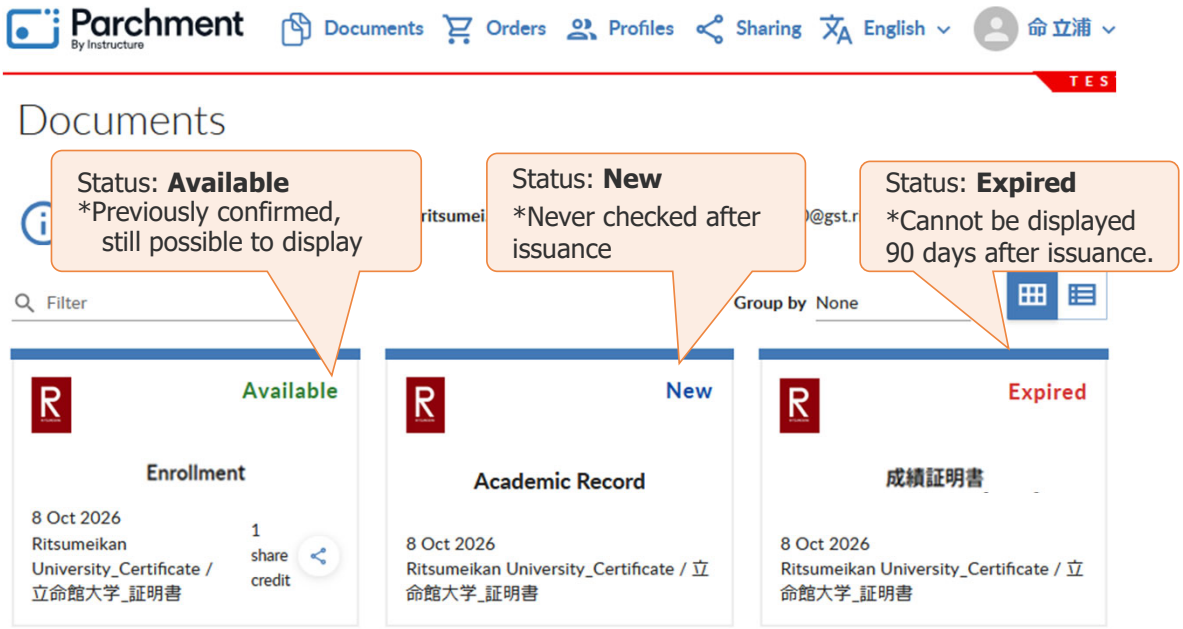
(3) When the Ritsumeikan sign-in page appears, sign in with your RAINBOW email address.

3. View Certificates on Parchment

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

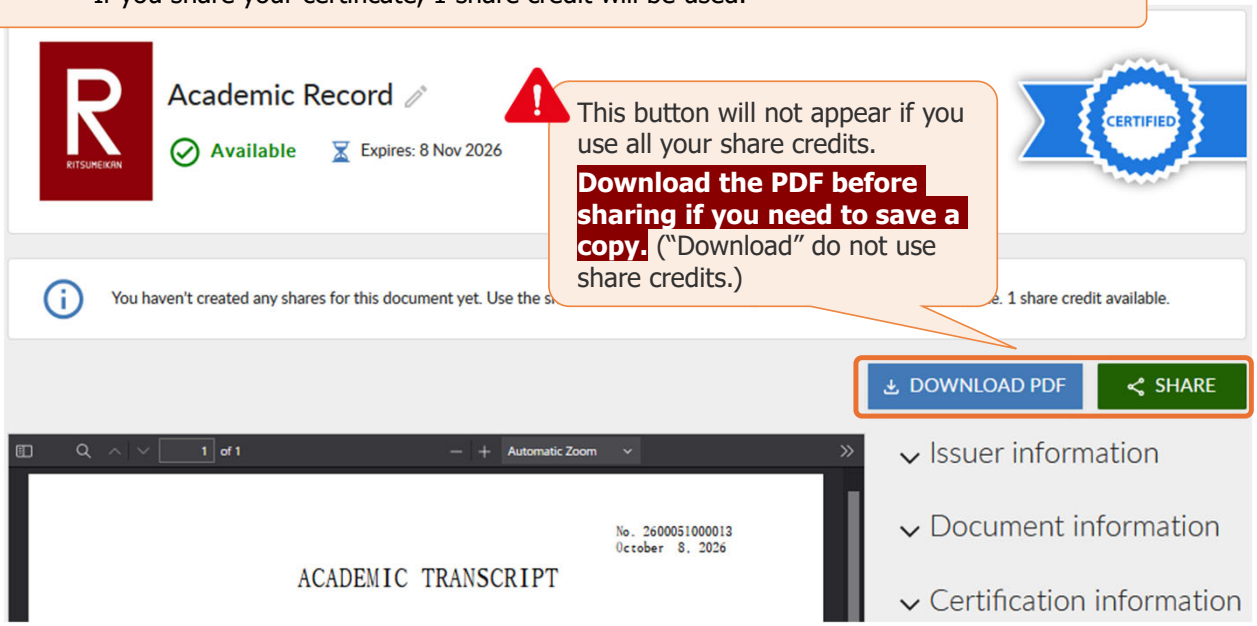
■ Documents

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"



■ 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.



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.

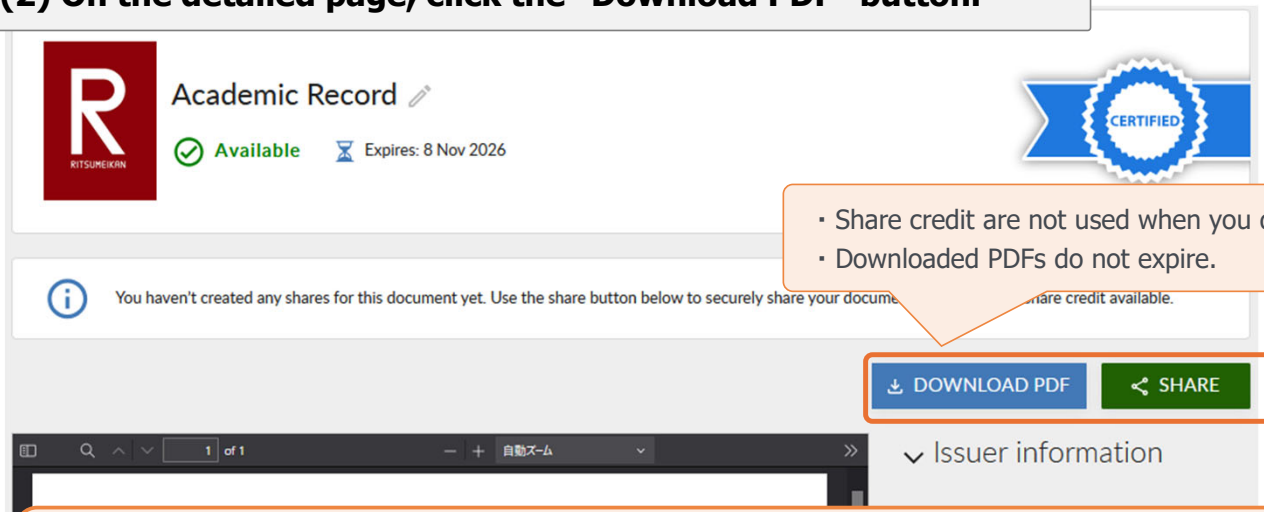
"Available"
Downloading and sharing are available if **share credit are displayed**

"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.



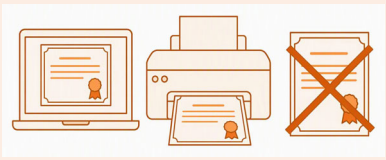
- Share credit are not used when you download
- Downloaded PDFs do not expire.

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.

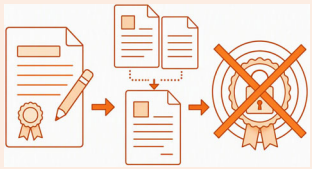
Not considered an original in the following cases:

[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.

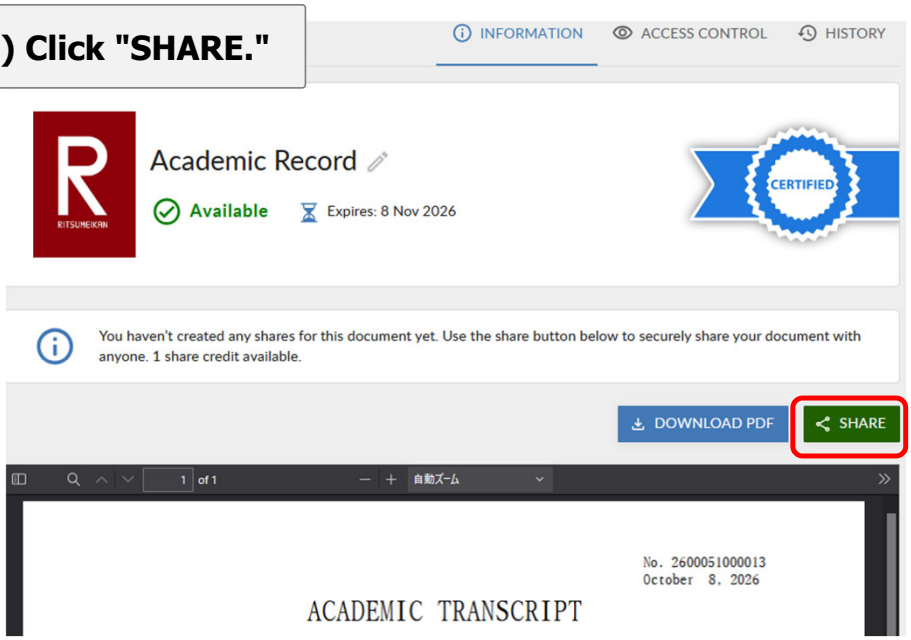
"Available"
Downloading and sharing are available if **share credit are displayed**

"New"
Downloading and sharing are available

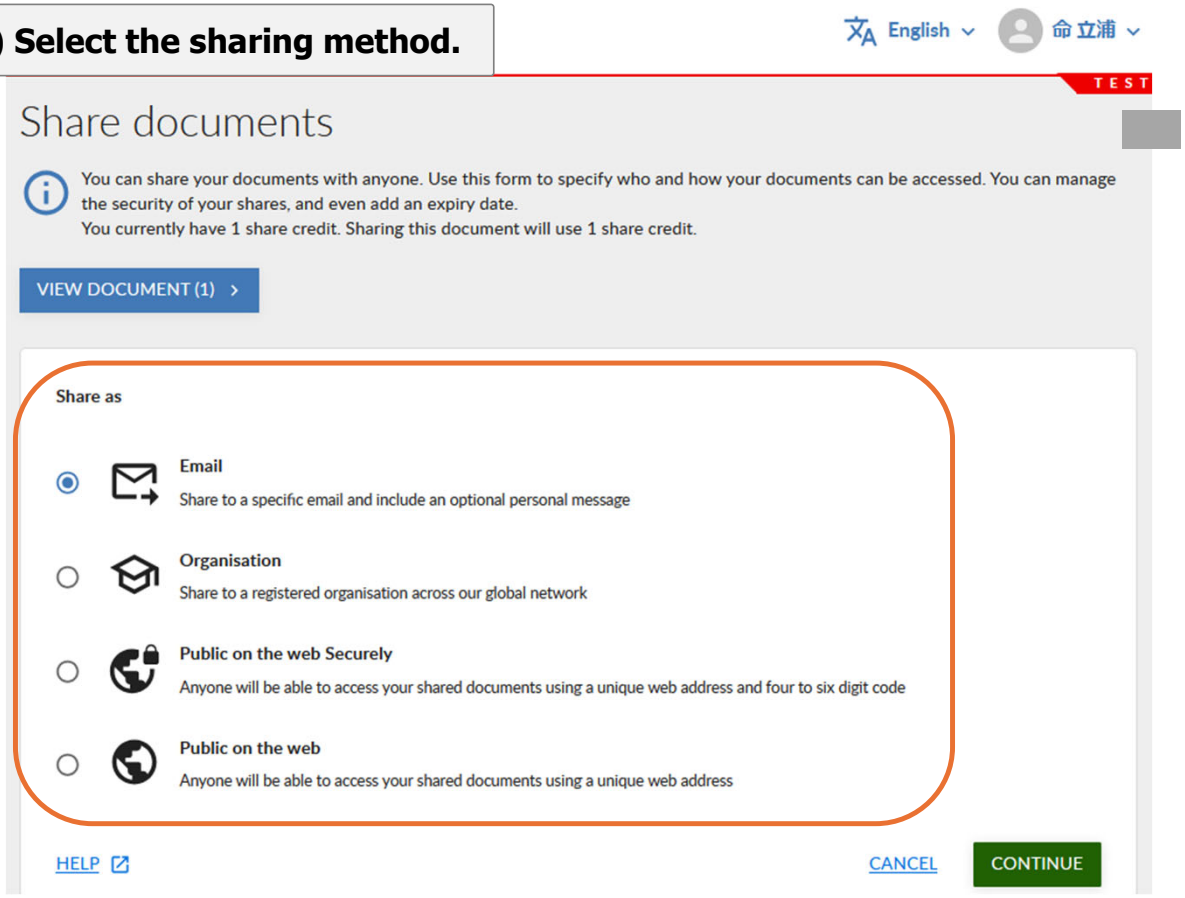
"Expired" (90 days after issuance)
Cannot be viewed, downloaded, or , shared



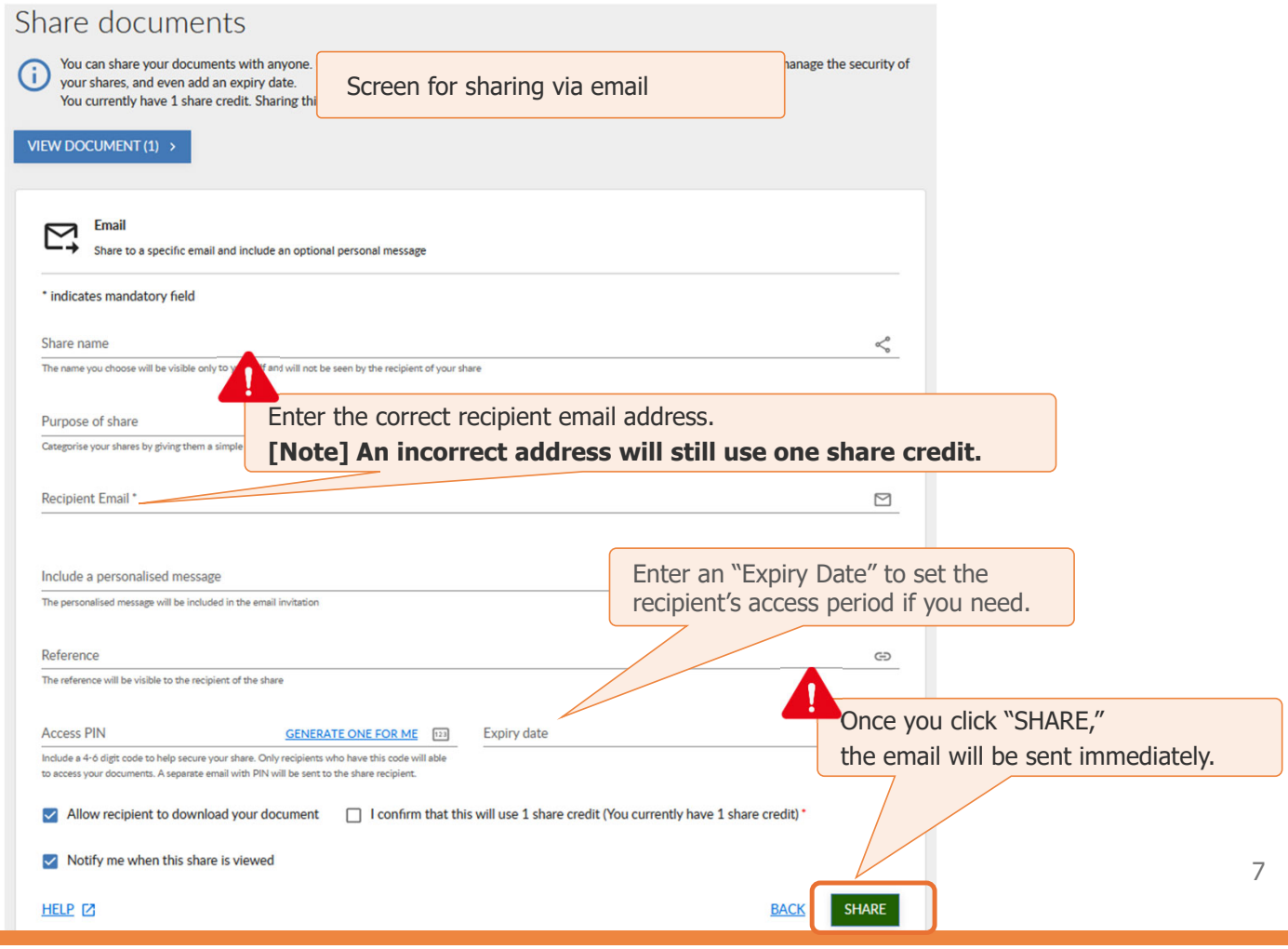
(2) Click "SHARE."



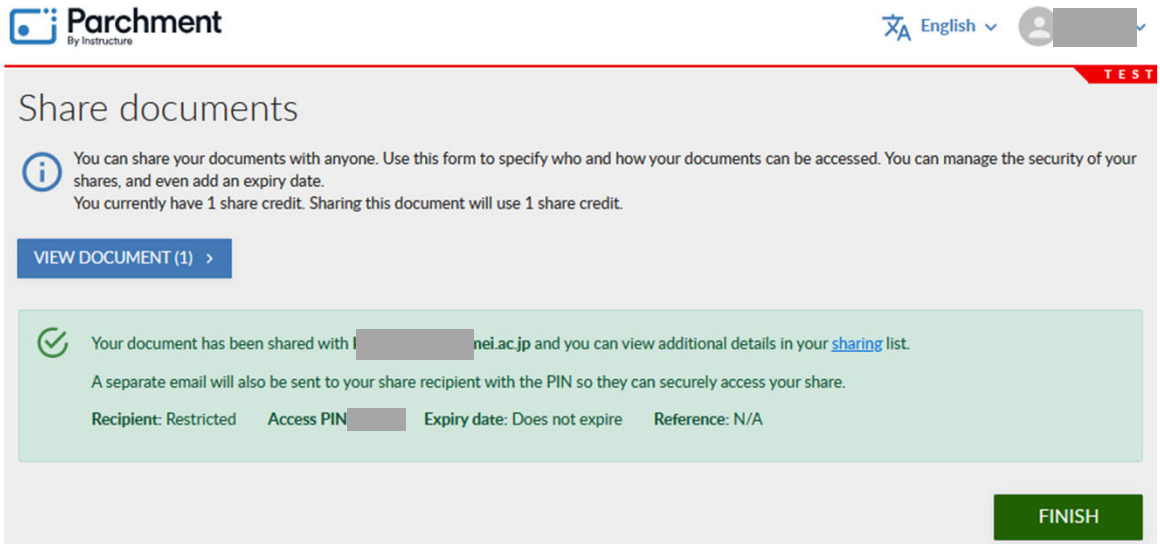
(3) Select the sharing method.



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

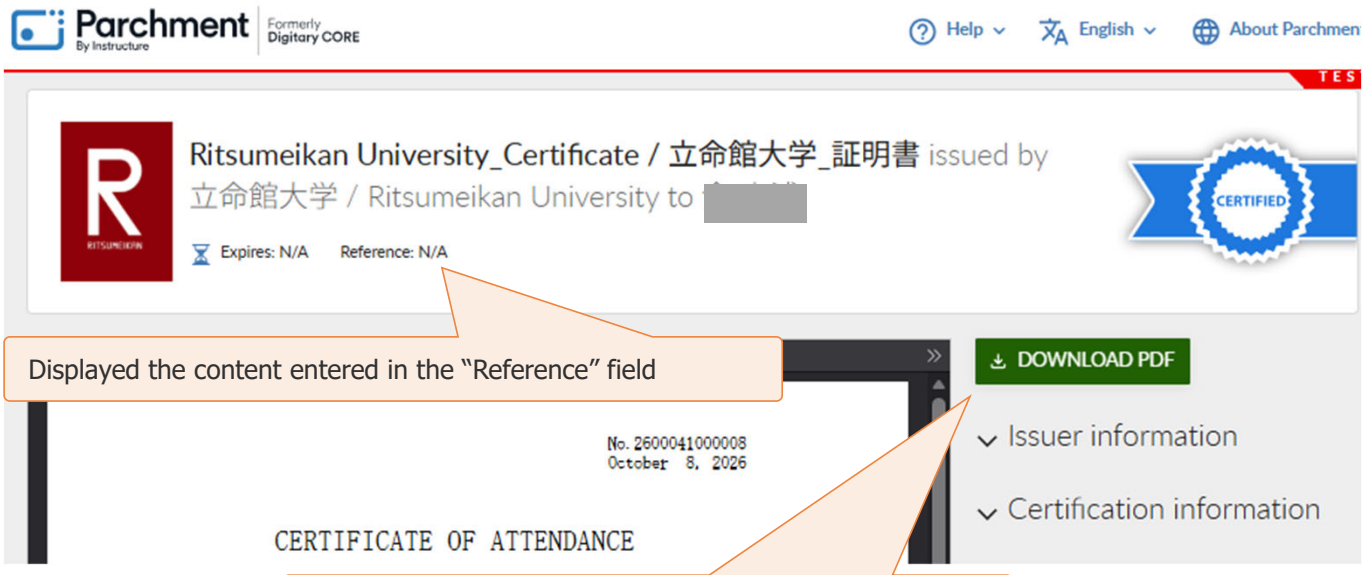


(5) Review the shared details and click "FINISH."



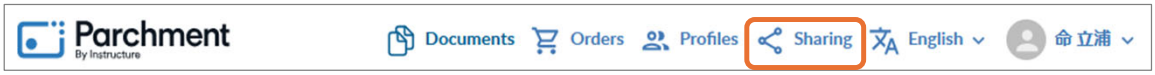
[Note] Recipient's Screen

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

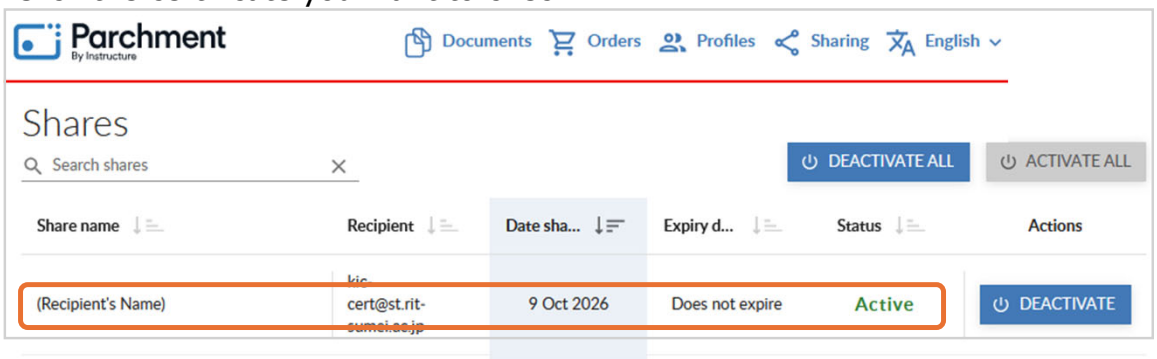


(6) Sharing History

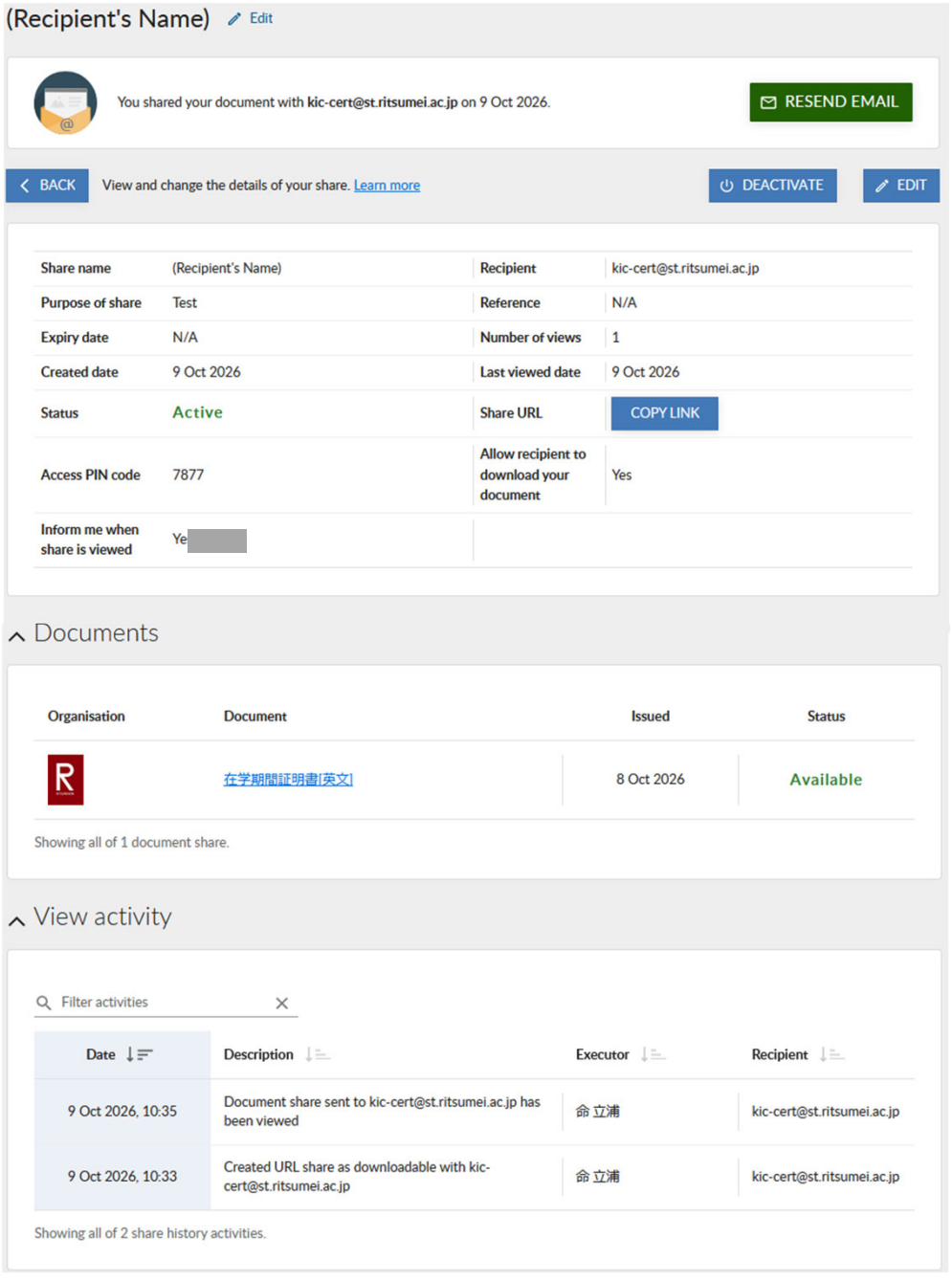
① Click "Sharing" at the top of the Parchment.



② Click the certificate you want to check.



③ Sharing History will be displayed, including view activity.



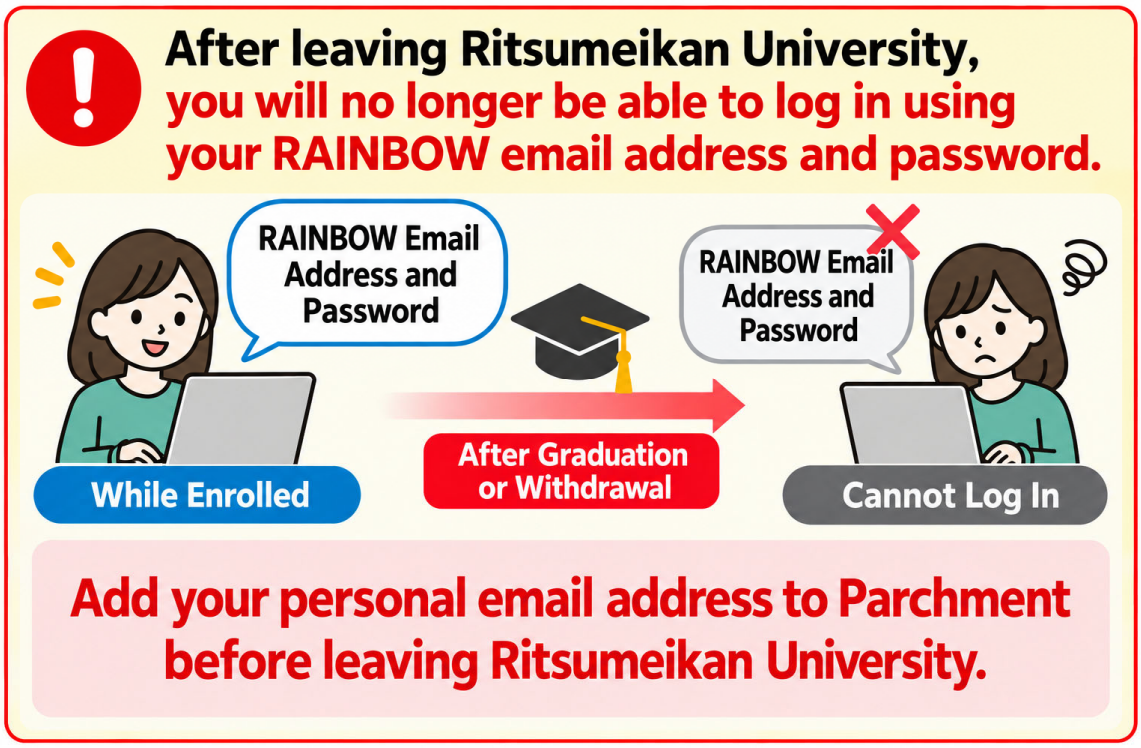
6. Register a Personal Email Address for After Graduation

Be sure to register a personal email address before leaving Ritsumeikan University.

If you do not register a personal email address:

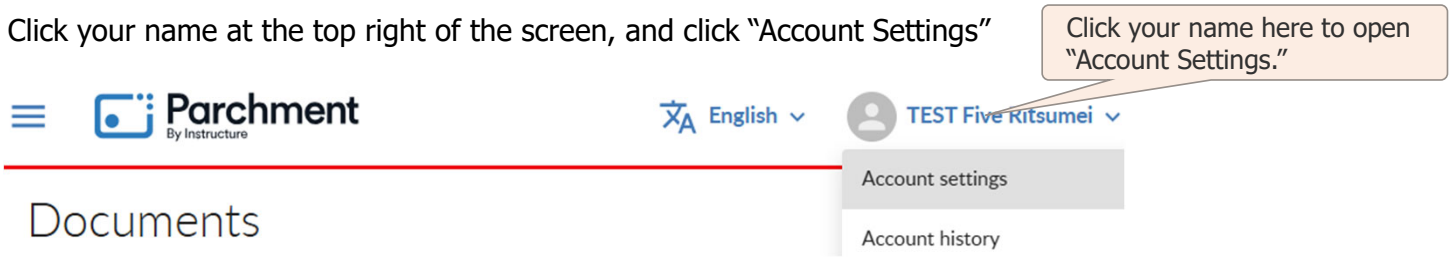
(1) You will no longer be able to view digital certificates issued while you were enrolled, check their sharing status, or share or download them.

(2) You will need to create a new Parchment account.



6.2 Register a Personal Email Address

(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."