



L-Università
ta' Malta

European Digital Credentials for
Learning
Upload Certificate

European Digital Credentials for Learning

Office of the Registrar

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This guide was prepared by the

Office of the Registrar

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1 What is Europass?

Europass is a free online platform containing a set of online tools to manage skills, and plan learning and career in Europe. With Europass you can record all your work, education and training experiences, language skills, digital skills, information on your projects, volunteering experiences, and any achievements that are important to you. You can also store your diplomas, reference letters or other documents that describe your achievements in your personal Europass Library.

2 Accessing Europass Portal

To access Europass portal click [here](#).

2.1 Creating an account

If it is the first time accessing Europass portal you should first register on the platform. To register click on ‘*Login to Europass*’ button marked in red in Figure 1 below.

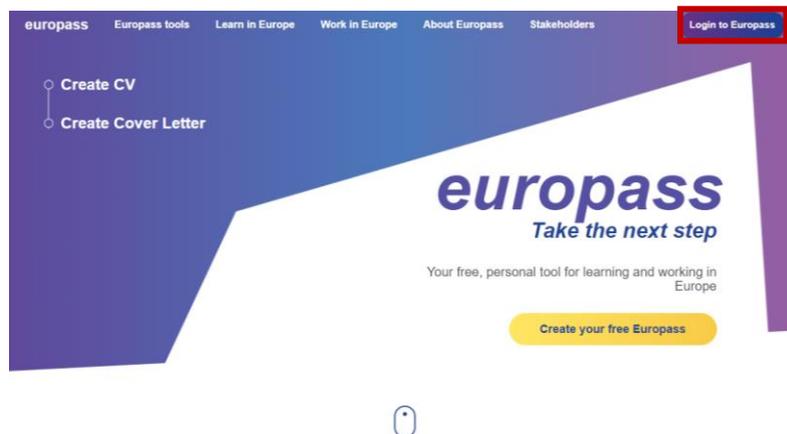


FIGURE 1: EUROPASS WEBSITE

This will take you to a profile creation page where you will be asked to enter your email to login or create an account. Click on create an account marked in red in Figure 2.

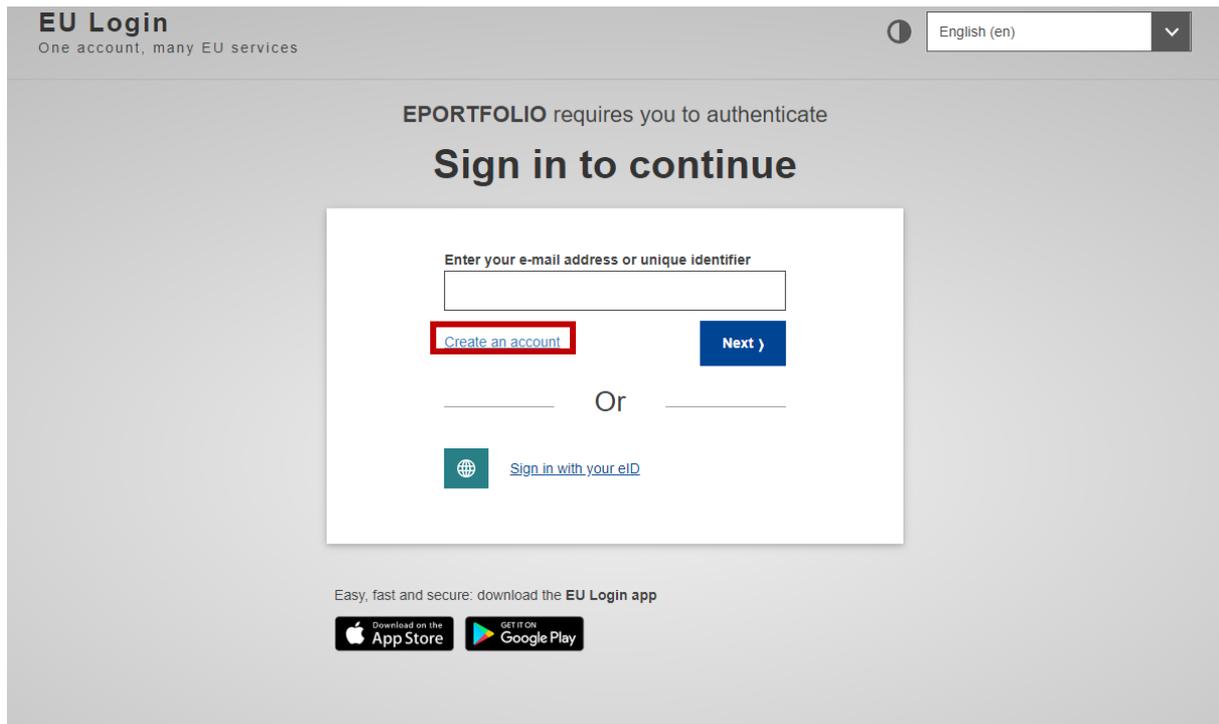


FIGURE 2: CREATE AN ACCOUNT

Once you click on create an account you will be presented with a form where name, surname and email are required, together with a preferred language. Fill in the form as shown below in Figure 3 and click on ‘Create an account’ marked both in red. Note that you can sign up with your personal email address.

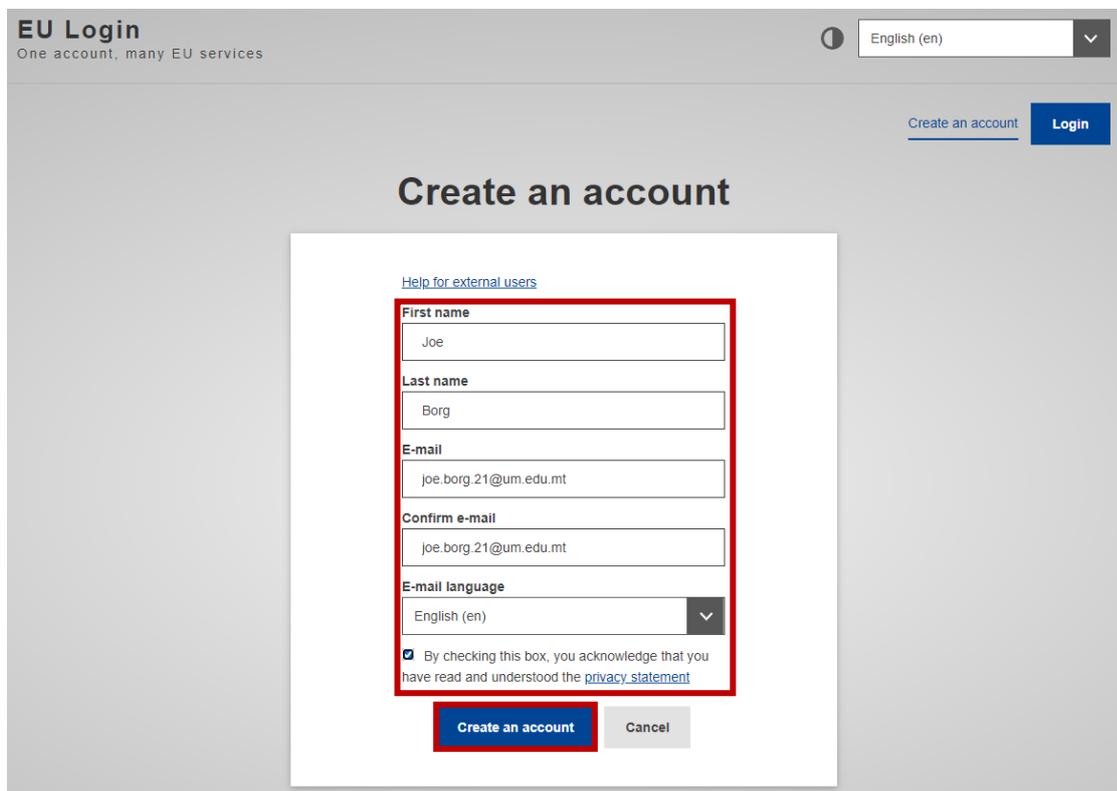


FIGURE 3: CREATE AN ACCOUNT

You will be presented with a confirmation screen on creation of the account shown in Figure 4 below. Note that this will be accompanied by an email with a link to create a password for the account created Figure 5.

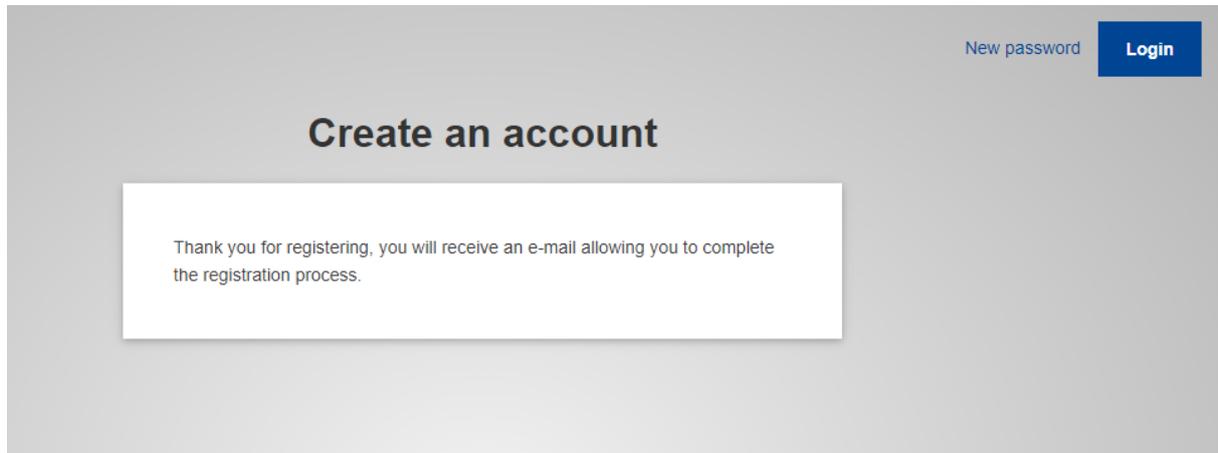


FIGURE 4: ACCOUNT CREATION CONFIRMATION

Once the email is received on the given email address, click on the link marked in red below in order to open the password creation page shown in Figure 6. This page enables the user to create a password for the account created.

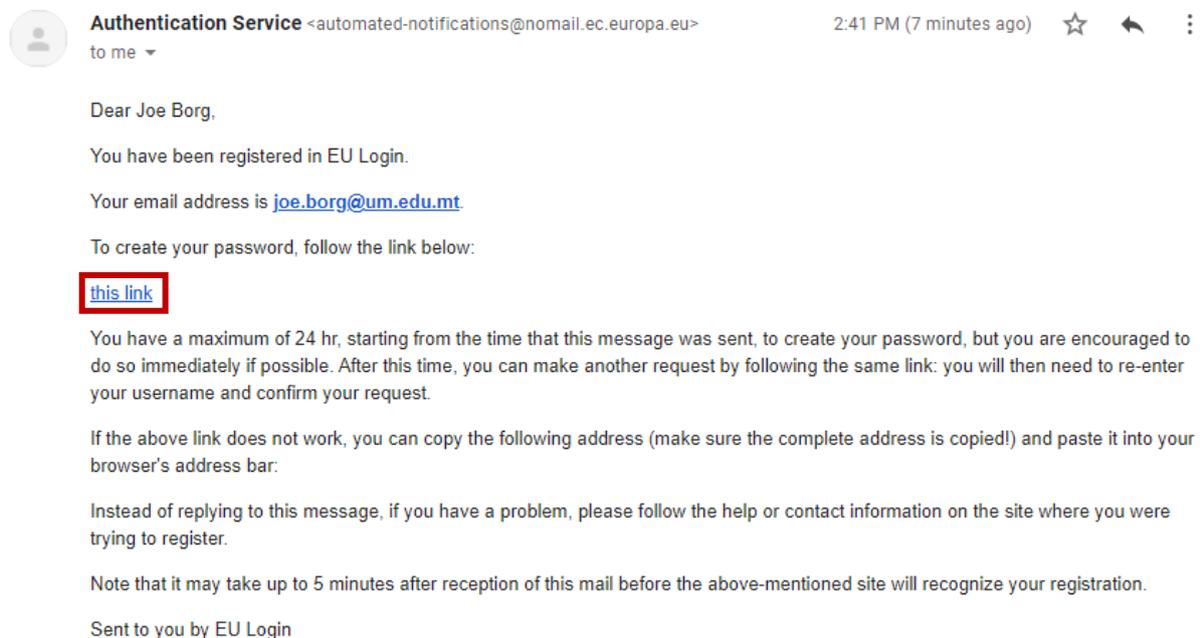


FIGURE 5:CREATE PASSWORD EMAIL

FIGURE 6: CREATE PASSWORD SCREEN

Type in the password in the first field named ‘*New password*’ and retype it in the ‘*Confirm new password*’ Section marked in red in Figure 6. Note that in this field one cannot copy and paste a password.

It is very important to follow the guidelines that are presented underneath the submit button when creating the password. A password cannot include the username given and must contain at least 10 characters chosen from at least three of the following character groups.

- Upper Case letters: A to Z
- Lower Case letters: a to z
- Numeric: 0 to 9
- Special Characters: "#\$%&'()*+,-./:;<=>?!@[\]^_`{|}~

Once the password is entered within the fields click on submit as shown in Figure 6 marked in blue. This will create the password for the account created and you will be presented with a page showing successful login as shown below in Figure 7.

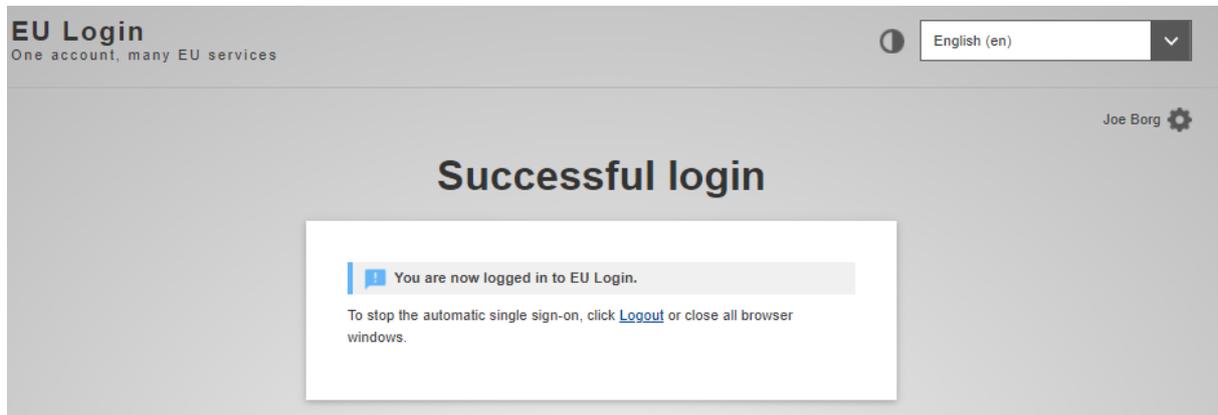


FIGURE 7: SUCCESSFUL LOGIN AND CREATION OF PASSWORD

2.2 Creating a profile

To create a profile to be able to upload a certificate within the Europass environment access the portal by clicking [here](#). You will be represented with the front page shown in Figure 8. Log in by clicking on 'Login to Europass' marked in red using the username and password created, you will then be presented with the logged in home page where you are now to click on 'Create your free Europass' marked in red in Figure 9.

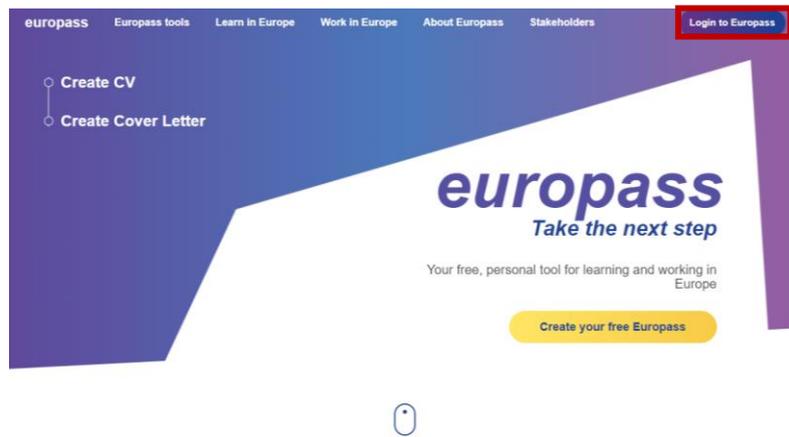


FIGURE 8: LOGGING IN

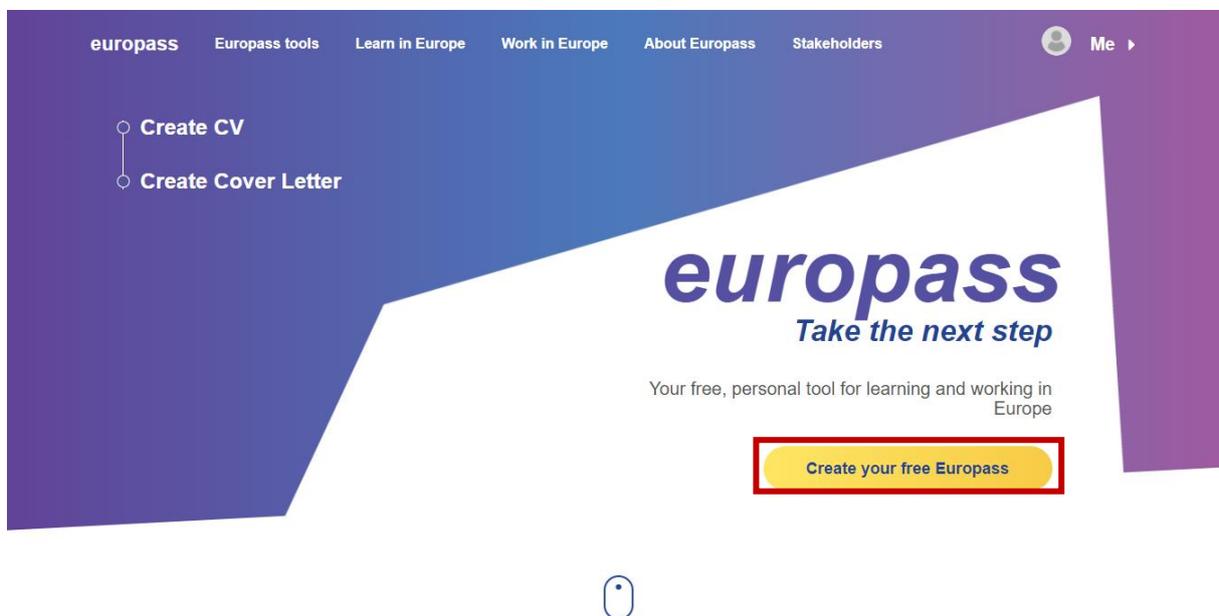


FIGURE 9: CREATE PROFILE BUTTON

Here you are presented with a screen which allows you to upload a Europass CV or create a profile to enable the library feature. The library feature will allow the upload of a certificate as will be shown in section 4 below. Click on 'Create my profile' marked in red in Figure 10 to commence the process of profile creation.

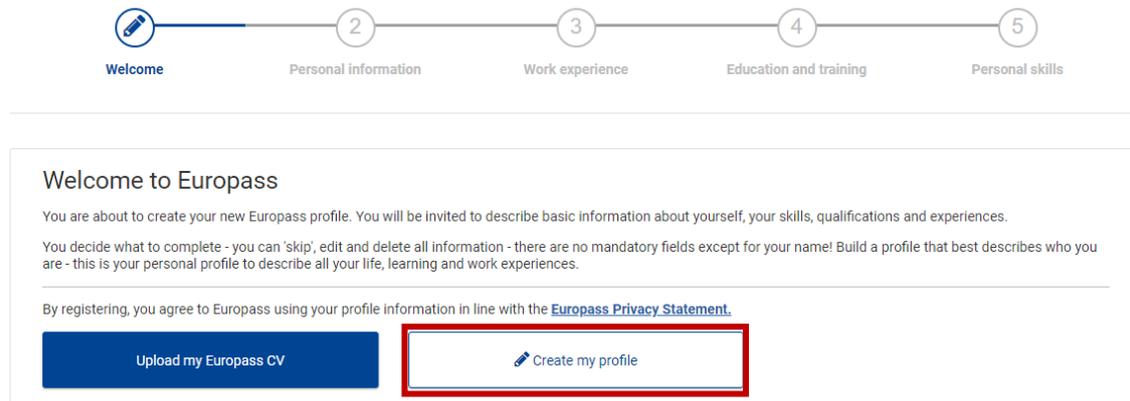


FIGURE 10: CREATE PROFILE GATEWAY

The first screen used for profile creation contains fields that are necessary to identify you as a Europass user. Input your personal information as shown in Figure 11 below and click on 'Next' button marked in red below. Note that the rest of the steps can be skipped and profile created by clicking on 'Skip all steps' marked in blue. Figure 12 to figure 14 shows a continuation of the creation of the profile these include Work Experience Education and Training and Personal skills respectively. Fill in the desired fields and click on the next button marked in red in each of the figures below. Note that at any stage one is able to navigate to the previous screen by clicking on the 'Previous' button marked in green or skip the inputting process by clicking on 'Skip all steps' marked in blue. Once the fields are filled click on 'Create' button shown in Figure 14 marked in red. This will take you to a new profile screen where you will be able to proceed with editing your profile shown in Figure 15.

Personal information

Before you start, select the language you want to use in your profile

Select the language in which you want to create your profile. *

English

Select date format *

23/04/2019

First name(s) *

Joe

Last name(s) *

Borg

Date of birth

10 / 7 / 1990

Gender

Male

Nationality ⓘ

Maltese

+ Add

Contact

Email address

joe.borg.21@um.edu.mt

+ Add

Phone number

Mobile

+356 99123456

+ Add

Address

Type ⓘ

Exit

Skip all steps ⓘ

Next >

FIGURE 11: PERSONAL INFORMATION

Work experience ⓘ

Describe all your work experiences. You can include paid work, volunteering, internships, apprenticeships, freelancing and other activities.

New work experience

Occupation or position held ⓘ

Title of the occupation

Employer ⓘ

Employer

City

Country ⓘ

Select

From ⓘ

DD / MM / YYYY

To

DD / MM / YYYY

Ongoing

Main activities and responsibilities ⓘ

Describe your tasks and responsibilities.

More details

Add new work experience

Exit

Skip all steps ⓘ

Previous <

Next >

FIGURE 12: WORK EXPERIENCE



The progress bar shows five steps: Welcome, Personal information, Work experience, Education and training (active), and Personal skills (5). The 'Education and training' step is highlighted with a blue circle and a pencil icon.

Education and training ?

Describe all your learning experiences here. Include any type of learning experience (university, vocational training, online courses, professional development).

New education and training experience

Title of qualification awarded ?

Organisation providing education and training ?

Address line 1

Address line 2

Postal code City Country ?

Website ?

From ? To Ongoing

More details

[Add new education and training experience](#)

Exit ⏪ Skip all steps ? ⏪ Previous Next ⏩

FIGURE 13: EDUCATION AND TRAINING



The progress bar shows five steps: Welcome, Personal information, Work experience, Education and training, and Personal skills (active). The 'Personal skills' step is highlighted with a blue circle and a pencil icon.

Personal skills

Describe your language skills and your digital skills.

Language skills

Present your language skills here.

Mother tongue

[Add another mother tongue](#)

Other language ?

[Add another language](#)

Digital skills

List your digital skills here and group them.

Digital skills

Add to your digital skills from the list below. Click on the skill and drag it to the left.

Microsoft Office

Microsoft Word

Microsoft Excel

Microsoft Powerpoint

Outlook

Google Drive

Exit ⏪ Previous Create

FIGURE 14: PERSONAL SKILLS

An official website of the European Union [How do you know?](#) ▾

 **europass**
European Union

Hello Joe Borg  EN

Learn in Europe | Work in Europe | Find a job | Find a course

Me ▾ | My Library | My Skills | My Interests | My Applications

 "Did you know that you can create professional CVs based on your Europass profile? [Create your CV now](#) or [watch the tutorial video](#) to see how."

Profile



[Add profile in a new language](#) | [Share](#) | [Settings](#) | [Date format](#)



Joe Borg

English  Edit

My personal information ▾

 Edit

Work experience



You have not added any work experiences yet. You can also choose to hide this section now and work on it later.

[Hide this section](#) [Add work experience](#)

Education and training



You have not added any learning experiences yet.

[Hide this section](#) [Add education and training experiences](#)

Language skills



FIGURE 15: PROFILE

3 My Library

Europass portal has a 'My Library' feature where one can upload documentation that may enrich the individual's profile. To access this feature click on my library tab marked in red on the below Figure 16 .

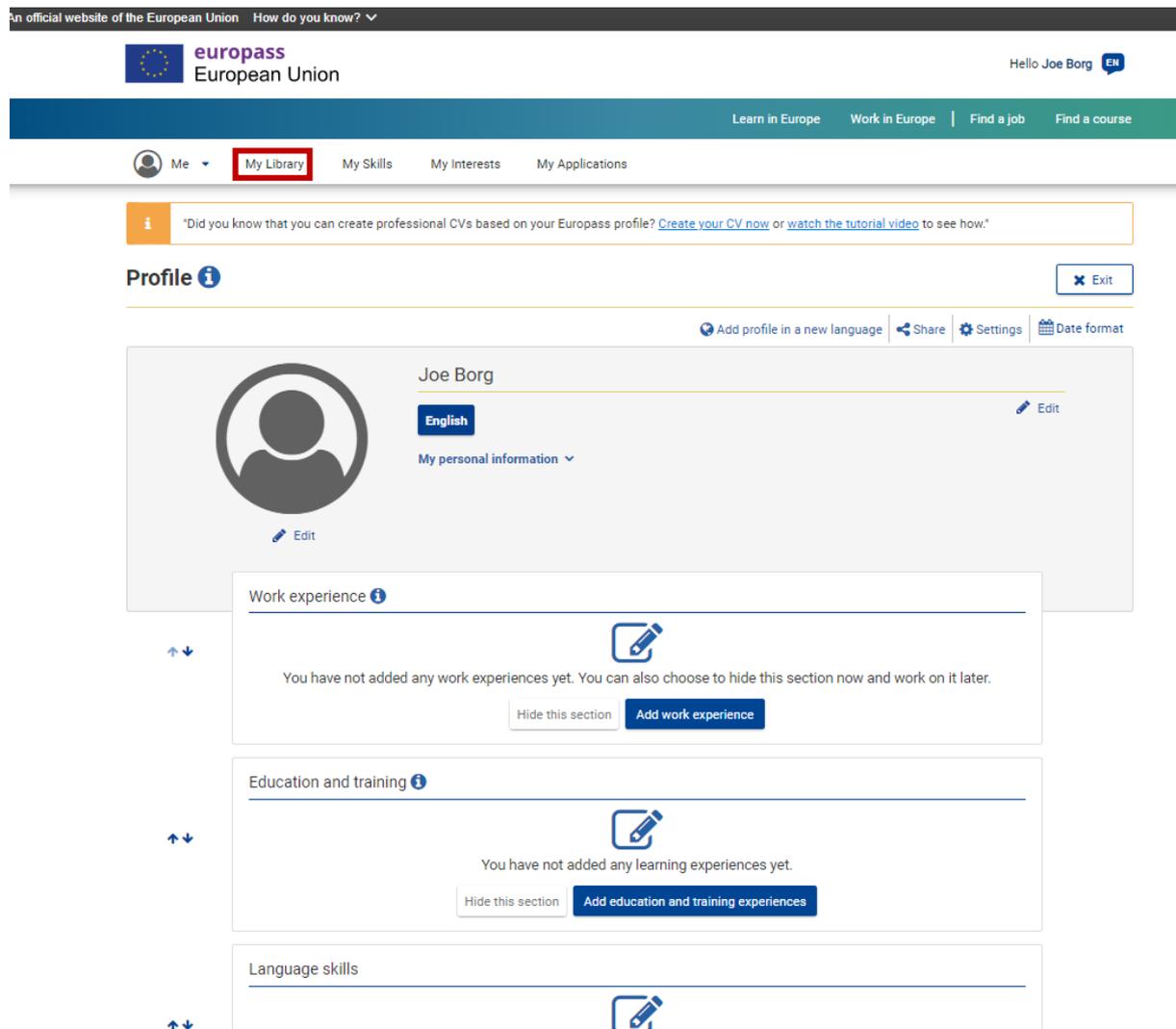


FIGURE 16: PROFILE LIBRARY BUTTON

This will present you with a page containing sections designated to hold Curriculum Vitae Cover letters, Certificates and Diplomas as well as any other uploads from which the profile can benefit seen in Figure 17 below.

The screenshot shows the 'My Library' page in the Europass system. At the top left is the Europass logo and 'European Union'. At the top right, it says 'Hello Joe Borg' with a language selector set to 'EN'. Below this is a navigation bar with links for 'Learn in Europe', 'Work in Europe', 'Find a job', and 'Find a course'. A secondary navigation bar contains 'Me', 'My Library', 'My Skills', 'My Interests', and 'My Applications'. The main heading is 'My Library' with an information icon and an 'Exit' button. A sub-heading reads 'Use the Europass Library to store and organise your documents.' There are four main sections, each with a title, a header bar containing '+ Add' and a category-specific '+ Create' button, a central icon of a document with a pencil, and a message stating that no documents are currently added to that section. The sections are: 'CVs' (with '+ Create a CV'), 'Cover letters' (with '+ Create a cover letter'), 'Certificates and diplomas' (with a wallet ID address and '+ Add'), and 'Uploads' (with '+ Add').

FIGURE 17: MY LIBRARY

4 Upload Certificate - European Digital Credentials for Learning

To complete this process, it is important to check your email inbox where you should find an email containing an XML file containing the certificate as can be seen in Figure 18 below. Download the attachment locally, this will be later uploaded on the Europass portal to generate a digital official certificate.

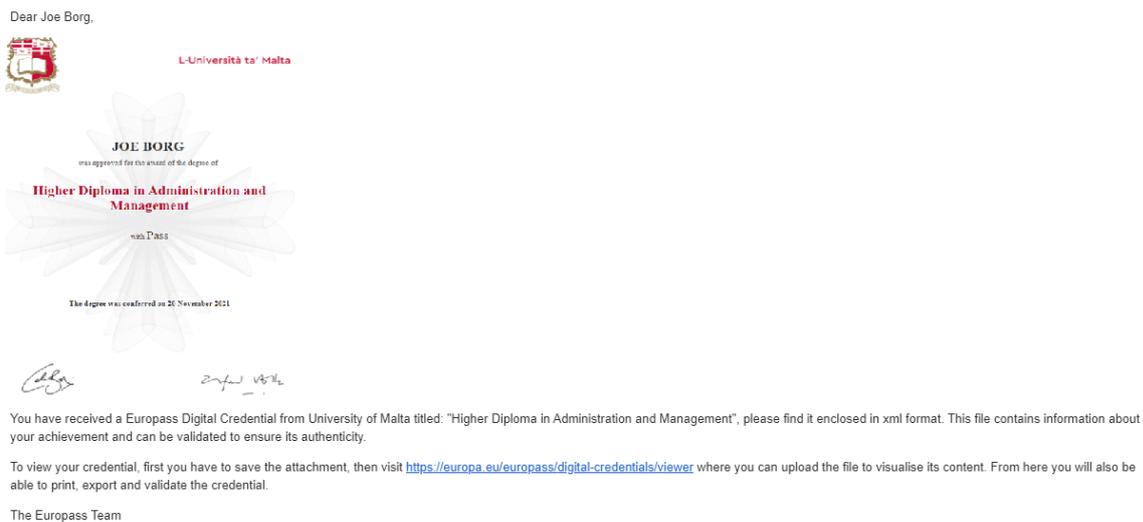


FIGURE 18: EMAIL CONTAINING XML

To upload a certificate, access the My Library page on the Europass portal and scroll down to the certificates and diplomas section. Here you will find a small add button on the top right-hand side of the section in the form of a plus sign marked in red in the below Figure 19. Click

the add button where you will be presented with a popup that enables you to browse your computer locally to upload the XML certificate as seen in Figure 20.

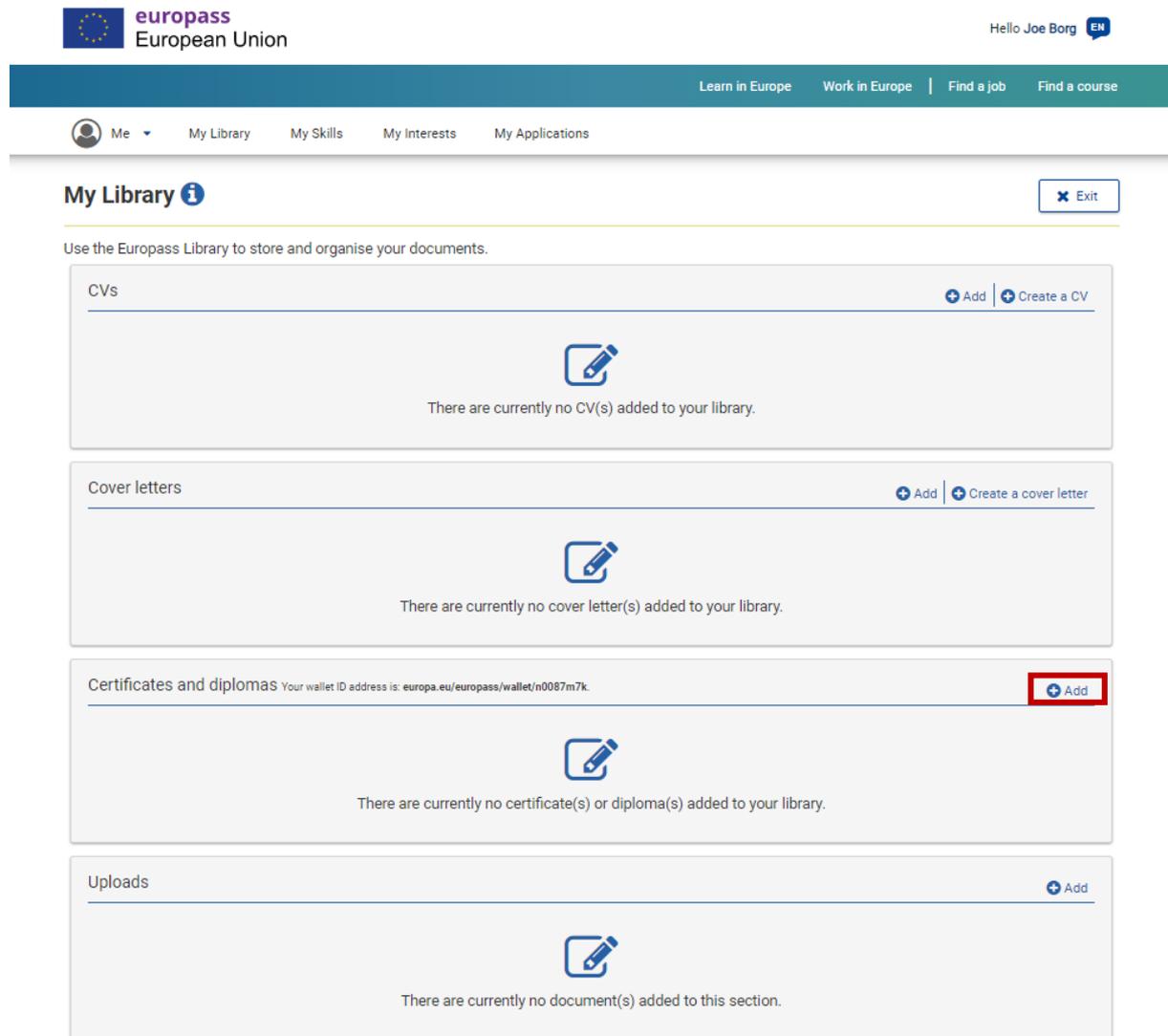


FIGURE 19: ADD BUTTON

Click on 'My device' marked in red in Figure 20, you will be presented with a window to browse your computer. Search the XML file downloaded earlier and click 'open' marked in red in Figure 21. You will be sent to an upload confirmation screen shown in Figure 22 here you need to click upload marked in red in order to initiate the uploading process of the certificate.

Following the upload you will be redirected to the My Library page where you can now see that the certificate is uploaded.

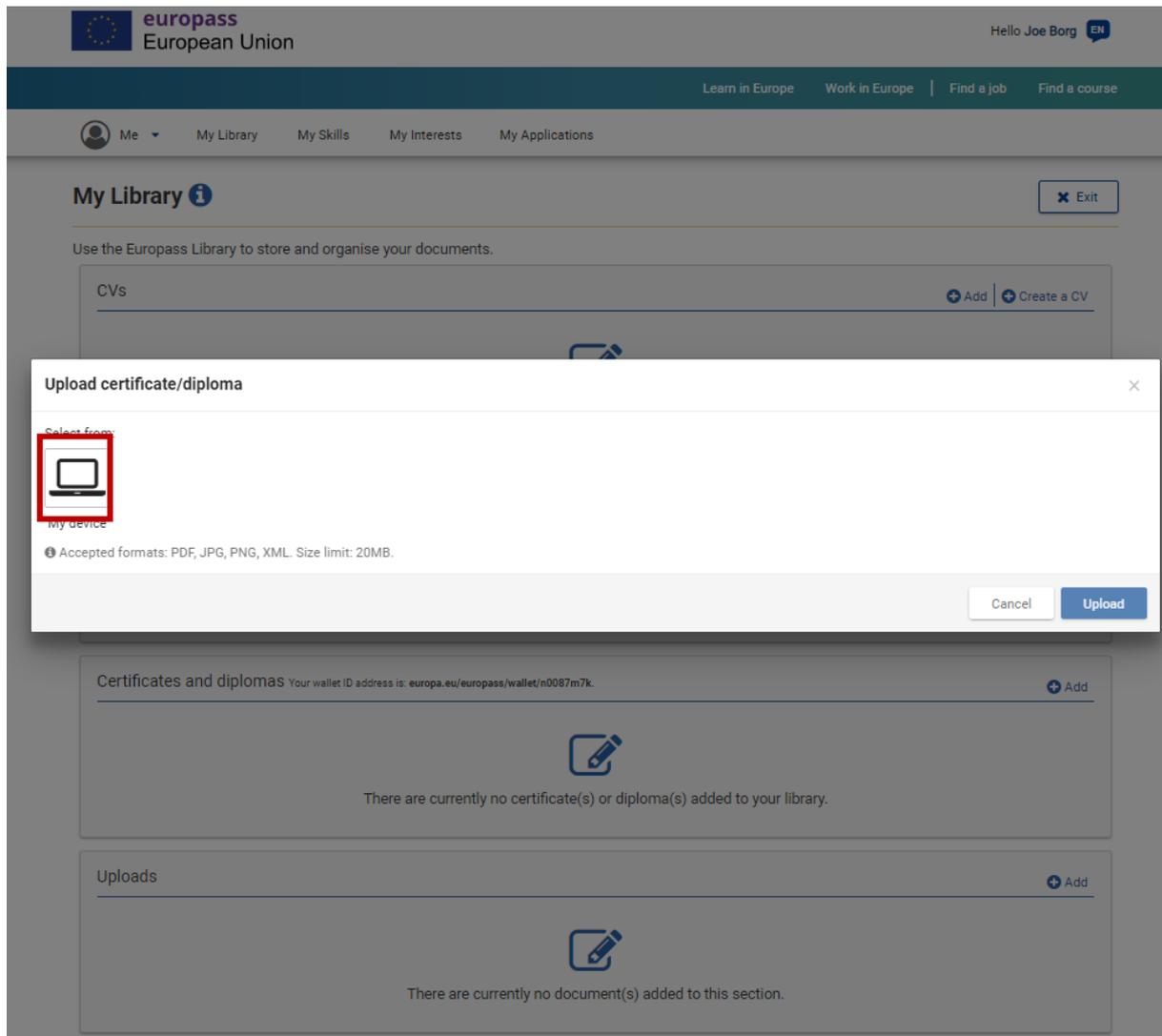


FIGURE 20: BROWSE AND UPLOAD

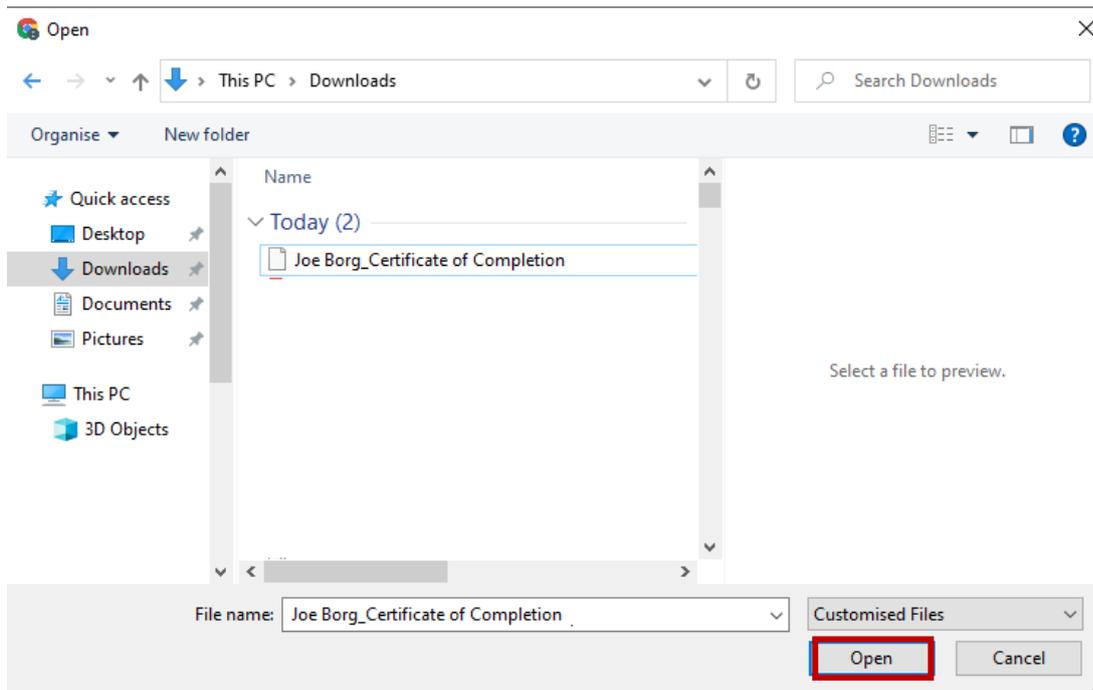


FIGURE 21: BROWISNG WINDOW

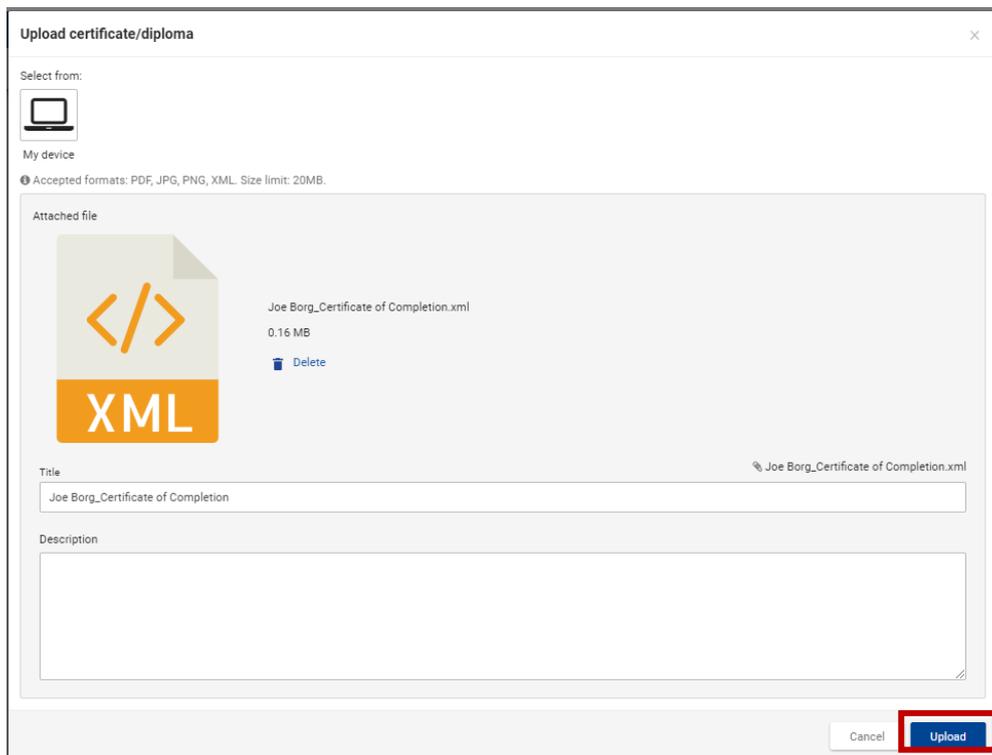


FIGURE 22: CONFIRM UPLOAD WINDOW

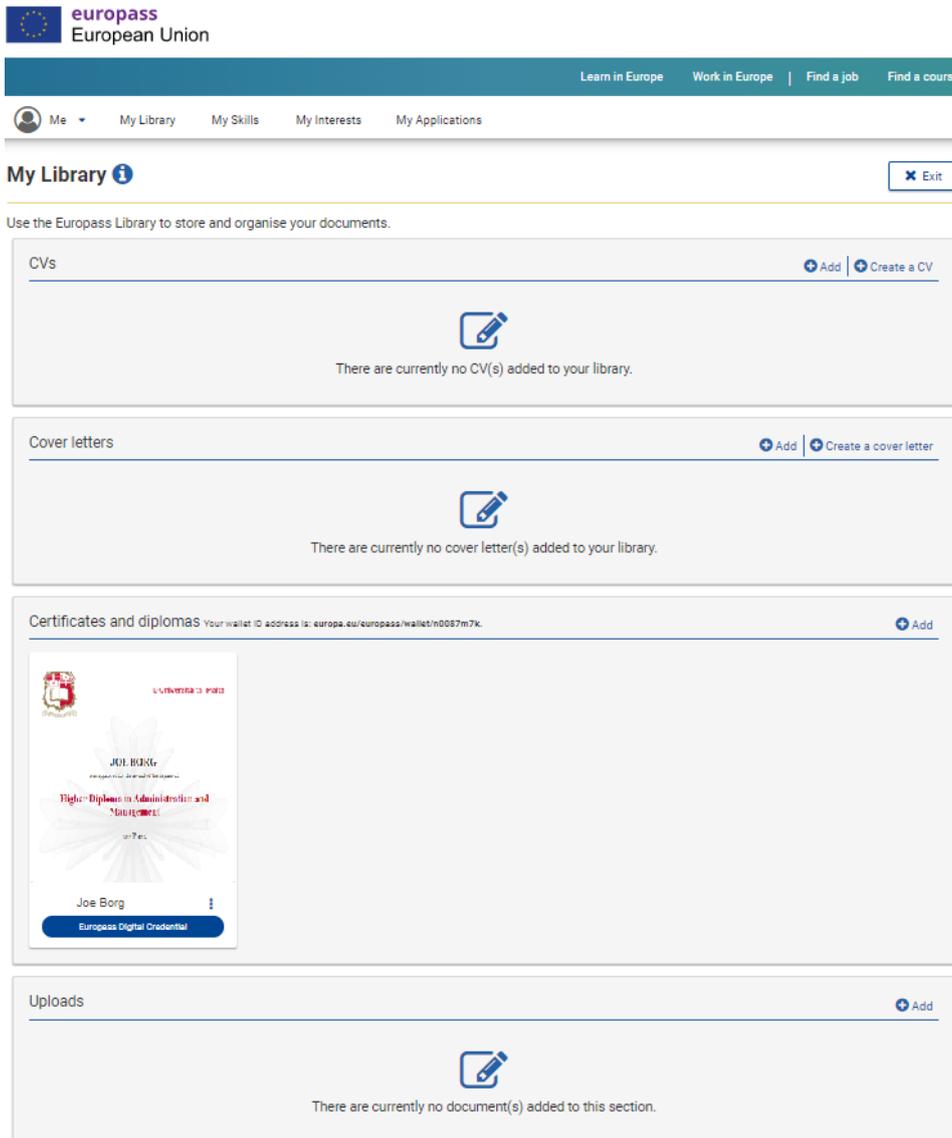


FIGURE 23: MY LIBRARY POPULATED

4.1 View Certificate

To view the certificate, click on the newly uploaded certificate marked in red in Figure 23. This will open a new tab containing the uploaded certificate seen in Figure 24 with the options to view ‘Credential Details’, ‘Export’, ‘Share’ or upload another certificate marked in red.

Should you want to confirm the credentials of the issue of the certificate click on ‘*Credential Preview*’ marked in blue. This will open a new tab containing the certificate credentials as shown in Figure 25 allowing the same options as the previous screen.

View Credential

[Credential Details](#) [Export](#) [Upload another credential](#) [Share](#) English



L-Università ta' Malta

JOE BORG
was approved for the award of the degree of
Higher Diploma in Administration and Management
with Pass

The degree was conferred on 20 November 2021


Registrar


Rector

FIGURE 24: VIEW CERTIFICATE

The screenshot displays the Europass digital credential interface. At the top, a blue header contains the 'europass' logo and navigation links: 'Learn in Europe', 'Work in Europe', 'About Europass', and 'Contact us'. On the right side of the header, the user's name 'Joe Borg' and a 'Logout' button are visible. Below the header, the main content area features a white box with the credential title 'Higher Diploma in Administration and Management' and the issuer 'L-Università ta' Malta'. It also shows the validity period 'Valid from: 20/11/2021 00:00 GMT +0100' and the type 'Generic'. Below this, there are action buttons: 'Credential Preview', 'Export', 'Upload another credential', and 'Share'. A language dropdown menu is set to 'English'. On the left, a sidebar shows the user's profile 'Joe Borg', the issuer 'University of Malta', and a 'Classification' dropdown. The central part of the interface displays a preview of the digital credential, which includes the university logo, the name 'JOE BORG', the title 'Higher Diploma in Administration and Management', and the date 'The diploma was conferred on 28 November 2021'. It also features digital signatures of the Registrar and Rector. On the right, an 'Authentication and Verification Check' panel lists several steps: 'FORMAT' (checked), 'SEAL' (checked), 'REVOCATION' (skipped), 'ACCREDITATION' (skipped), 'VALIDITY' (checked), and 'VERIFIED' (checked).

FIGURE 25: CREDENTIAL PREVIEW

4.2 Managing the certificate

The My Library page allows you to perform various actions on the uploaded certificate. To open the options, click on the menu button marked in red in Figure 26. This will open a menu that allows you to, 'Edit', 'Download', 'Share' and 'Delete' the certificate.

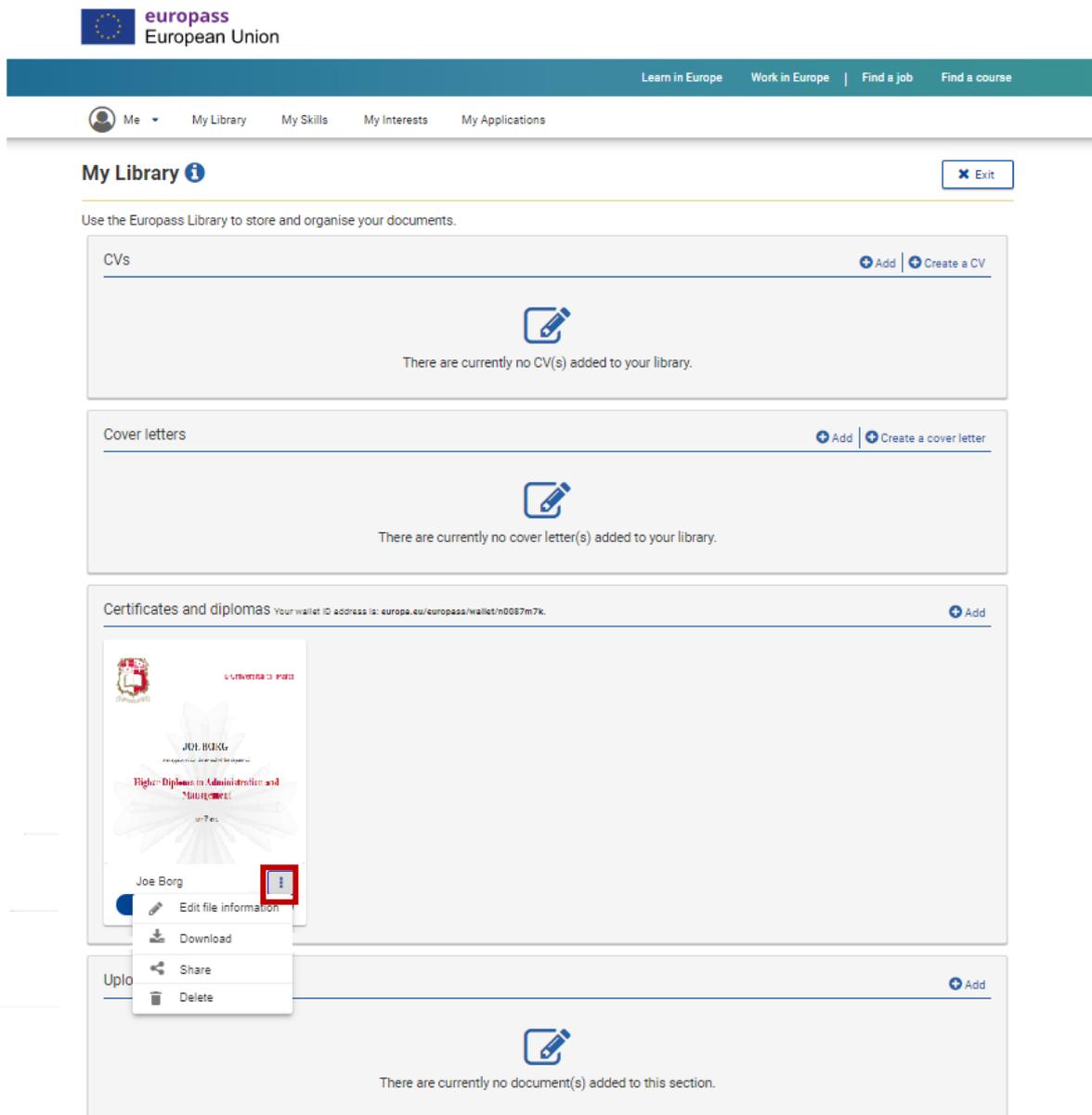


FIGURE 26: BURGER MENU

4.3 Edit Certificate

To edit the certificate, click on the menu button as shown in the previous section and click on Edit the information link. shown in Figure 27 below.

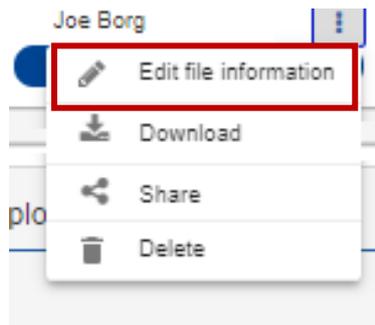


FIGURE 27: EDIT THE INFORMATION

This will open a prompt with two text areas as seen in Figure 28, the top text area is the title of the file uploaded and the one underneath is the description of the uploaded certificate.

Once the editing is completed click on save marked in red in Figure 28 to commit and return back to the My Library screen otherwise click on cancel to return back to My Library without committing the changes.

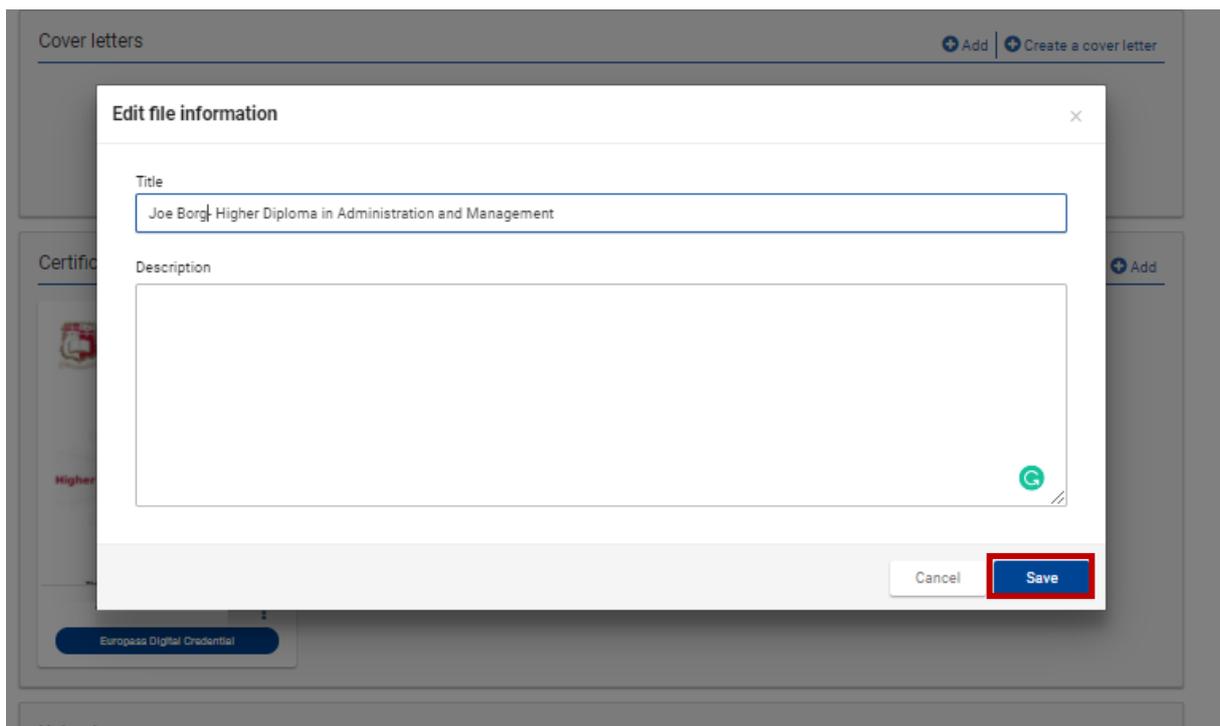


FIGURE 28: EDITING

4.4 Download certificate

To edit the certificate, click on the burger menu as shown in the previous section and click on Download link. shown in Figure 29 below.

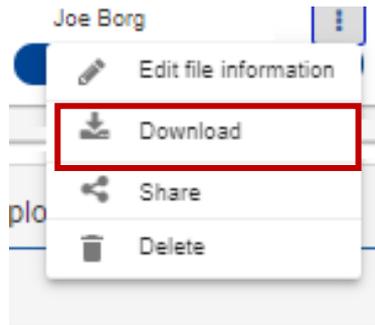


FIGURE 29: DOWNLOAD

4.5 Share Certificate

Europass avails the users with an option to share the certificates obtained and uploaded by the user. Sharing your credentials is done by creating a link with a predetermined time frame of validity which is made ready to be shared.

To create the share link, click on the 'Share' link as shown in Figure 30 marked in red this will open a prompt seen in Figure 31 that allows you to set the date of expiry for the link as well as generate it. Once the date is set, click on generate a link marked in blue. This will generate a link in the bottom text area of the prompt, which will be available to be copied and sent to whoever requests the certificate.

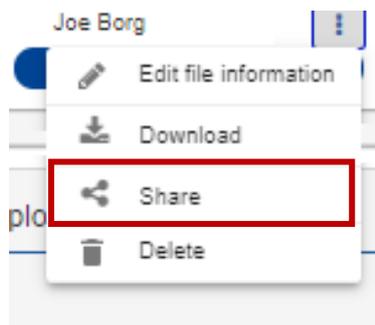


FIGURE 30: SHARE

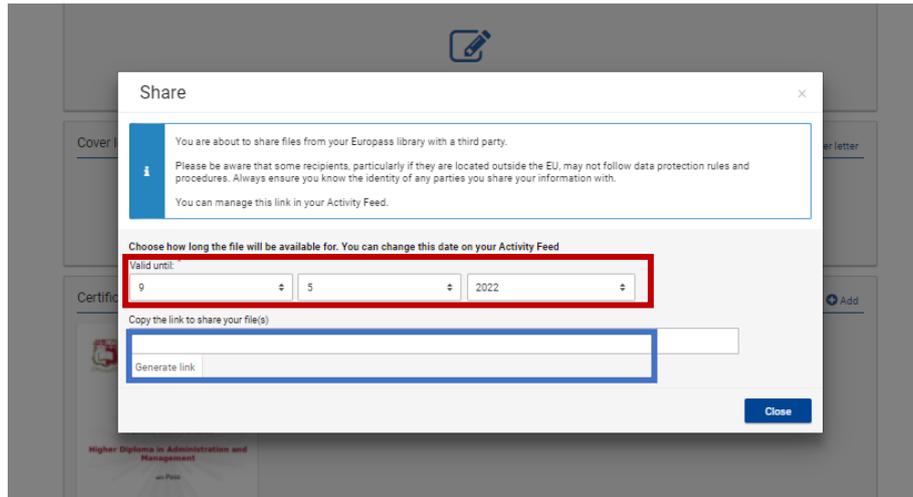


FIGURE 31: SHARE DETAILS

4.6 Delete Certificate

To delete the certificate click on the delete link from the burger menu as seen in Figure 32.

