

Joining the Jisc Certificate Service (for Local Authorities and RBCs)

Step 1

In order to participate in the Jisc Certificate Service you will first need to create a community account at <https://community.jisc.ac.uk/register> [1], and once registered, link your organisation to your Jisc Community account from the account 'Profile' page.

Step 2

All other users which you want to be able to request certificates on behalf of your organisation will also need to register an account on the Jisc Community and link it to your organisation.

Step 3

Download the JCS application form by clicking on the link [here](#) [2], and send us the completed form, either by emailing a signed and scanned document to certificates@jisc.ac.uk [3], or by fax (to 0300 300 2213) or by post (Jisc, Lumen House, Library Avenue, Harwell Oxford, Didcot OX11 0SG).

The Terms and Conditions for the Jisc Certificate Service can be found [here](#) [4].

Step 4

When the completed JCS application is received we will contact the person who has signed the form to verify them. Once verified, the user will be designated a Management Contact (MC) who will be responsible for adding authorised users (who must complete Step 2 above before they become visible in the system), remove and verify users. A verified user can also be given the status of MC by another MC. See the process [here](#) [5] for further information.

Step 5

If you want to obtain server certificates on behalf of schools, including .sch.uk domains, please see the process described here <https://community.jisc.ac.uk/library/janet-services-documentation/obtaining-server-certificate-school> [6].

For any queries about the service please contact the Janet Service Desk, certificates@jisc.ac.uk [3].

certificate-service-local-authorities-and-rbcs

Links

[1] <https://community.jisc.ac.uk/register>

[2]

<https://community.jisc.ac.uk/system/files/167/Certificate%20Service%20Membership%20Application%20Form.doc>

[3] <mailto:certificates@jisc.ac.uk>

[4] <https://community.jisc.ac.uk/library/janet-services-documentation/jcs-terms-and-conditions>

[5] <https://community.jisc.ac.uk/library/janet-services-documentation/managing-authorized-users>

[6] <http://community.jisc.ac.uk/library/janet-services-documentation/obtaining-server-certificate-school>