

Joining the Jisc Certificate Service

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], ensure to link your organisation to your Jisc Community account, see <https://community.jisc.ac.uk/library/janet-website-how/my-organisations> [2].

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 the organisation.

Step 3

Download the JCS application form by clicking on the link [here](#) [3], and send us the completed form, either by emailing a signed and scanned document to certificates@jisc.ac.uk [4], 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](#) [5].

Step 4

When we receive your JCS application 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](#) [6] for further information.

For any queries about the service please contact certificates@jisc.ac.uk [4].

Source URL: <https://community-stg.jisc.ac.uk/library/janet-services-documentation/joining-jisc-certificate-service>

Links

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

[2] <https://community.jisc.ac.uk/library/janet-website-how/my-organisations>

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

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

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

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