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# **Request Certificate**

Once you have the appropriate <u>certificate credit</u> [1] on your organisation's Certificate Service account, you can proceed and request the required SSL server certificate, by clicking on the 'Request Certificate' tab in the JCS portal. The following steps apply:

#### **Request Certificate**

1. Is the certificate for a primary or secondary school? Note: only available to local authorities

2. Select the type of certificate (options include QuoVadis Business/Organisation Validated, Extended Validation or Wildcard)

3. Choose duration between 1 and 3 years (for EV and Wildcard certificates this is limited to 1 or 2 years only)

4. Select the type of application the certificate is being installed on (this option is only for reasons to help any support queries and makes not difference to the signed certificate you'll receive)

5. Paste or upload the CSR (Certificate Signing Request) into the form

6. Once you have read and understood the <u>QuoVadis Certificate Holder Agreement</u> [2] click to agree to this.

7. Finally, click on 'Request Certificate'.

Optional:

8. You can review the information included in the certificate request by clicking on the 'Review Certificate Request', from here you also have the ability to insert additional domains (known as Subject Alternative Names, SANs) to the request.

Certificate Infor	mation		
	Littles cartificate for a school? Check the box if this certificate is being requested on behalf of a school		
Type*	QuoVadis Extended Validation (EV) SSL		
	Select the type of certificate you wish to request.		
	EV SSL help establish the legitimacy of a business claiming to operate a website by confirming its legal and physical existence; the identit and authority of the personnel involved in purchasing the certificate; and its control over the web domains included in the certificate. EV SSL are issued in compliance with the "Guidelines for the issuance and Management of Extended Validation Certificate" (EV Guideline published by the CA/Browser Forum. The EV Guidelines are intended to provide enhanced assurance of identity of the Subscriber by enforcing uniform and detailed validation procedures across all EV-issuing CAs worldwide. Only accredited CAs that pass an annual audit may issue EV SSL certificates. A Certificate Approver at the organisation must agree to the EV Authority Letter das part of the online certificate approval step) before QueVadie will issue the certificate. This type of certificate		
	supports up to an additional 19 domains in SAN fields.		
Duration*	2 years 💌		
	Select the number of years this certificate should be valid for.		
Email to send expiry reminders to*	SPTION_COOPEr@USC.aC.UK Enter the email address to which any reminder emails should be sent. This will default to your own email address but you can change this to send the certificate to any valid email. This email address does not need to be registered with the Community. Note: when a certificate is available, you the Certificate Requester?) will be sent an email with a link to the portal where it can be downloaded.		
Server platform*	Apathe		
	For the purpose of support please select the type of server that this certificate is for.		
	Paste CSR content Upload CSR file		
	Starts the next Brets element ransast bets the best seen.		
	MIIC5)CCAcaCACAWgaAvC2AJBgHVBA/TAkdCMRAwDgYDVQQIDAdFbmdsYW5iAMQBw DQYDVQQHDAZE3WRib3QxDTALBgNVBAAMBEpoc2MvGAYBgIVVBASMEUpoc2MvGVj aG5xbcG9naWV2MbwGAYDVQQDDBFjb21tb24uamtzyY5hY51acEntMCUJGCSdCSb3 DQ5JARYYCmijaCFy2C5icm93bkBgaXNLmFjLnVrMIBJAXBgicphvG9w0BAQEF AAOCAQBAMIBCgKCAQEAQUOYb2AgUXNLmFjLnVrMIBJAXBgicphvG9w0BAQEF MaQCacgnohUpd9c5uxH3hx68FTcgHVFH9015jIKA8juLBit2F617NNe+sfsu0GErCcouM9F3zpa[3Qd 7VbIAvu+kQkCD5tN19DxGRKTy94C9g8Vwr06440gnp0D1+vuIQxp4T6U2i70akvPdT2ZEAx6hyNgd2 2ixbM74c2Js8F48g3249UC72jmtiTdnthdhdhafearweVWAAWFWeVEFAwstaateafaaragsaargsaarg segpessgaegaegaegaeKWjB0FFLw111Mmu01bi16KuAjAbzVeBtT5oG6mDR		
	You can edd additional Subject Alternative Nemes by using the 'Neview Certificate Datafis' button below.		
	I signee to the QuoTikotis Centificate Holder Agreement*		

## Approve the Request

Before the Certificate Request can be processed a registered Management Contact at the organisation will need to approve the request.

When a Certificate Request is submitted, Management Contacts are sent an email notifying them that there is a request which requires their approval. The email advises the person to log in to the <u>Jisc Community</u> [3] and then to go to their organisation's Certificate Service account by launching the <u>Certificate Service portal</u> [4]

The Approver will need to navigate to the specific Certificate Request by clicking on 'View Certificates' from the drop-down list in the portal.

Then click on the Certificate Request and select 'Approve Request' to approve (or reject) the request, as shown in the screenshot below.

oprove Certificate	e Request 222871	
Certificate Type:	QuoVadis Business SSL (OV type)	
Certificate Duration:	2 Years	
Common Names:	common.jisc.ac.uk	
SR SANs:	None set	
Extra SANs:	None set	
Requested By:	Simon Cooper	
Certificate Email:	simon.cooper@jisc.ac.uk	
Request Date:	27 May 2015 at 11:43am	
Approval		_
	Approve certificate: Approve	
	Reject	
	Do you want to approve or reject the certificate?	
Approve Cance	l .	

## **Download Certificate**

If the Certificate Request has been successfully processed, the Certificate Requester will be notified by email that they can now download the signed certificate (together with the relevant QuoVadis root and intermediate certificates) from their Certificate Service account.

Source URL: https://community-stg.jisc.ac.uk/library/janet-services-documentation/request-certificate

#### Links

- [1] https://community.ja.net/library/janet-services-documentation/purchase-certificate-bundle-credits
- [2] https://www.quovadisglobal.com/~/media/Files/Repository/QV\_Cert\_Holder\_v1\_2.ashx
- [3] https://community.jisc.ac.uk/
- [4] https://community.jisc.ac.uk/apps/certificate-service