

Instructional videos on how a candidate accesses and shares their certificate to institutions can be found below:

**Create Account:
Certificate:**

https://youtu.be/QpN_VEWasWQXQcxJhg

Access Certificate:

<https://youtu.be/uNvYVsb8IVU>

Share

<https://youtu.be/89qB>

I also wanted to explain about the two different types of verification:

1. **Request for Confirmation:** By requesting the student to share their certificate with you digitally through the WAEC Digital Certificate Platform, the student will pay for this service, and it is **free of charge for institutions** to access the shared certificate. Students are charged each time they share their certificate with an institution.

We advise institutions to inform candidates on your website or in an offer letter of the email address they need to send their credentials to, this could be a general email address or direct staff emails (internationaladmission@apsu.edu) that will need to be listed on the website or provided to candidates. A history of shared certificates can be accessed through your account, but only those certificates that have been shared to that specific email address linked to the account on the platform. However, you'll be able to click in the link in the email to view, download and save the certificate on file to create your own repository.

You will receive communication via email from certificate@waec.org addressed from WAEC giving you access to their certificate, **for free**. The certificates you receive from candidates through our platform are coming directly from the WAEC database.

2. **Third Party Confirmation:** If you need to verify certificates that have been shared with you from outside of the WAEC Digital Certificate Platform, you can enter the candidate credentials into the platform, confirm the candidate has given you consent, then WAEC gives you access to the candidates' certificate via the platform. Institutions would be required to pay for this service, you can pay via a debit card. This method will cost 20 units per verification, which is the equivalent \$20. A history of verified certificates can be accessed through your account, but only those certificates that have been verified by the email address linked to the account you've logged in to.

Instructional videos on how to utilise the Third-Party Confirmation method can be found below:

**Confirm Certificate:
Enquiry:**

<https://youtu.be/uOjHKEJ7ryU>
<https://youtu.be/5OIW2KwQx9o>

Fund Wallet:

<https://youtu.be/Hc6QHEwZ9CY>

Make

<https://youtu.be/5OIW2KwQx9o>

We do advise organisations to put communication on their website informing students how they share their certificates with them (by choosing one of the verification methods above), and an institution email address they need to share their credentials with, including the link to the website in case they need to create their account – www.waec.org. Candidates can include a reference number in one of the fields when sharing their certificate with you.