

Guide to Saving Training Certificates as a PDF

This guide provides a step-by-step guide on how to save the .json file (certificate) as a pdf on your desktop/ laptop. The digital certificates can be stored, viewed, and shared in the Blockcerts Wallet App. However, there is also the option of saving the .json file (certificate) as a pdf if needed.

The users will receive an email directly from ips-certification@gov.mt with the digital credential attached in the form of a .json file, as shown in the below screenshot (Figure 1). Once you receive the email from IPS, follow the steps below:

1. Open the **email with the .json file** received from IPS (ips-certification@gov.mt), as shown in **Figure 1** below and **save the attached. JSON File (certificate)** on the Desktop.

Your Digital Credential (Certificate) is Ready.







Institute for the Public Services has issued a credential (certificate) to you

You may find attached with this email your certificate as a .json file. Please follow these steps.

1. Forward this email to your personal email account as a backup for future reference;
2. Save the attached .json file on your laptop/desktop;
3. Click on <https://ips-certification.gov.mt>
4. Choose the file that you have received and saved from the "IPS Certification" email and upload it on the above link;
5. Credential will first be verified and then you may proceed to download it in PDF format. You may also print it when required.

Please note that the certificate is made up of TWO pages. Thus, it is important that when the certificate is presented to third parties, both pages are to be presented.

If you require more detailed information on the above steps, please refer to the Step by Step Guide on how to save the json file (certificate) directly as a pdf which can be accessed from [here](#).

Blockcerts Wallet App

The installation of the Blockcerts Wallet App is now **optional**, but it is **highly** recommended by IPS so that all credentials received from IPS are saved in one place on your mobile phone or tablet. For more detailed information, refer to the Step-by-Step Guide on how to download the Blockcerts Wallet App which can be accessed from from [here](#). Once downloaded, please follow these steps:

1. Open the email with the credential attached that you have received from "IPS Certification" from the same device where the Blockcerts Wallet App is installed;
2. Click on Import My Credential button below:

[Import My Credential](#)

3. Credential is now visible in the Blockcerts Wallet App.

Should you require any further assistance, feel free to contact us at ips-certification@gov.mt

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Figure 1 Certification Email

2. After downloading and saving the attached.JSON file to your Desktop/Downloads, proceed to the following link:

<https://ips-certification.gov.mt/>

3. Once you have opened the Institute for the Public Services Verification Portal [website](https://ips-certification.gov.mt/), it will show as per below screenshot (**Figure 2**). Click on the **Choose .JSON file**.

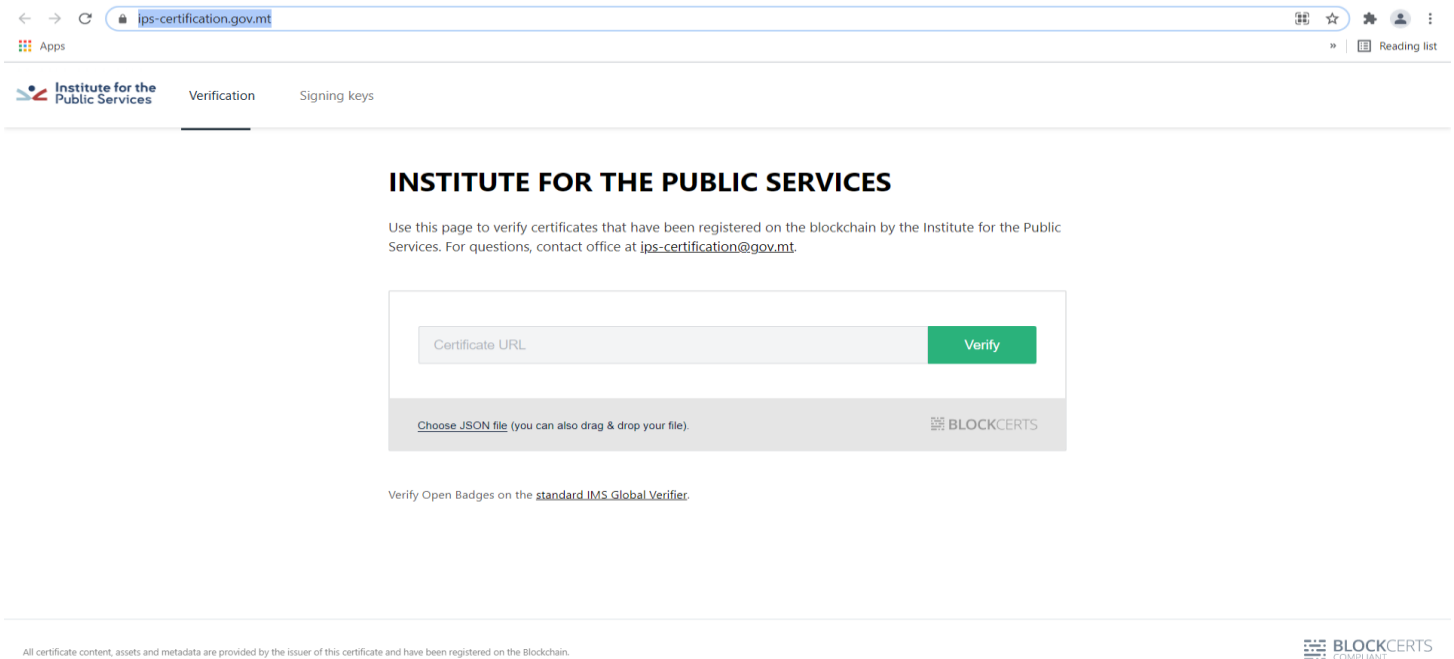


Figure 2 Institute for the Public Services Portal Website

4. Once you press on the **Choose.JSON file** option, the directory window will show up to select the .JSON file as shown in the below screenshot (**Figure 3**). Select the **.JSON file** that you have downloaded in **step 1** above and press the **Open** button.

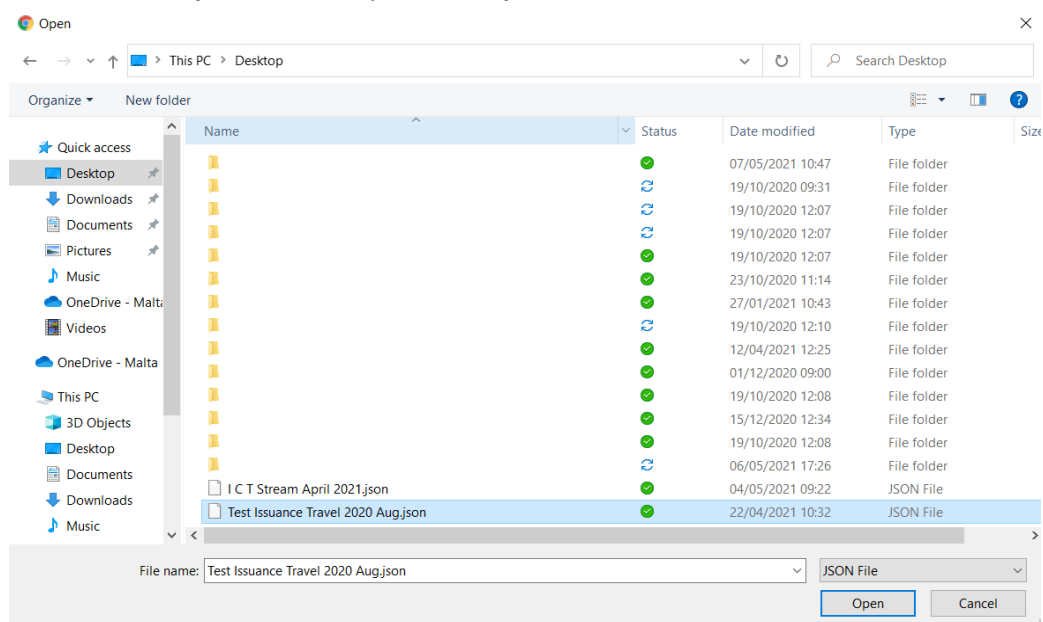


Figure 3 Directory Window

- Once the **.json file** has been selected, the below screenshot (**Figure 4**) will automatically pop up, therefore showing that the certificate is verified and valid.
- Press on the **Download Record in PDF Format** (as shown with a green arrow) as per below screenshot (**Figure 4**) to download the certificate directly to PDF. Once it is pressed, it will generate the file and downloads the certificate in PDF Format (Refer to point 8 & 9). Once you are ready, click on the **X** to close it (as shown with a red arrow) and close the other window.

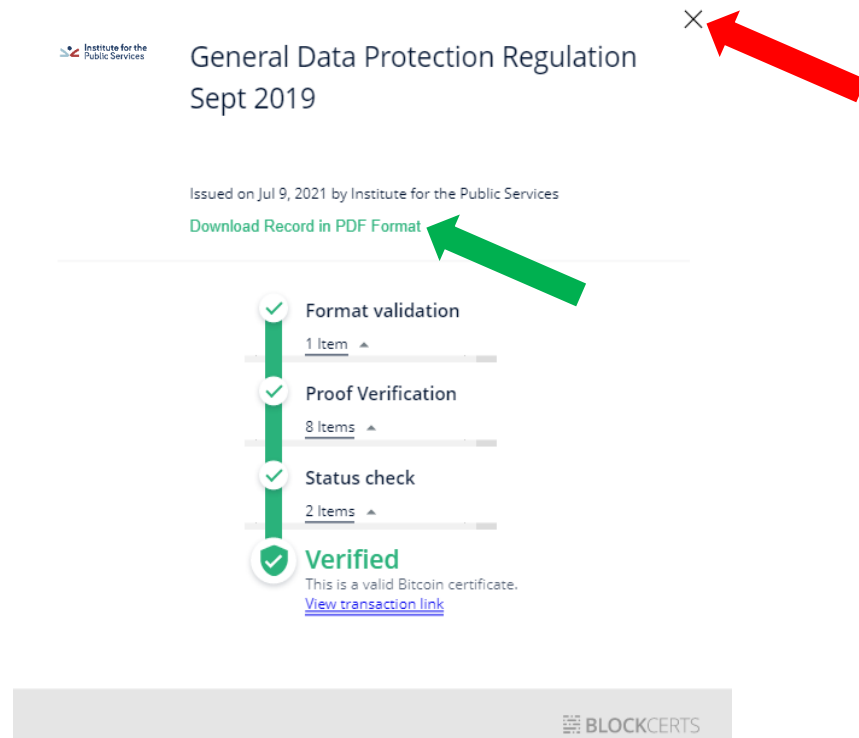


Figure 4 Verification and Validation Window

- When the **X** is pressed, as per above screenshot (**Figure 4**), the below window is prompted (**Figure 5**). Click on the **X** to close the window (as shown with a blue arrow).

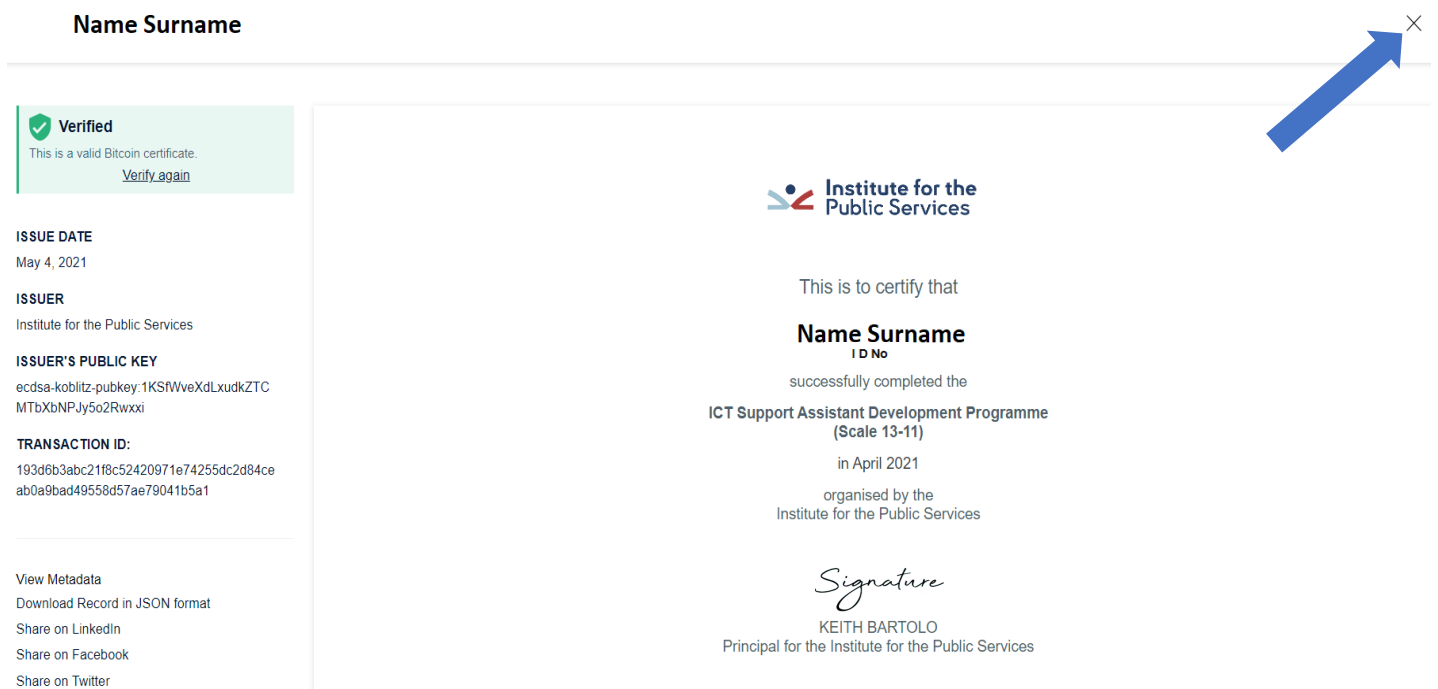


Figure 5 Certificate Windows

8. When the **Download Record in PDF Format** is pressed, the file will be automatically downloaded. The downloaded file consists of 2 pages. The first page contains information about the certificate and a QR code (**if the QR code is scanned, it directs you to the link of the certificate and anyone who scans it will be able to verify that the certificate is genuine**). The screenshot below (**Figure 6**), shows an example of the first page.



General Data Protection Regulation Sept 2019

ISSUE DATE

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RECIPIENT

Name Surname

ISSUER

Institute for the Public Services

ISSUER INFORMATION

Public Key: 1KSfWveXdLxudkZTCMTbXbNPJy5o2Rwxxi
ips-certification.gov.mt

Scan the QR code to verify the document.



Figure 6 First page of the downloaded file

This is to certify that

Name Surname

ID No

successfully completed a course on

Developing a Career Strategy
organised by the
Institute for the Public Services

on 20 May 2019
obtaining 100%

Signature

KEITH BARTOLO
Principal for the Institute for the Public Services

Figure 7 Second Page of the downloaded file

Important: Kindly note that the scope of Blockcerts certificates is not to have a printed certificate, but to have a digital certificate, also in line with the paperless government initiative.

If, however, the Download Record in PDF Format is used, both pages make part of the certificate. The information shown on the first page shows that it is a valid certificate and thus it is important that when presented to other parties the second page is accompanied by the first page so that they can verify that the certificate is valid.

