

## Content

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## Registration

Before you can access Linx2Validate you need to register for the service.

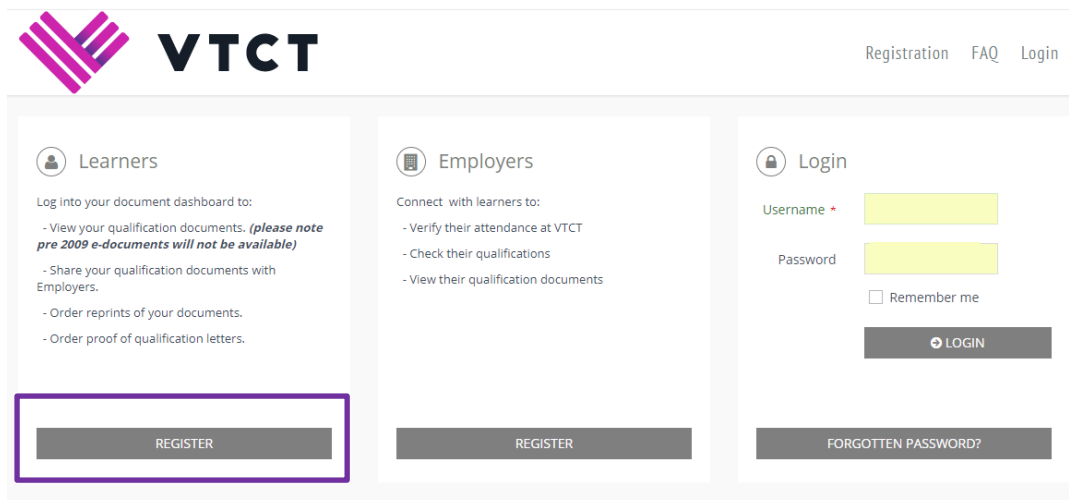
**NB:** Certificates issued pre-2009 are not available through Linx2Validate. If you require a replacement copy of a certificate that was issued pre-2009 please call us to place an order (£35.00 fee).

+44 (0) 2380 684500 Mon-Thurs: 08:45-17:00 / Fri 08:45-16:30

1. Select the 'Visit Linx2Validate here' button



2. Under the Learners section, select REGISTER



**VTCT** Registration FAQ Login

### Learners

Log into your document dashboard to:

- View your qualification documents. *(please note pre 2009 e-documents will not be available)*
- Share your qualification documents with Employers.
- Order reprints of your documents.
- Order proof of qualification letters.

**REGISTER**

### Employers

Connect with learners to:

- Verify their attendance at VTCT
- Check their qualifications
- View their qualification documents

**REGISTER**

### Login

Username

Password

Remember me

**LOGIN**

**FORGOTTEN PASSWORD?**

3. Complete the following fields:
  - a. Email address
  - b. Password
  - c. Confirm password
  - d. Now select NEXT

1  
 Login

2  
 Profile

3  
 Confirm

Email Address \*

Password \*

Confirm Password \*

NEXT ↩

- e. Then select NEXT

4. Complete the following fields:
  - a. Enrolment Number – this is your VTCT learner number. If you do not know your VTCT learner number please call +44 (0) 2380 684500 Mon-Thurs: 08:45-17:00 / Fri 08:45-16:30
  - b. First Name
  - c. Surname
  - d. Award Name – this is the name/title of your qualification. Start typing in the name of your qualification and then select it from the list. For example, start typing: Diploma or Beauty
    - i. If you cannot locate the exact qualification in the list please select a qualification name/title that is as close as possible
  - e. Telephone Number (not mandatory)
  - f. Mobile Number (not mandatory)
  - g. Date of Birth
  - h. Now select NEXT

**PROFILE**

Enrolment Number \*

First Name \*

Surname \*

Award Name

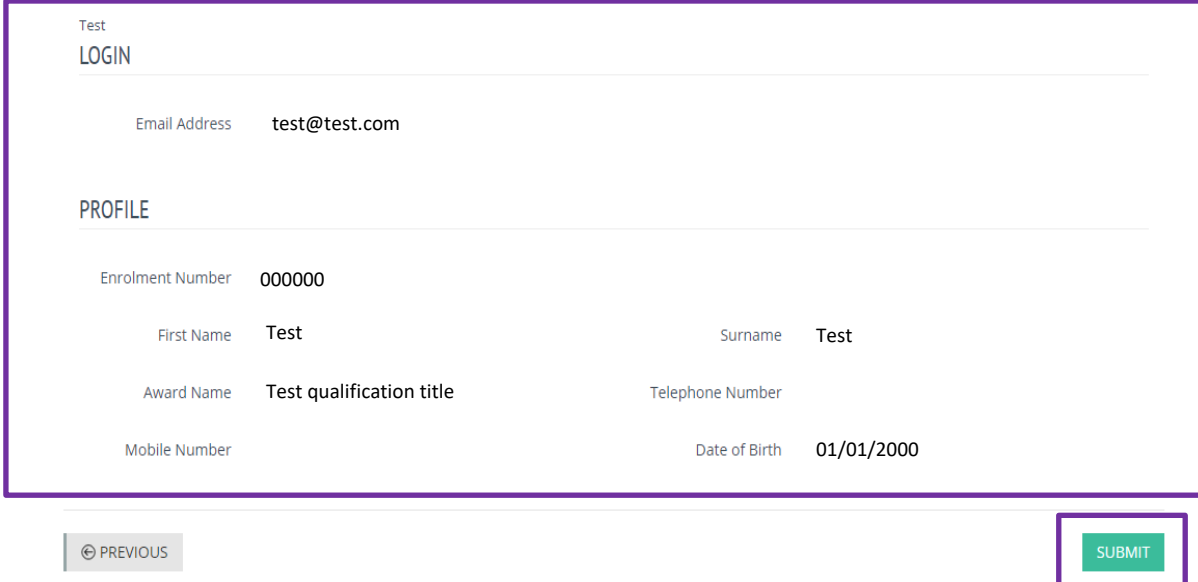
Telephone Number

Mobile Number

Date of Birth \*

↩ PREVIOUS
NEXT ↩

5. Double check the details on-screen and then select SUBMIT



6. You will now be taken to the confirmation screen, leave this screen open as you may need it.

You will now be sent a verification email. If you do not receive this email within a few minutes, first check your spam folders. If you still cannot locate the email, select the RESEND VERIFICATION EMAIL button

## THANK YOU FOR REGISTERING

Thank you for completing the registration process on linx2Validate. Click on the link to verify your email.

RESEND VERIFICATION EMAIL

Below is an example of the verification email. You will need to select the hyperlink, which will take you to the Linx2Validate login page. Once there, simply login to verify your email address.

If you cannot select the link, copy the link details and paste them in to your browser's address bar.

**From:** linx2validate <[linx2validate@vtct.org.uk](mailto:linx2validate@vtct.org.uk)>

**Sent:** 18 October 2018 15:14

**To:** [email recipient]

**Subject:** You need to verify your email address for Linx2Validate

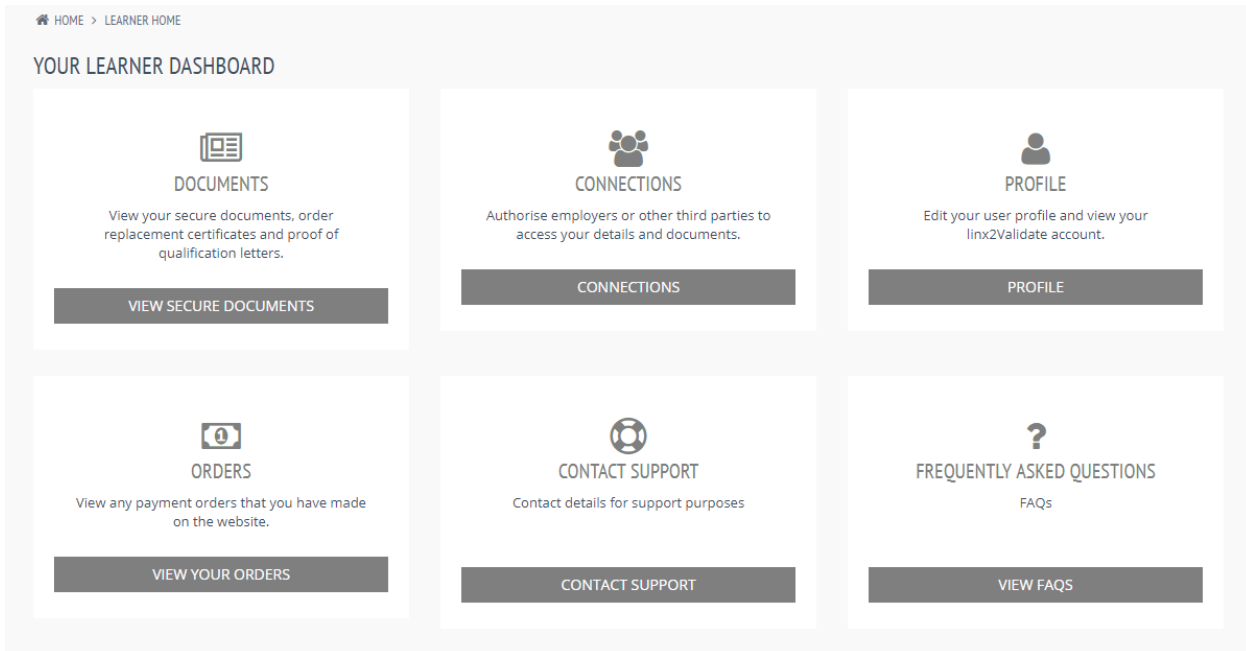
Dear [email recipient],

Thank you for registering on Linx2Validate. Click on the link to verify your email address

<https://linx2validate.vtct.org.uk/login?EmailVerification>

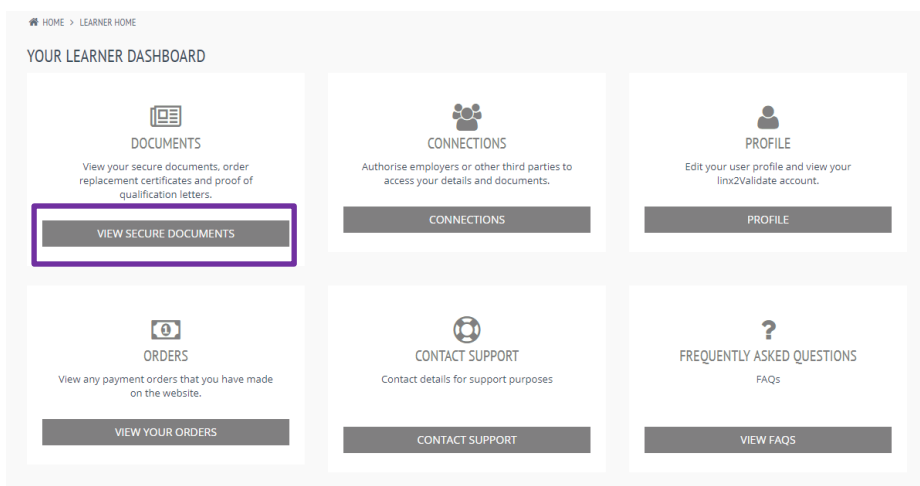
## The Homepage

Once logged in you will land on your Homepage.



### 1. DOCUMENTS

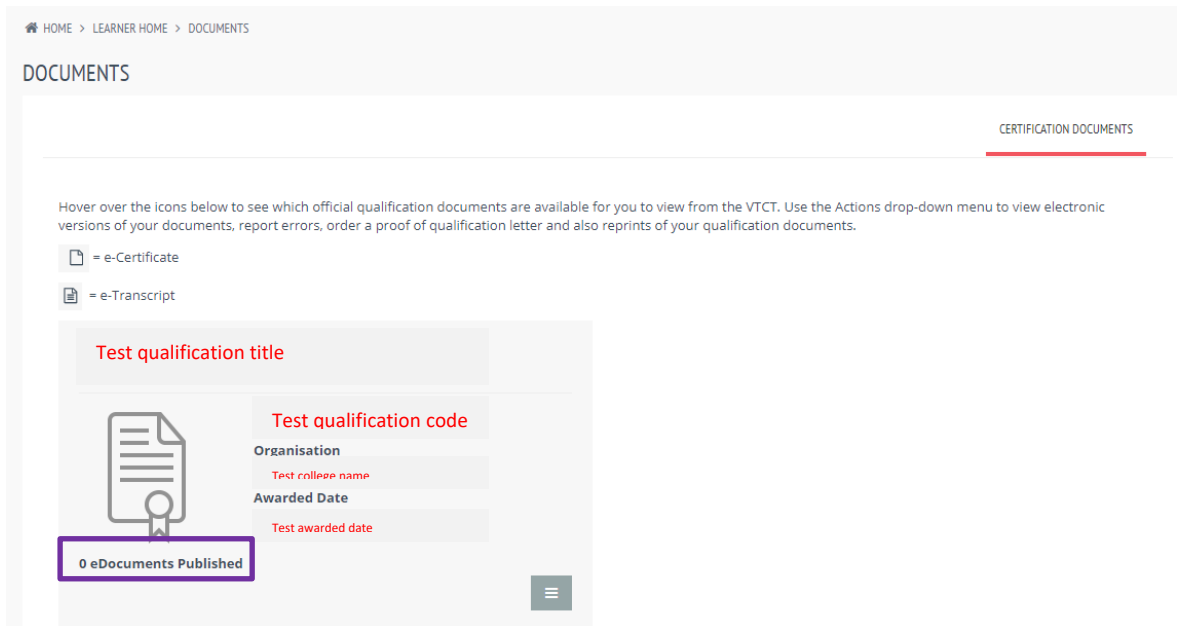
- a. To view e-copies of your certificate(s), select the VIEW SECURE DOCUMENTS button



- b. Your eligible\* qualification(s) will appear on-screen

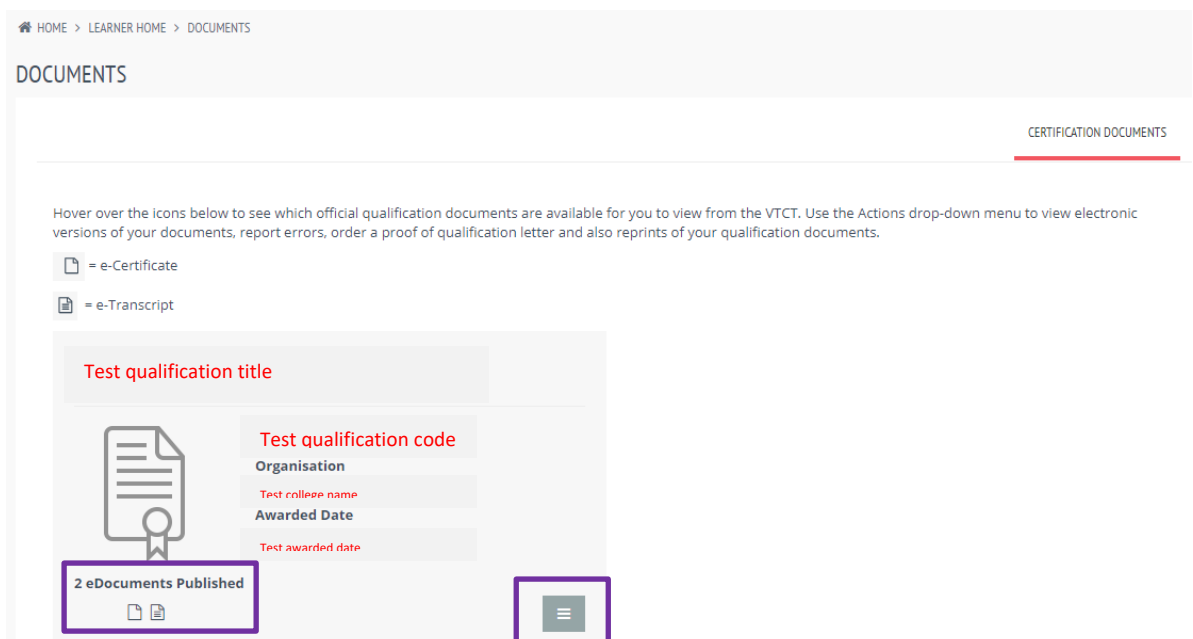
If '0 eDocuments Published' shows for any of the qualifications listed, you will need to email us to request them [certification@vtct.org.uk](mailto:certification@vtct.org.uk)

Subject header: **Linx2Validate eDocuments – [enter your VTCT learner number]**  
 Email: **Please add my Linx2Validate eDocuments**

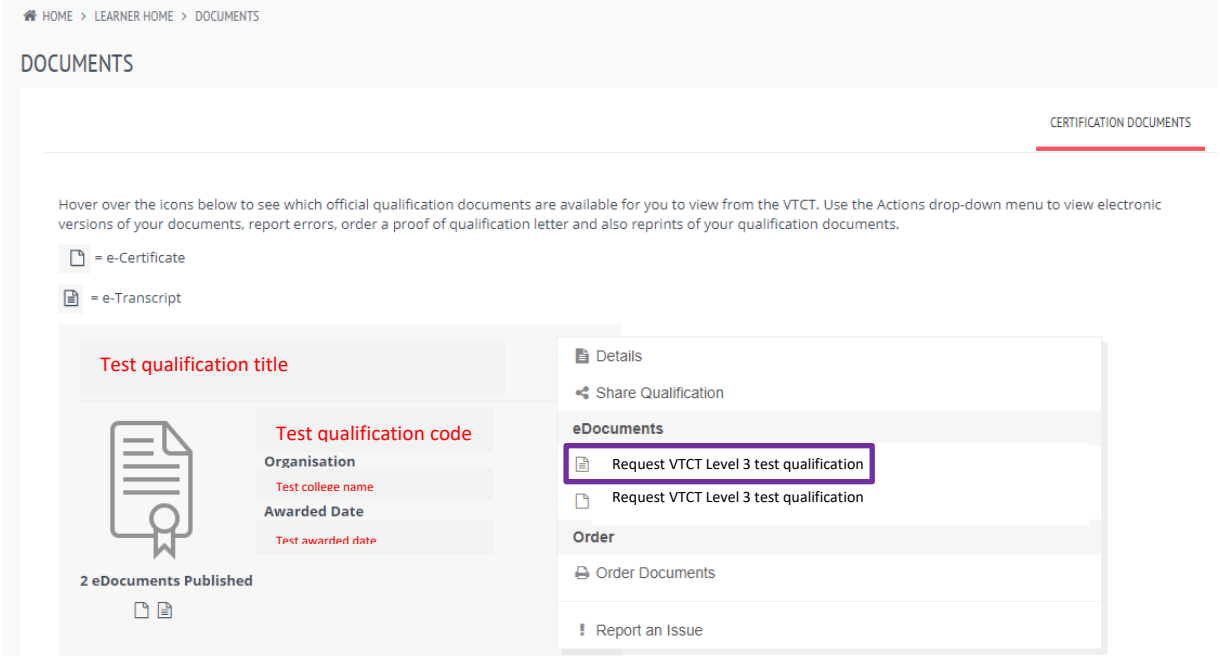


- c. If '2 eDocuments Published' shows for any of the qualifications listed, then you can access them as follows:

Select the menu icon (3 lines)



- d. Select the first option under the 'eDocuments' header





HOME > LEARNER HOME > DOCUMENTS

## DOCUMENTS

CERTIFICATION DOCUMENTS

Hover over the icons below to see which official qualification documents are available for you to view from the VTCT. Use the Actions drop-down menu to view electronic versions of your documents, report errors, order a proof of qualification letter and also reprints of your qualification documents.

-  = e-Certificate
-  = e-Transcript

**Test qualification title**

**Test qualification code**

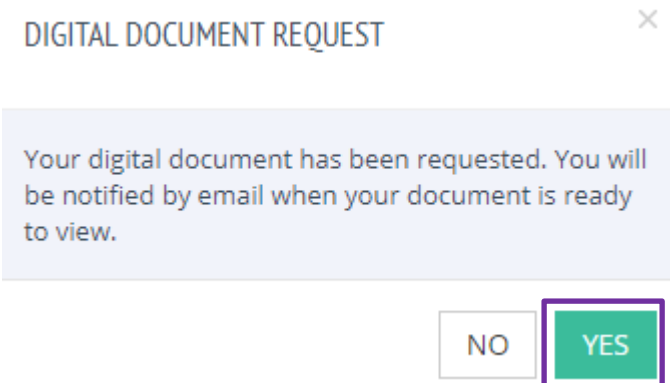
**Organisation**  
Test college name

**Awarded Date**  
Test awarded date

2 eDocuments Published

- Details
- Share Qualification
- eDocuments**
  - Request VTCT Level 3 test qualification**
  - Request VTCT Level 3 test qualification
- Order
  - Order Documents
- Report an Issue

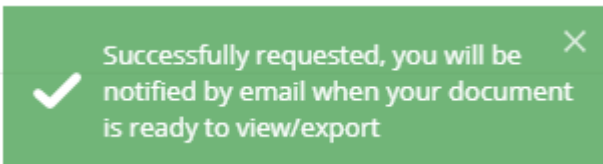
- e. Select YES



### DIGITAL DOCUMENT REQUEST

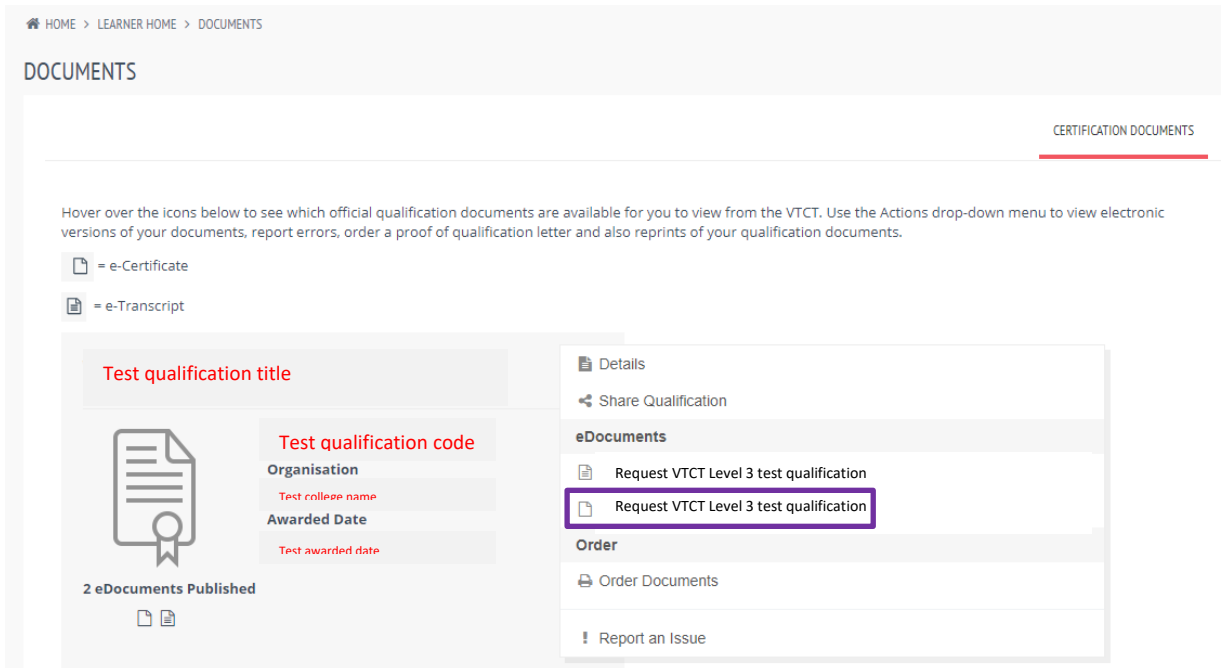
Your digital document has been requested. You will be notified by email when your document is ready to view.

- f. If successful, you will see the below appear in the top right of the screen:



Successfully requested, you will be notified by email when your document is ready to view/export

- g. Select the second option under the 'eDocuments' header





HOME > LEARNER HOME > DOCUMENTS

DOCUMENTS


CERTIFICATION DOCUMENTS

Hover over the icons below to see which official qualification documents are available for you to view from the VTCT. Use the Actions drop-down menu to view electronic versions of your documents, report errors, order a proof of qualification letter and also reprints of your qualification documents.

 = e-Certificate

 = e-Transcript

**Test qualification title**



**Test qualification code**


Organisation







*Test college name*

Awarded Date

*Test awarded date*

2 eDocuments Published



-  Details
-  Share Qualification
- eDocuments**
-  Request VTCT Level 3 test qualification
-  Request VTCT Level 3 test qualification
- Order**
-  Order Documents
-  Report an Issue

- h. Select YES

DIGITAL DOCUMENT REQUEST ×

Your digital document has been requested. You will be notified by email when your document is ready to view.

NO

YES

- i. If successful, you will see the below appear in the top right of the screen:

✓ Successfully requested, you will be notified by email when your document is ready to view/export ×



- j. After requesting both eDocuments, refresh your screen or logout and back in. You can now view both eDocuments by selecting them from the menu of the applicable qualification

HOME > LEARNER HOME > DOCUMENTS

**DOCUMENTS**


CERTIFICATION DOCUMENTS

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 = e-Certificate  
 = e-Transcript

**Test qualification title**

---




**Test qualification code**

**Organisation**  
*Test college name*

**Awarded Date**  
*Test awarded date*

**2 eDocuments Published**





HOME > LEARNER HOME > DOCUMENTS

**DOCUMENTS**


CERTIFICATION DOCUMENTS

Hover over the icons below to see which official qualification documents are available for you to view from the VTCT. Use the Actions drop-down menu to view electronic versions of your documents, report errors, order a proof of qualification letter and also reprints of your qualification documents.

 = e-Certificate  
 = e-Transcript

**Test qualification title**

---









**Test qualification code**

**Organisation**  
*Test college name*

**Awarded Date**  
*Test awarded date*

**2 eDocuments Published**

-  Details
-  Share Qualification
- eDocuments**
-  Request VTCT Level 3 test qualification
-  Request VTCT Level 3 test qualification
- Order**
-  Order Documents
-  Report an Issue





- k. As well as viewing e-versions of your certificates, you can also order hard copy replacements. Hard copy replacement certificates cost £35.00 each. To place an order, select 'Order Documents' from the menu of the applicable qualification

HOME > LEARNER HOME > DOCUMENTS


## DOCUMENTS

CERTIFICATION DOCUMENTS

Hover over the icons below to see which official qualification documents are available for you to view from the VTCT. Use the Actions drop-down menu to view electronic versions of your documents, report errors, order a proof of qualification letter and also reprints of your qualification documents.

-  = e-Certificate
-  = e-Transcript

**Test qualification title**




**Test qualification code**

**Organisation**  
*Test college name*

**Awarded Date**  
*Test awarded date*

**2 eDocuments Published**





☰

HOME > LEARNER HOME > DOCUMENTS


## DOCUMENTS

CERTIFICATION DOCUMENTS

Hover over the icons below to see which official qualification documents are available for you to view from the VTCT. Use the Actions drop-down menu to view electronic versions of your documents, report errors, order a proof of qualification letter and also reprints of your qualification documents.

-  = e-Certificate
-  = e-Transcript

**Test qualification title**




**Test qualification code**





**Organisation**  
*Test college name*

**Awarded Date**  
*Test awarded date*

**2 eDocuments Published**

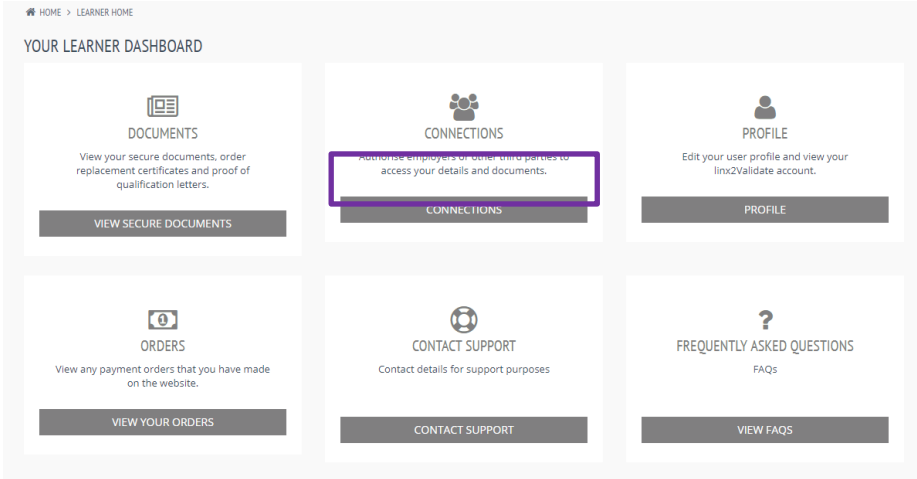


☰

-  Details
-  Share Qualification
- eDocuments**
- Request VTCT Level 3 test qualification
- Request VTCT Level 3 test qualification
- Order**
-  Order Documents
-  Report an Issue

## 2. CONNECTIONS

- a. Providing your eDocuments are available, you can provide 3<sup>rd</sup> parties with access to your eDocuments via CONNECTIONS



HOME > LEARNER HOME

YOUR LEARNER DASHBOARD

**DOCUMENTS**  
View your secure documents, order replacement certificates and proof of qualification letters.  
VIEW SECURE DOCUMENTS

**CONNECTIONS**  
Add or update employment or other third parties to access your details and documents.  
CONNECTIONS

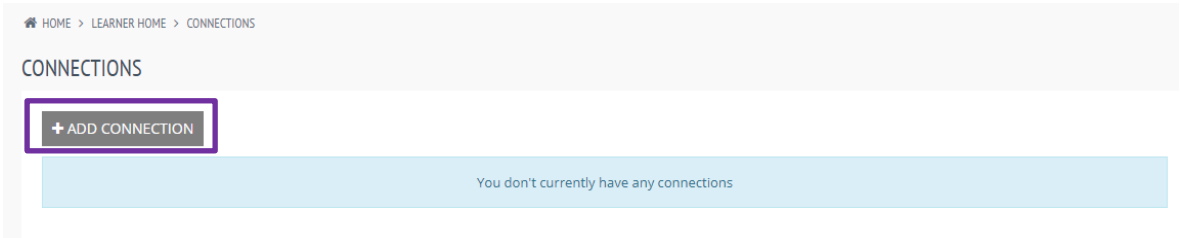
**PROFILE**  
Edit your user profile and view your linux2validate account.  
PROFILE

**ORDERS**  
View any payment orders that you have made on the website.  
VIEW YOUR ORDERS

**CONTACT SUPPORT**  
Contact details for support purposes  
CONTACT SUPPORT

**FREQUENTLY ASKED QUESTIONS**  
FAQS  
VIEW FAQS

- b. Select + ADD CONNECTION



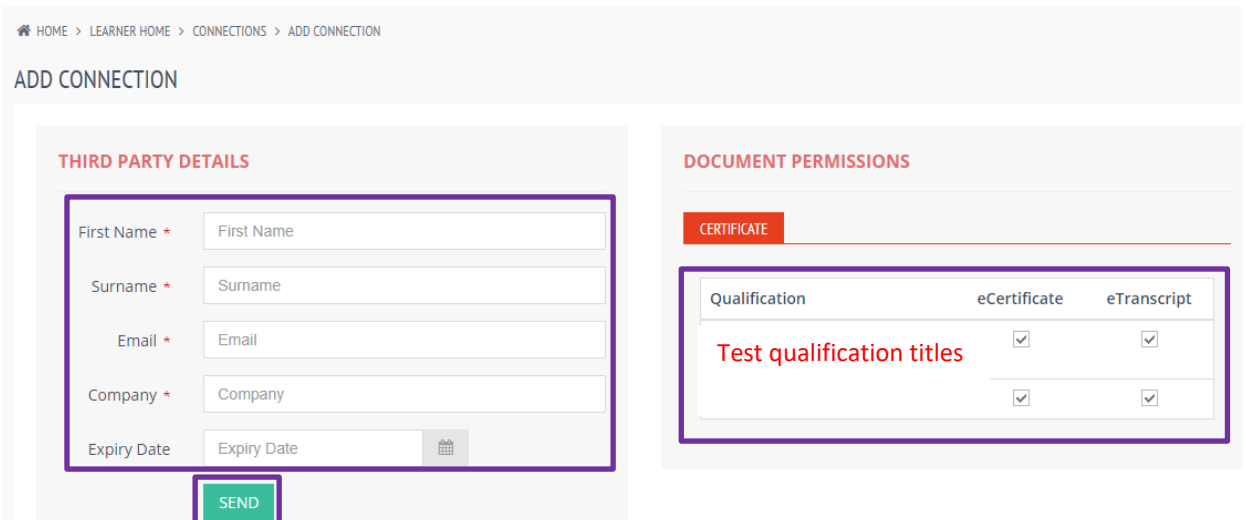
HOME > LEARNER HOME > CONNECTIONS

CONNECTIONS

+ ADD CONNECTION

You don't currently have any connections

- c. Enter the required details for the 3<sup>rd</sup> party, select which of your eDocuments you wish for them to be able to view and then select SEND



HOME > LEARNER HOME > CONNECTIONS > ADD CONNECTION

ADD CONNECTION


**THIRD PARTY DETAILS**

First Name \*

Surname \*

Email \*

Company \*

Expiry Date  

SEND

**DOCUMENT PERMISSIONS**

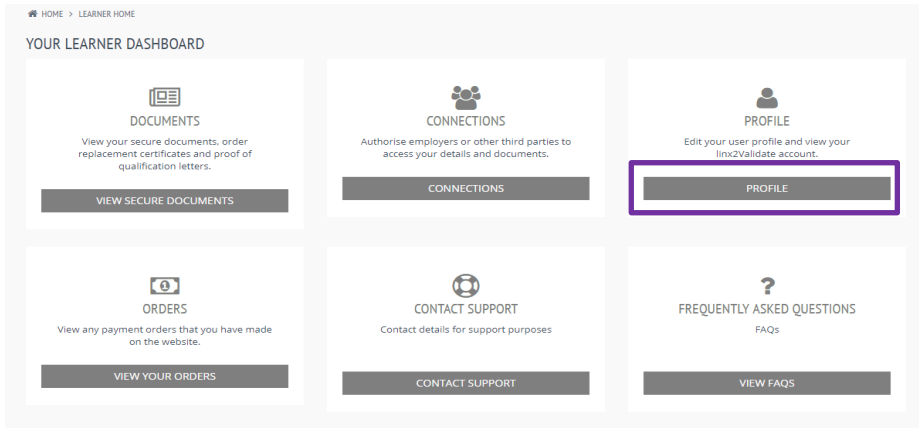
CERTIFICATE

Qualification	eCertificate	eTranscript
Test qualification titles	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

d. The 3<sup>rd</sup> party will now receive email instructions on how to access the eDocuments

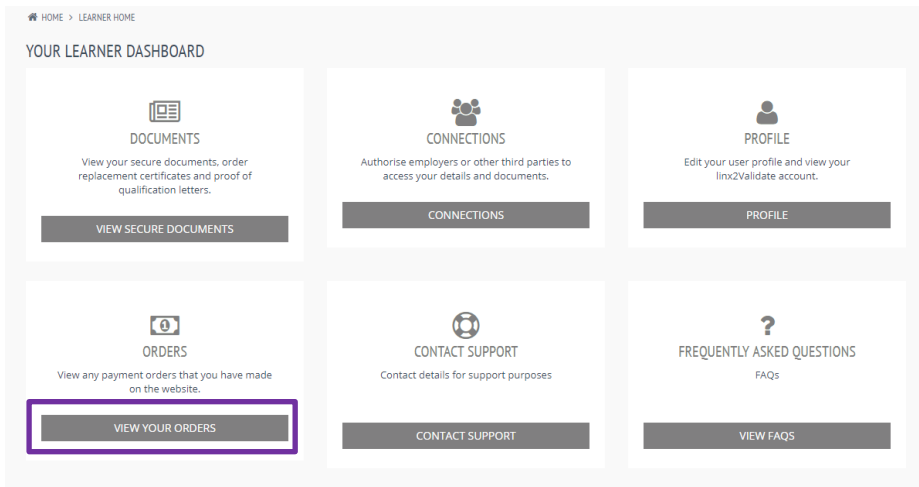
### 3. PROFILE

#### a. Update your details



### 4. ORDERS

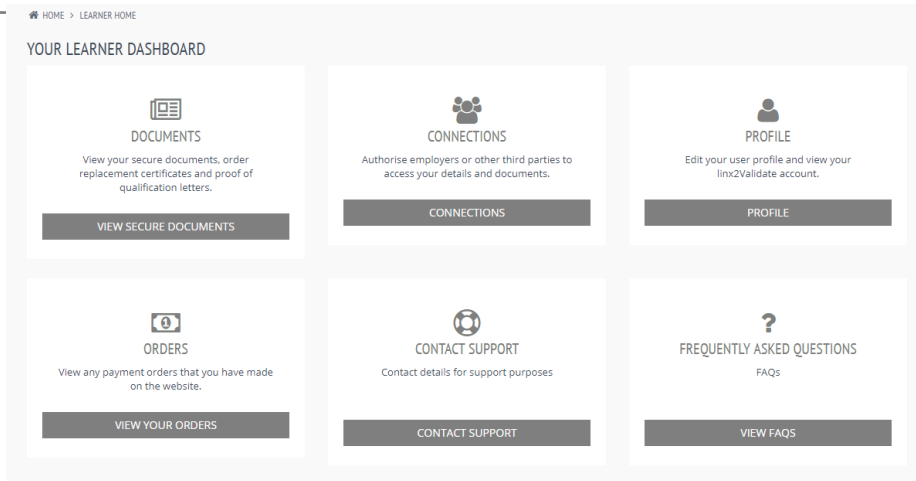
#### a. View any orders you have made for hard copy replacement certificates



### 5. CONTACT SUPPORT

#### a. VTCT's contact details





## 6. FREQUENTLY ASKED QUESTIONS

### a. FAQs

