

Transcript of records and certification of student status at UEF - instructions on digital signatures

Digitally signed and verified transcripts of records and study certificates are official and accepted by authorities such as Kela (The Social Insurance Institution of Finland). This guide tells you how to order these documents via WebOodi and how to check the digital signatures on the documents.

Placing the order on WebOodi

If you are a student at the University of Eastern Finland and you have a valid UEF user account, you can order an official digitally signed transcript of records and / or a certification of student status from WebOodi (Tools -> Transcripts and certification of student status).

FRONT PAGE | MY STUDIES ▾ | PSP | INSTRUCTION AND COURSES ▾ | **TOOLS ▾**

<h3>Digitally signed transcript of records</h3> <p>Here you can order a transcript of records and a certification of student status directly in their browser, without the WebOodi interface.</p> <p>The documents are signed digitally. This means that they are as official as the signature is valid only in a pdf file and that if you print the documents on paper, the signature is not accepted.</p>	<ul style="list-style-type: none"> o My feedback o Annual registration o Transcripts and certifications of student status 	<h3>tion of student status</h3> <p>A shareable link for your transcript / certificate. With this link, the recipient is able to view your transcript / certificate. The availability of the link to be 7, 30 or 60 days. You can also terminate the link sooner, if you wish.</p> <p>The digital signature of an official and the stamp of the university. Please note, however, that the digital signature is not valid. Also, you cannot edit or alter the files in any way because it would invalidate the paper, please contact Student and Learning Services: opiskelu@uef.fi.</p>
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Previously ordered transcripts

[ORDER A TRANSCRIPT OF RECORDS](#)

You have no previously ordered transcripts of record. You can order one here.

Previously ordered study certificates

[ORDER A CERTIFICATION OF STUDENT STATUS](#)

You have no previously ordered study certificates. You can order one here.

When you click “Order a transcript of records” or “Order a certification of student status” a menu opens, where you can choose your preferred language for the transcript/certificate:

Order a transcript

THE LANGUAGE OF THE TRANSCRIPT

Finnish
 English

Create a public link to the report

THE LINK IS VALID

7 days
 30 days
 60 days

Add a comment..

CANCEL
ORDER

In addition, you can create a link to the transcript, which you can share with your employer, for example. The transcript will be available via the link for 7, 30 or 60 days according to your choosing. Lastly, you can add your own comment, for example a note to yourself. (This is also possible when ordering a study certificate.)

This is what your reports page might look like after a few orders:

Previously ordered transcripts

ORDER A TRANSCRIPT OF RECORDS

1. Transcript of records 18.12.2018 13:54 (English)
test comment

Opiskeltija-b4811373-0f6d-46ca-b017-eaf44f1eff09 
Valid until 17.1.2019 13:54



Previously ordered study certificates

ORDER A CERTIFICATION OF STUDENT STATUS

1. Certification of student status 18.12.2018 13:54 (english)
Add a comment...



The example above shows an English-language transcript of records with a link that is valid for 30 days and an English-language study certificate.

To open and save the PDF file, click the underlined link on the left. The easiest way to copy the public link leading to your transcript of records is to click the link icon. If you want to delete a document, simply click the recycle bin on the right.

If, for some reason, you are unable to order a transcript or a certificate through WebOodi (for example if your user account has expired), you can request an official document from Student and Learning Services (opiskelu@uef.fi).

IMPORTANT: Always save and send your transcripts and certificates as PDF files. The digital signatures are valid on the PDF only, in other words, the documents are no longer official if printed on paper. Do not try to edit the document in any way, as this will invalidate the signatures and make the document unofficial. More information on digital signatures can be found here: <https://kamu.uef.fi/en/student-book/electronic-transcript-records-certification-student-status/>

Checking the digital signatures on the PDF document

This is what the document should approximately look like when you open it with Adobe Acrobat Reader:

Signed and all signatures are valid. Signature Panel

UNIVERSITY OF EASTERN FINLAND

TRANSCRIPT OF ACADEMIC RECORD Page 1/3

18.12.2018

Olli Opiskelija
Testaajankatu 6
00170 HELSINKI

Date of birth 26.05.1989
Student number TESTIC
Registered 01.08.2009

STUDY RIGHT

Admitted by Faculty of Science and Forestry
Organisation Special Education (J)
Valid 01.08.2017 - 31.07.2024
Starting Date 01.08.2017
Decree Government Decree on University Degrees 794/2004
Scope of Studies Bachelor of Science
Programme Special Education Teacher
Major Computer Science
Orientation Subject Teacher
Minor Comparative Religion


Courses completed: 01.01.2006- 18.12.2018

COURSES	CREDIT POINTS	GRADE	DATE	INSTRUCTOR
5425030 Introduction to Health and Human Services Informatics teaching and research	2,00 *	Pass	17.12.2018	Kaija Saranto Ulla-Mari Kinnunen Virpi Jylhä
5214301 Master's Thesis, Accounting and Finance	30,00 *	ECL	11.12.2018	Business, Kuopio (K)
8012451A Swedish Written Skills for Students of Computer Science	1,50 *	H	03.10.2018	Kaisu Kärkkäinen
8012451B Swedish for Students of Computer Science	1,50 *	H	03.10.2018	Kaisu Kärkkäinen
337 Master of Arts (Education)	120,00	Pass	22.09.2018	Philosophical Faculty
3410105 Organic Chemistry I	5,00 *	2/5	13.09.2018	Janne Jänis
TESTI5 Test course 5	6,00 *	2/5	12.09.2018	Anne Litja Kati Tiihonen
4213042 Practical Training in a Pharmacy, part 2 <i>Hospital Pharmacy</i>	15,00 *	Pass	03.05.2018	Piia Siitonen
TESTI3 Test course 3	3,00 *	Pass	02.04.2018	Kaisu Kärkkäinen
3621555 Color Science Laboratory	3,00 *	Pass	20.03.2018	Computer Science (J,K)
4217225 Analytical Chemistry 1	2,50 *	3/5	16.02.2018	Pekka Jarho
1131011 Acting as a Peer Tutor	1,00 *	Pass	18.12.2017	Päivi Hartikainen
3317469 Elements of life insurance	2,00 *	3/5	01.12.2017	Anne Litja


Tämä asiakirja on sähköisesti allekirjoitettu. Lisätietoja ohjeet: <http://www.uef.fi/digital-signature>
This document is digitally signed. More information and instructions: <http://www.uef.fi/digital-signature>


PDF file include the watermark on the background and a note on the digital signatures in the left margin. There is also a link to a page giving more information about the digital signatures and instructing how to check their validity and integrity.

The most important part, however, is the top bar, where you should see the text: "Signed and all signatures are valid". In addition, there is the Signature Panel on the right, where you can find detailed information about the signatures. The Signature Panel should contain the following information:

 Signed and all signatures are valid.

Signatures ✕

 **Validate All**

✓  Rev. 1: Signed by CSC-IT Center for Science Ltd <servicedesk@csc.fi>

Signature is valid:

- Source of Trust obtained from Adobe Approved Trust List (AATL).
- Document has not been modified since this signature was applied
- Signer's identity is valid
- Signing time is from the clock on the signer's computer.
- Signature is not LTV enabled and will expire after 2021/01/23 15:44:55

✓ Signature Details

[Certificate Details...](#)

Last Checked: 2018.12.18 14:02:44 +02'00'

Field: Signature1 (invisible signature)


[Click to view this version](#)

If you want to get information that is even more detailed, choose Certificate Details:

Certificate Viewer ✕

This dialog allows you to view the details of a certificate and its entire issuance chain. The details correspond to the selected entry.

Show all certification paths found

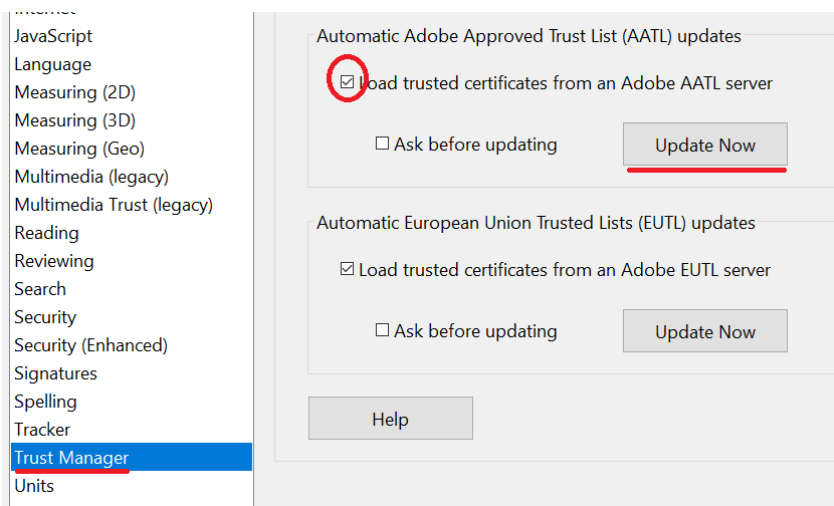
Summary	Details	Revocation	Trust	Policies	Legal Notice
Sign CA for AATL - SHA256 - (balSign CA 2 for AATL CSC-IT Center for Science Ltd	 CSC-IT Center for Science Ltd <servicedesk@csc.fi>				
	Issued by: GlobalSign CA 2 for AATL GlobalSign nv-sa				
	Valid from: 2018/01/23 15:44:55 +02'00'				
	Valid to: 2021/01/23 15:44:55 +02'00'				
	Intended usage: Digital Signature, Email Protection				

What to do if there seems to be problems with the validity of the digital signature?

The settings of Adobe Acrobat Reader, however, can vary from one user to another, which is why it may look like the signatures were not valid when you open the document. If, for example, you encounter a notification saying, “Signature has problems”, open the Signature Panel for more information about the cause of the issue.

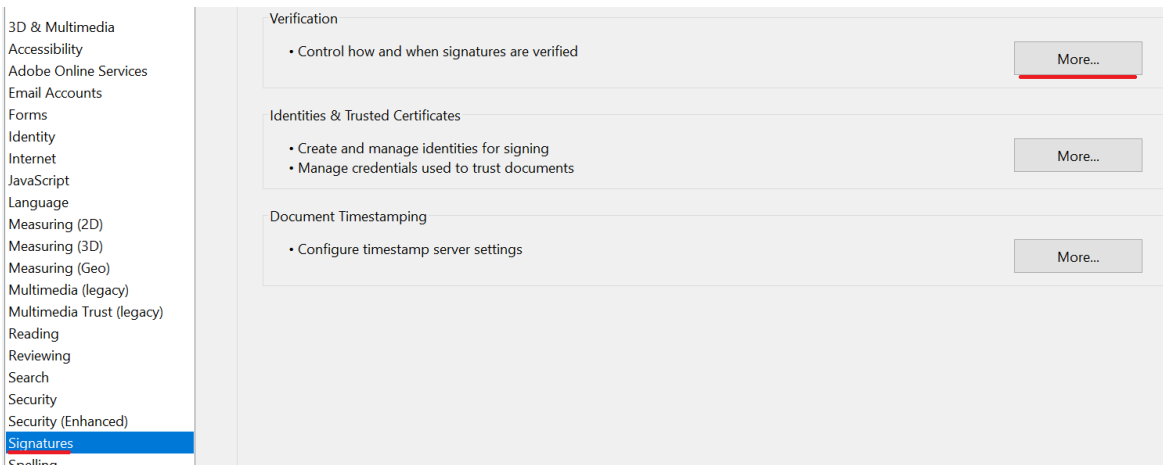
The most likely solution to this problem is updating the list of trusted certificates. Acrobat Reader may automatically ask if you want to do this when you open a document. Sometimes merely accepting the update is enough to solve the problem. If Acrobat Reader does not offer the update automatically, you should update the list manually by following the steps below.

1. Click Edit -> Preferences
2. Select Trust Manager from the menu on the left
3. Select the option “Load trusted certificates from an Adobe AATL server” and click “Update Now”

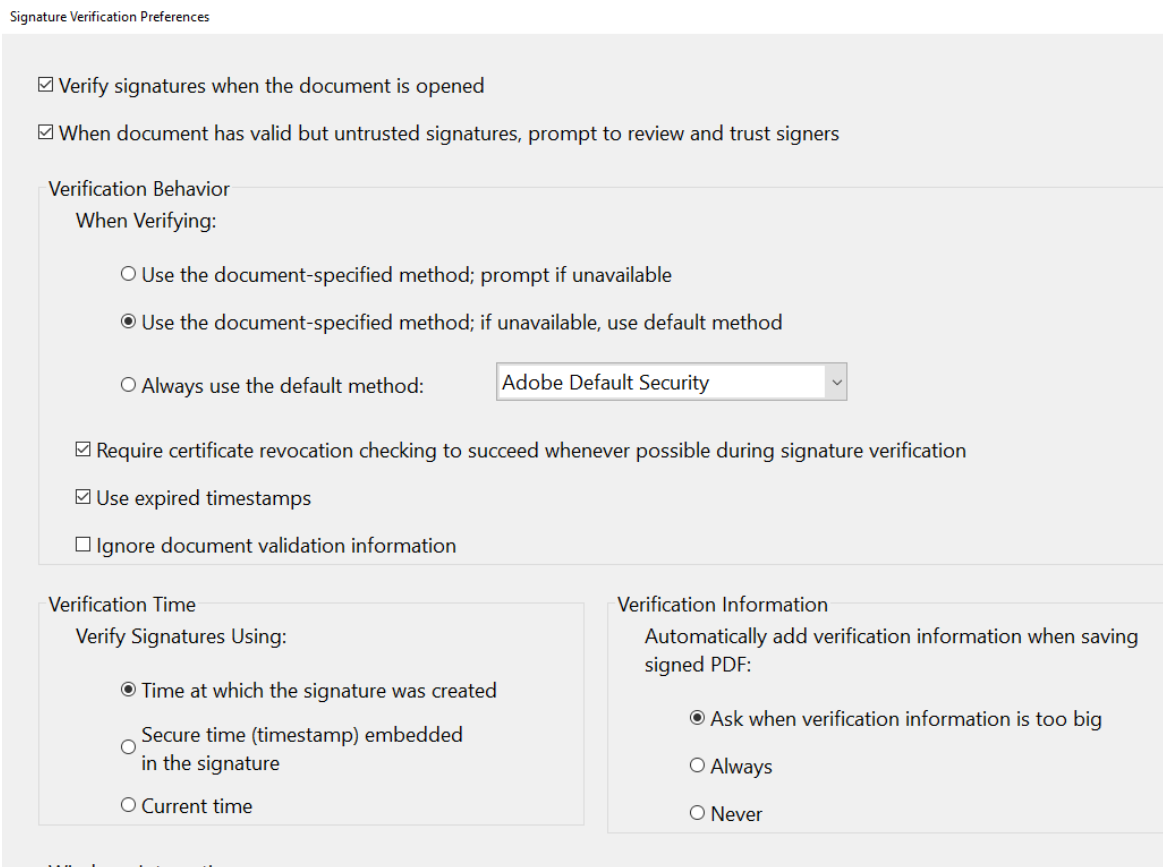


This should solve the issue. Close the document and open it anew and the certificate should work as designed.

If you are still experiencing problems, check the settings under Signatures -> Verification -> More



The settings should be as below:



After checking the settings, close the document and Acrobat Reader and open them anew. If this does not solve the problem either, contact oodituki@uef.fi to verify the authenticity of the document.