

UNIVERSITY OF HELSINKI INSTRUCTIONS ON DIGITAL SIGNATURES

GENERAL REMARKS

In the spring of 2018, the University of Helsinki introduced into use digitally signed and verified transcripts of records and study certificates. Digitally signed documents 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.

NB! If you encounter a notification saying, “Signature has problems” or something similar when opening the document with Adobe Acrobat Reader, follow the instructions at the end of this guide to fix the problem.

PLACING THE ORDER ON WEBODI

If you are registered as an attending student at the University of Helsinki (or if you have studied at the University of Helsinki and still have a valid user account), you can order an official digitally verified and signed transcript of records or study certificate from WebOodi: <https://weboodi.helsinki.fi/hy/opiskelijanraportit.html?Kieli=6>

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Student's Reports

- My feedback
- Annual registration
- Transcript and Study Certificate

Here you can create a transcript of your study records and / or a certificate or to view your transcript / certificate directly in their browser, without the Web-sooner, if you wish.

can also generate a shareable link for your transcript / certificate. With this link the recipient is able to view the transcript / certificate directly in their browser, without the Web-sooner, if you wish. You can also set the availability of the link to be 7, 30 or 60 days. You can also end the availability of the link.

Previously ordered transcripts ORDER A TRANSCRIPT

You have no ordered transcripts. Order a transcript here.

Previously ordered study certificates ORDER A STUDY CERTIFICATE

You have no ordered certificates. Order a study certificate here.

Ordering a study certificate is very straightforward: clicking “Order a Study Certificate” opens a menu, where you can choose your preferred language for the certificate. When it comes to the transcript of records, there are a few more steps to go through.

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Order a transcript

LANGUAGE OF THE TRANSCRIPT

- Finnish
- Swedish
- English

Display language of examination in the transcript

Create a public link for the report

Add comment

CANCEL

ORDER

First, you have to choose the language of the transcript and whether you want the language in which you completed the courses to be displayed in the transcript. 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:

Student 's Reports

Here you can create a transcript of your study records and / or a certificate of your student status. You can also generate a shareable link for your transcript / certificate. With this link the recipient is able to view your transcript / certificate directly in their browser, without the WebOodi interface. By default, you can set the availability of the link to be 7, 30 or 60 days. You can also end the availability sooner, if you wish.

Previously ordered transcripts

ORDER A TRANSCRIPT

1. Transcript 13.6.2018 15:08 (English)
test comment

Ahola-8af7721-8612-4396-bd22-479a355c6cfc %
Valid until 13.7.2018 15:08



Previously ordered study certificates

ORDER A STUDY CERTIFICATE

1. Study certificate
test 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. Both have the comment “test comment”.

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.

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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 your student service point.

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://guide.student.helsinki.fi/en/article/digital-signatures>

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

**HELSINGIN YLIOPISTO
HELSINGFORS UNIVERSITET
UNIVERSITY OF HELSINKI**

TRANSCRIPT 1 (7)

13.06.2018
Date of enrolment 01.08.2004

ATTENDANCE

Semester	Status	Yo - kunta
Autumn 2017		
Spring 2018		

PRIMARY STUDY RIGHT

Degree objective	Master of Arts (Humanities)
Decree	Government Decree (794/2004) on University Degrees
Degree programme	General History
Line	Subject Teacher Line
Major	General History
Valid:	01.08.2004 - 31.07.2015
Date of commencement	24.06.2009

DEGREES AND UPGRADING OF QUALIFICATIONS

00334	Master of Arts (Humanities)	Cr	Date
		151,00	31.03.2015
00344	Bachelor of Arts	Cr	Date
		180,00	23.06.2009

COMPLETED CREDITS

Course		Cr	Grade	Language	Date
406	Department of History				
00344	Bachelor of Arts	180,00	Pass		23.06.2009
401885	Basic Studies in Latin Language and Roman Literature (DLA100)	26,00	4		08.08.2007
40121	Elementary Latin	6,00	5		12.12.2005
401816	History of Literature (DAY112)	2,00	4		04.07.2007
401819	Sources and methods of the research of antiquity (DAY115)	1,00	3		08.08.2007
401905	Historia (DAY211)	1,00	5		08.08.2007
	kr. hist.				

This file contains student information. Disclosure is illegal. <http://www.helsinki.fi/ohjelmistot>
This document is legally signed. More information and instructions: <http://www.helsinki.fi/ohjelmistot>
Check document for content changes: <http://www.helsinki.fi/ohjelmistot>

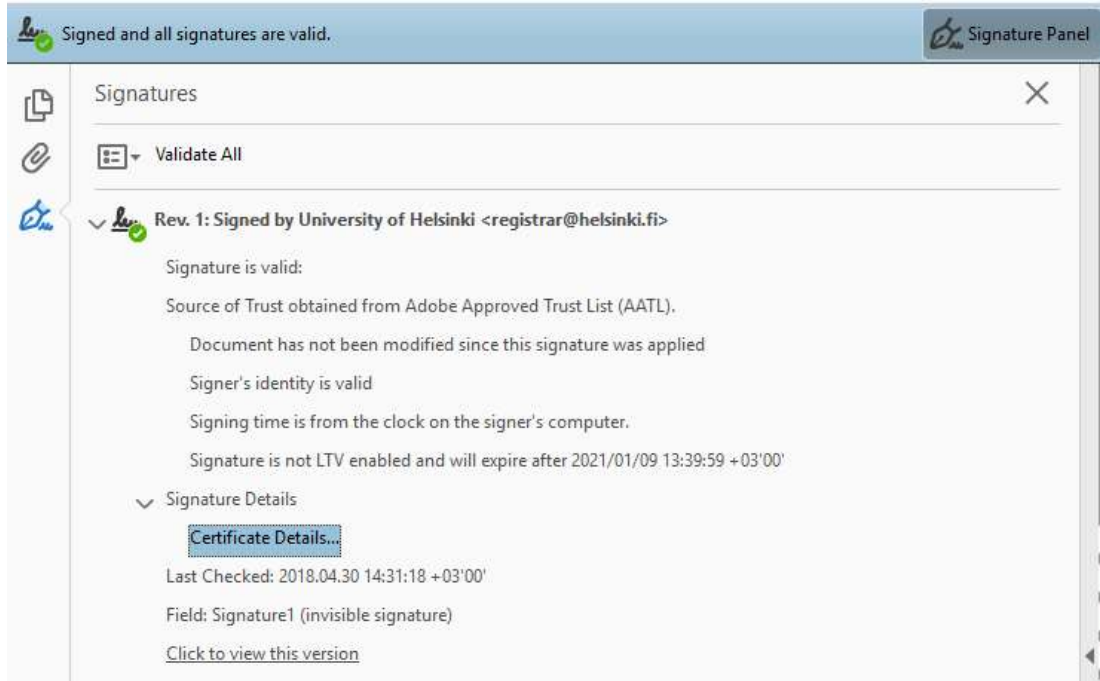
The visual embellishments of the PDF file include the watermark on the background and a trilingual note on the digital signatures in the left margin. There is also a link to a page

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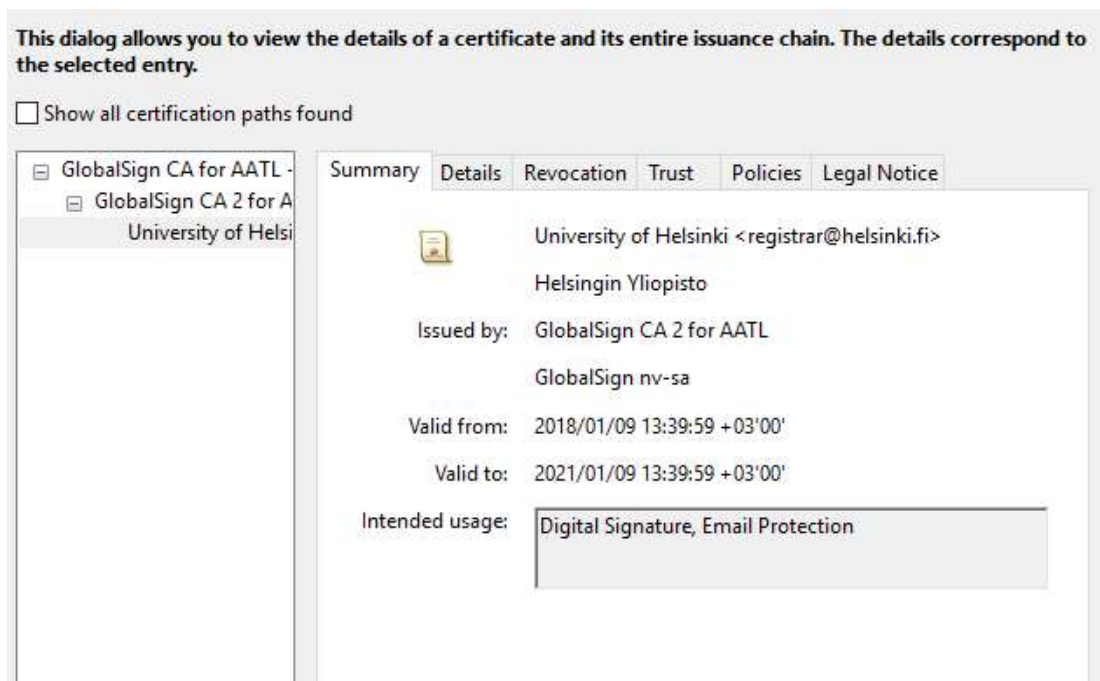
giving more information about the digital signatures and instructing how to check their validity and integrity.

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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. If the top bar says, for example, “Signature has problems”, it usually means that the program is unable to recognize the signatures for some reason. If you check the Signature Panel, you will most likely find out that the signature information is correct despite the notification. The Signature Panel should contain the following information:



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



We hope that the digital signatures will make the everyday life run smoother for students and administration alike!

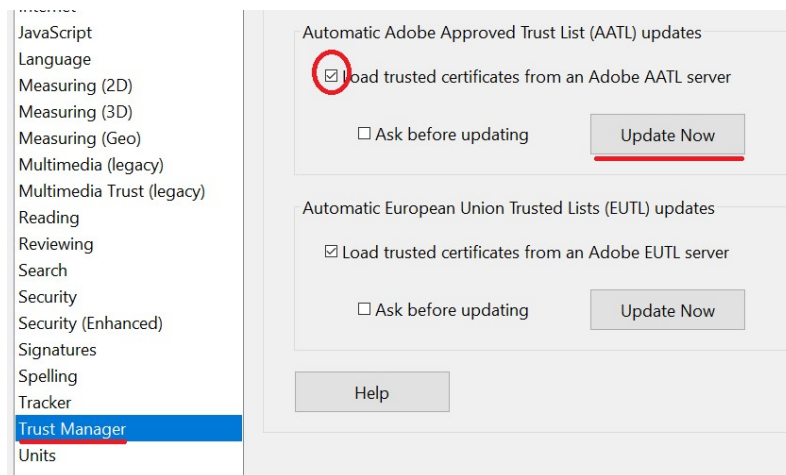
6

WHAT TO DO IF THERE SEEMS TO BE PROBLEMS WITH THE VALIDITY OF THE DIGITAL SIGNATURE?

The signatures issued by the University of Helsinki in itself are valid and work as they should. Every document has the same certificate, which validates the 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.

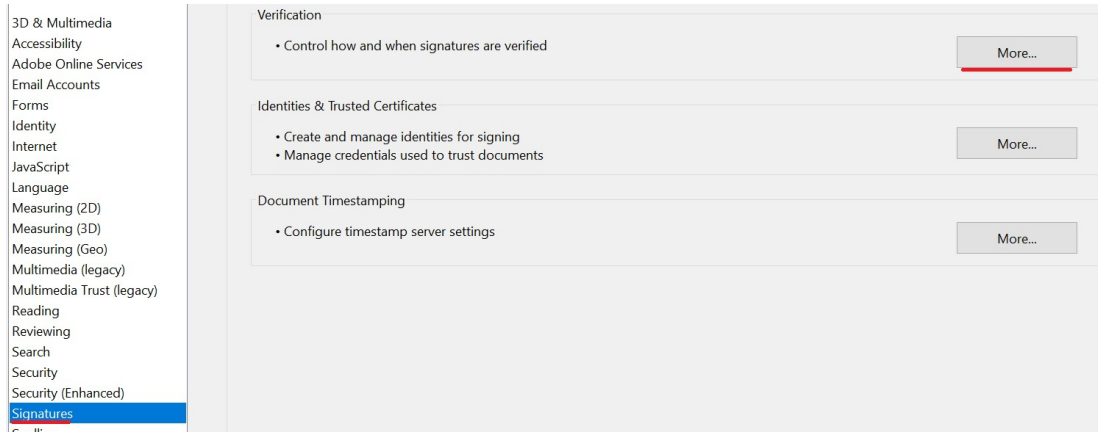
The most likely solution to this problem is updating the list of trusted certificates. Acrobat Reader may automatically ask if you want to do this when you open a document. Sometimes merely accepting the update is enough to solve the problem. If Acrobat Reader does not offer the update automatically, 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 registrar@helsinki.fi to verify the authenticity of the document.