

Employer and Agency eModule Guide

Pre-Register notes

Pre 2010 – Certificates are unavailable on eModule if you completed your course before July 2010, please email graduationceremonies@bpp.com for more information.

Graduates who received their results from July 2010 up to 2-4 months ago – use the eModule system view their certificate. Any emodule queries - email emodulesupport@bpp.com

Graduands who receive their results in the past 2-4 months - Results still need to go through Academic Council and candidates should wait until they are invited to register.

For more detailed timings see https://www.bppstudents.com/university_services/graduation/awards/

eModule Home Page

When a candidate provides you with permission to access their eModule account they will provide you with the website link <https://certificates.bpp.com/> which will take you to the home page above. You will need to create an account to access the candidate's certificates by registering under the Employers section above by clicking on the 'Register' button in the middle section. Please note: This is a 3 step process which needs to be completed before you can access the candidate's profile.

Register

Once the middle **Register** button is selected you will be taken to the page above. The first step is to register your email address and chosen password in the fields above. Once all fields are completed press NEXT.

Email Address - An email address you have access to e.g. your work email

Password/Confirm Password - A password you will remember.

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Activate

1. REGISTER
Enter your registration details below.

2. ACTIVATE
Activate your account.

3. ACCESS
Login to access your account.

1 ✓ 2 3 Confirm

Company * Company

First Name(s) * Enter your first and middle name(s)

Surname * Enter your surname

Telephone Number Telephone Number

Mobile Number Mobile Number

PREVIOUS NEXT

Once you have registered your email and chosen password, you will be taken to the second step which is the **Activate** page. Once the mandatory fields are complete you can access the final step by clicking next, if for any reason you need to go back to the register page you can select previous.

Company – The name of the company you work for

First name – Your first and middle name(s)

Surname – Your surname

Confirm

1 ✓ 2 ✓ 3 Confirm

Email Address Reference@bpp.com

Company Reference Agency

First Name Reference Surname Agency

Telephone Number Mobile Number

PREVIOUS SUBMIT

Once you have completed the Register and Activate pages you will be taken to the **Confirm** page above. Please check the above details carefully to ensure that they are correct so you can submit your registration. Once registered please use the link sent to the email provided to validate your registration before logging in for the first time.

Login

BPP UNIVERSITY

Registration FAQ Login

HOME > LOGIN

LOGIN

Username * Username

Password * Password

☐ Remember me

LOGIN

FORGOTTEN PASSWORD?

Email * Username

RESET

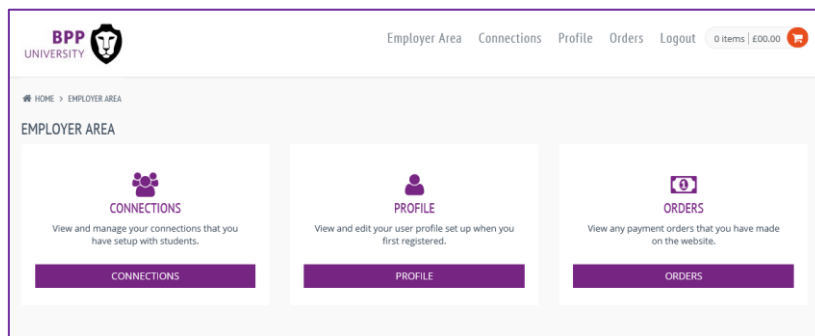
Once registration is complete and your details are correct you will be taken to the **Login** page above. Once you input your details into the fields above press login. If you have forgotten your password, you can enter email address you used in registration to have a password reset link sent.

Username – the email address that you used to register your account

Password – the password used when you registered

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Employer Area

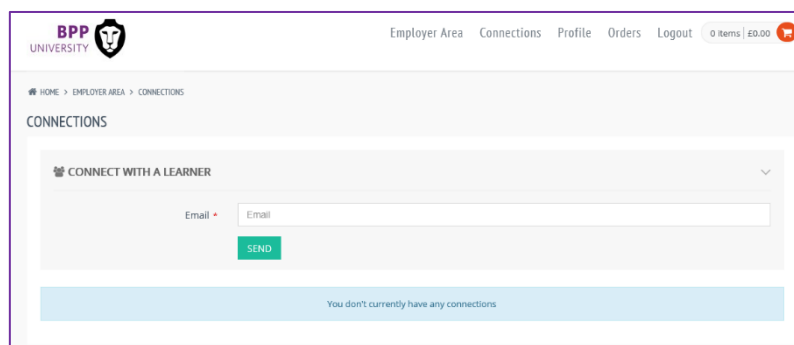


Connections - View and manage your connections that you have made with candidates.

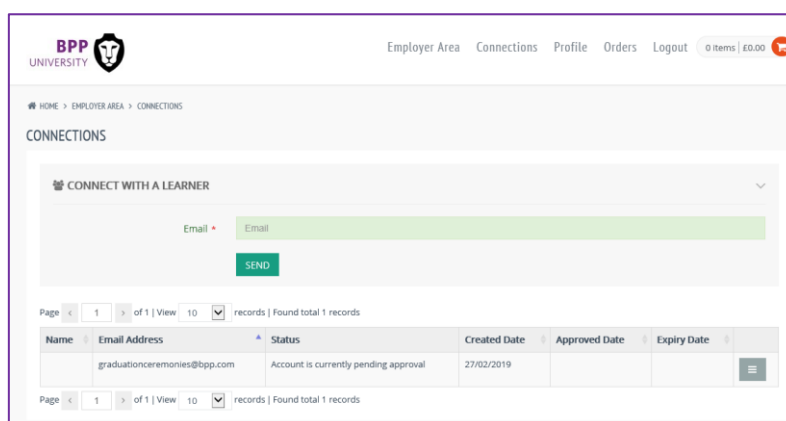
Profile - View and edit your user profile set up when you first registered.

Order - Only applicable to candidates, you are not able to make certificate orders on their behalf.

Connections



Enter email address of candidate. They must have registered their details in eModule prior to attempting to connect with them. The candidate will be sent an email to accept your connection invitation.



The candidate will then need to approve it from their side.

Once approved, you will be able to view the candidate's award certificate to verify their award, classification and award date.

The candidate will set their own time limit that you are able to access and view their award.

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If you view the below for the candidate, then it is possible their eModule account has been denied, and therefore have been unable to approve your account. In this case the student will need to contact emodulesupport@bpp.com to find out why.

	XXXXXXXXXXXX	Account is currently pending approval	01/08/2019				
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Candidates Guide

Candidates can request an eModule guide from graduationceremonies@bpp.com to register, view certificates on eModule and add connections.

We will not accept queries from employers or agencies as permission is needed by the candidate to access their information.