Ordering a certificate of achievement

A certificate of achievement is a personalized **digital document** issued by Université Laval. It confirms that you are registered and have successfully completed a MOOC.

You can share your certificate with everyone using the unique URL address issued by Université Laval (e.g., you can include this URL address in your résumé so that a potential employer can gain access to your online certificate).



Cautionary Note

Only participants who have completed the course and obtained the pass mark on examinations will be able, at their convenience, to order and receive a certificate of achievement by electronic means. They have up to one year after the MOOC ends to order their certificate.



- 1. Go to the website of the MOOC for which you wish to order a certificate.
- 2. Click on the **Evaluations and Results** section.
- 3. Click on the **Result Summary** link in the upper right corner.

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	Introduction	Evaluations and Results		Res	ult Sumr	nary
	Course Plan Course Description Modules	> Evaluations > Pass Mark > Certificate of Achievement > Honour Code Evaluations				
	Evaluations and Results	Summativa				
	Bibliography and Documentary Resources	Title	Date	Weighting		
	Download Zone	Module 1 - Defining the North: Between Imagery and Science	from 10 Oct 2017 at 10h00 to 15 Nov 2017 at 17h00	10 %	i 8	
	Need Help?	Module 2 - Territory and Human Occupation	from 10 Oct 2017 at 10h00 to 15 Nov 2017 at 17h00	10 %	8	
	Tools	Module 3 - Indigenous Peoples of the North : From Alliances to Subordination	from 10 Oct 2017 at 10h00 to 15 Nov 2017 at 17h00	10 %	Ê 8	
	Forums Tests	Module 4 - Ancestral Lands and Resource Regions	from 10 Oct 2017 at 10h00 to 15 Nov 2017 at 17h00	10 %	8	2

4. The results of your various evaluations will be displayed. If the MOOC is over and you have completed the training and passed the evaluations, a message will be displayed in a green box.

< Evaluations and Results Result Summary			
Here are your results for this course. Final grade : 90 %			
You have successfully completed the course. Order now your certificate of achievement for \$ (CAD) Order the certificate	taxes included.	More details abc	out the certificate
Test	Obtained grade	Weighting	Weighted grade
Module 1 - Defining the North: Between Imagery and Science (M1)	100 %	10 %	10/10
Module 2 - Territory and Human Occupation (M2)	100 %	10 %	10/10



Reminder

Please note that you cannot order your certificate of achievement before the end of the MOOC, even if you have completed and passed all the evaluations.

At the end of the MOOC, the course directors will contact all participants who passed to explain how they can order their certificate.

5. When you can access the option, click on Order the Certificate.



Information

The cost of the certificate of achievement is payable by credit card (Visa or MasterCard).

- 6. You will be directed to a secure payment form supported by **Dexero eCommerce**.
- Validate the quantity entered in step 1 of 5 Cart.
 If necessary, recalculate the partial total of your shopping cart.
 Click on Next Step.

Dexero* eCommerce		🛱 1 Article(s) •	Français
Cart 2 Form 3 Summary 4 Payment 5 Receipt			
Shopping cart			
PRODUCT	QUANTITY	UNIT PRICE	TOTAL
Certificate of Achievement MOOC - Northern Quebec: Issues, Spaces and Cultures	1 0	\$ CAD	\$ CAD
Certificate of achievement for a Massive Open Online Course (MOOC) offered by Université Laval			
	Subtotal		SCAD
			Refresh Cart
Cancel			Next Step →
© Dexero eCommerce. All Rights Reserved. 5.8.1 #205			Privacy Policy



Complete the fields in step 2 of 5 – Form.
 Fields followed by a red asterisk are mandatory.
 Click on Next Step.

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1 Cart	2 Form 3 Sur	nmary 4 Payment 5 Receipt		
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	Phone	* ext		
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← Prev	vious Step Cancel			Next Step →
© Dexero eComn	nerce. All Rights Reserved. 5.8.1	#205		Privacy Policy

The step 3 of 5 – Summary page will be displayed.
 Validate the information entered in the Order Summary section.

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1 Cart 2 Form 3 Summary	4 Payment 5 Receipt	
Order Summary		
Billed by	Order Information	
Université Laval	Reference number	
2325, rue de l'Université Québec QC G1V 0A6 Canada	Transaction type	
Phone 418 656-2131		
Email commande-attestation@bse.ul	aval.ca	
Billed to		
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10. Also validate the amounts entered in the Shopping cart section.

PRODUCT	QUANTITY	UNIT PRICE	TOTAL
Certificate of Achievement MOOC - Northern Quebec: Issues, Spaces and Cultures	1	\$	\$ CAD
Certificate of achievement for a Massive Open Online Course (MOOC) offered by Université Laval		CAD	
	Subtotal		\$ CAD
	Tax		

11. If necessary, enter your comments in the Notes section.

NB: Please note that these comments are not treated as a priority. If you wish to obtain feedback, please contact us at support@bse.ulaval.ca.

Notes		
Use this field to send us your comments		

12. Read the Sales contract in full.

Check off the **I** agree box if you agree to it.

NB: Please note that you must agree in order to continue the process.

By accessing the Université Laval website, you (hereinafter « You » or the « User ») accept all the terms and conditions of use of the (hereinafter the « Terms and Conditions ») set forth therein and acknowledge to be bound by them. Furthermore, by browsing the We activating any or all of the hyperlinks of the Website, You confirm your acceptance of the present Terms and Conditions and your und its scope of application are presumed.	Website bsite or lerstanding of
If You disagree with the Terms and Conditions set forth therein, please immediately discontinue browsing the Website by ending you	r session.
Université Laval reserve the right to revise and modify the terms of the present Terms and Conditions at any time without prior notice modifications of the present Terms and Conditions, the continued use of the Website will constitute your acceptance of these modific invited to periodically review the present Terms and Conditions and any modifications thereto.	. Following the ations. You are ▼

13. Select the Credit card option in the corresponding section. Click on Next Step.

Select your favori	e payment method for this order	
Credit card	VISA	
← Previous Step	Cancel	Next Step \rightarrow



Warning

The cost of the certificate of achievement is payable only by credit card (Visa or MasterCard). If you cannot pay using one of these credit cards, please contact us at support@bse.ulaval.ca.

14. Complete the fields in step 4 of 5 – Payment.

Fields followed by a red asterisk are mandatory. Click on Next Step.

Dexero [®] eCommerce	I Article(s) • S CAD View Cart
1 Cart 2 Form 3 Summary 4 Payment 5 Receipt	
Information on credit card	
Credit card	2 Contact us
Amount CAD	AVS verification enabled.
Card holder first name	 make sure that the bining address entered matches the on file with the issuer of your credit card.
Card holder last name	* By default, the billing address will be used. * More details
Credit card number	* Cardholder name
Expiration date 💽 🔻 \star	If you're using a company card on which there is no card holder name, please enter your first and last name in the appropriate fields otherwise your transaction will be
Card security code What's this?	declined.
 Please select a credit card address. Use the billing address 	
← Previous Step Cancel	Next Step →
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Information

If you want to use a credit card address that's different from the billing address you entered previously,

- i. Check off the Use the billing address box. A new section will be displayed.
- ii. Select the Create a new address option.
- iii. Complete the fields in this section.



15. The step **5 of 5 – Receipt** page will be displayed. Check the status of your transaction.

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1 Cart 2 Form 3 Summary 4 Payment 5 Receipt	
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Information

Once the transaction is approved and payment is received, your certificate is placed in the production queue. Production time may vary depending on the number of orders.

16. If needed, print your order summary by clicking on the Print button at the bottom of the step 5 of 5 – Receipt page.

Click on Finish to leave the page.

Print	Finish

- 17. When your certificate is ready and available for consultation, you will receive a message at the email address indicated in your order.
- 18. To see the certificate you ordered, click on the unique URL link displayed in the email.

Hello Firstname Lastname,			
Your certificate of achievement is now ready.			
You can access your certificate online and download it with this unique URL: https://www.attestation.ulaval.ca/en/verification/			
We recommend that you keep this email for your records since it contains all the information concerning your certificate.			
If you have difficulties accessing your certificate, follow these steps:			
 Go to the following page: <u>www.attestation.ulaval.ca/en</u> Enter your certificate code made up of the last characters of your unique URL: 			
Please feel free to contact our technical support team if you have any questions:			
 Support: <u>support@bse.ulaval.ca</u> 418 656-2131, ext. 14331 or 1 877 785-2825 			
Best regards,			



19. If you have trouble accessing the certificate using the link, go to

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Information

Your certificate code corresponds to the last characters of your unique URL link. Check your email to get this code.

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Certificate of Achieven	nent		
CONSULT	AND DOWNLOAD A CERTIFICA	TE OF ACHIEVEMENT	
	CERTIFICATION CODE 2 Enter your code Forgotten or lost code?	Access	
Need help Contact us C ² 418 656-2131, ext. 14331 1 877 785-2825	© 2017 This site	UNIVERSITÉ LAVAL Université Laval. All rights reserved. 15 run by the Bareau de soutier à l'ensei	gnement.



Information

If a problem occurs while ordering your certificate and you wish to check your order status:

- i. Go to the MOOC site.
- ii. Click on the Evaluations and Results section.Then click on the Result Summary link.
- iii. Click again on Order the Certificate.



- If your transaction was properly completed, the message **Completed order** will be displayed. Please wait for the email enabling you to access your certificate.
- If your transaction was properly completed but the status is not up-to-date, the message **Order not completed** may be displayed.

Please note that system synchronization may take up to five minutes, particularly if you have not clicked on Finish to leave the step **5 of 5** – **Receipt** page.

• If you unsuccessfully attempted to place your order in the last few minutes, the message **Order not completed** will be displayed.

Click on Order the certificate to restart the process.

