IITPSA

GETTING STARTED GUIDE

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Welcome
to PrivySeal's
**Digital
Accreditation
Service.**

We verify your professional status to prove your expertise, build trust and help you win and retain clients.

WHAT IS DIGITAL ACCREDITATION?

• The digital accreditation service provides you with a **dynamic, digital seal, called a Privyseal, and detailed Verification Certificate**.

• Your Privyseal and linked Verification Certificate **verifies your professional designation** as a member as well as your contact details, educational status and more.

• Your Privyseal should be inserted into your **email signature, website and social media profiles**. It confirms your professional qualification as a member,

provided the records of the Institute of Information Technology Professionals South Africa (IITPSA) confirm your **good-standing and ongoing compliance**.

• Your Privyseal **will not display** if there is a problem with your records at the IITPSA.

PRIVYSEAL®

WHY SHOULD I USE MY PRIVYSEAL?

• Your Privyseal is a powerful way to prove your qualifications and **distinguish you from your unregistered or non-compliant competitors**.

• The PrivySeal service is **paid for by the Institute of Information Technology Professionals South Africa**.

• Your Privyseal will help the public distinguish between **genuine members** registered with the Institute of Information Technology Professionals South Africa and **non-compliant persons** purporting to be a member.

• Your Privyseal will help to **decrease qualification fraud** and the associated risks of poor service and costly mistakes.

• By using your Privyseal in your communications **you make your key qualifications and ongoing compliance highly visible**.

• Your Privyseal **removes any possible doubt as to your professional competence** and assures those who deal with you that you can be trusted.

• Your Privyseal may be used to **securely sign documents** and other files in your professional capacity as an IITPSA Privyseal Holder. Such documents may be securely shared with third-parties and other key stakeholders.

PRIVYSEAL®

PRIVYSEALS AND LINKED VERIFICATION CERTIFICATES:

• Are always **genuine, current and accessible**, unlike paper-based certifications;

• Provide **constantly updated information**;

• Allow you to **showcase your expertise and compliance**;

• Protect the public by distinguishing between **compliant registered members and non-compliant unregistered persons** purporting to be a member; and

• **Reward you**, as a compliant member, for the significant ongoing cost of compliance.

KEEPING YOUR RECORDS UPDATED

• To make use of the PrivySeal service you need to ensure that your **contact details are correctly reflected with the Institute of Information Technology Professionals South Africa**.

• To do so, send an email to **memberupdate@iitpsa.org.za**, giving your membership number, mobile phone number and preferred email address.

• Once you have updated your mobile and email address details you may proceed to **sign-up for your Privyseal**.

• Please sign-up for your Privyseal on **www.privyseal.com**.

Please note that if you sign-up with a different email address or mobile number from that reflected in the IITPSA records, or use a different name, we will not be able to issue you with your Privyseal.

• For this reason, please first **update your email and mobile number contact details** by email to **memberupdate@iitpsa.org.za**.

PRIVYSEAL®

HOW DO I SIGN UP?

• All you have to do is to visit **www.privyseal.com** and sign-up. You don't have to pay anything!

• The sign-up form requires that you submit your first name, middle names, last name, email address, mobile number and choose a password. You must **verify your email address and mobile number** by entering the timed one time personal identification numbers we send you by email and SMS.

• Once your email and mobile number have been verified, please check the box to accept our **Terms & Conditions** and click on the **SUBMIT** button. You will then be taken to your profile page where your Privyseal will be displayed.
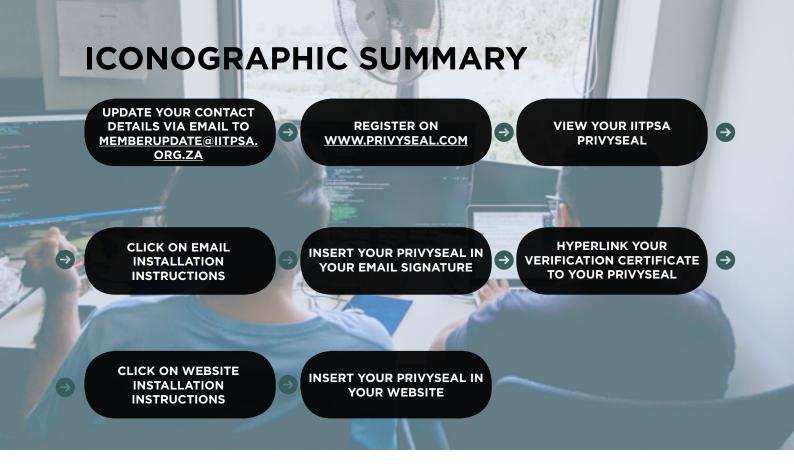
HOW DO I INSTALL MY PRIVYSEAL IN MY EMAIL SIGNATURE?

• Click on the **Email Installation Instructions link below your Privyseal**. You will see that you need to copy and paste the Privyseal link into your email signature edit box.

• To do so you will need to open your email programme and **edit your email signature**.

• Once you have your email signature editor open you may add the link to your Privyseal into your email signature, this is the **first link ending "/1s"**.

• Your Privyseal should then display in your email signature editor.

• Once you see your Privyseal, **right click on your Privyseal and add a hyperlink** to your Verification Certificate, this is the **second link ending "/1c"**.

• You must then **save your changes** and test that your Privyseal is displaying correctly in your email signature.

• To do so, please **click on your Privyseal**.

• Clicking on your Privyseal should open up an Internet browser window that displays your Verification Certificate on **www.privyseal.com**.

To view our Privyseal installation tutorial videos go to www.youtube.com and search for PrivySeal Support, or visit our FAQ page at www.privyseal.com/faq

PRIVYSEAL®

ICONOGRAPHIC SUMMARY

UPDATE YOUR CONTACT DETAILS VIA EMAIL TO MEMBERUPDATE@IITPSA.ORG.ZA →

REGISTER ON WWW.PRIVYSEAL.COM →

VIEW YOUR IITPSA PRIVYSEAL →

→ **CLICK ON EMAIL INSTALLATION INSTRUCTIONS** →

INSERT YOUR PRIVYSEAL IN YOUR EMAIL SIGNATURE →

HYPERLINK YOUR VERIFICATION CERTIFICATE TO YOUR PRIVYSEAL →

→ **CLICK ON WEBSITE INSTALLATION INSTRUCTIONS** →

INSERT YOUR PRIVYSEAL IN YOUR WEBSITE

SHARING YOUR PRIVYSEAL

You may share your Privyseal on your **social media accounts** by clicking on the **share button on your Verification Certificate**. Provided you are logged into your Facebook, Google+, LinkedIn or Twitter account, your PrivySeal Verification Certificate will be posted to your account and alert your friends and colleagues that you have a Privyseal and are recognized as a genuine and compliant Registrant in good standing with the Institute of Information Technology Professionals South Africa.

FEEDBACK

We'd love to hear your feedback. If you have any comments or suggestions, please click on 'Contact' while you are logged into PrivySeal or email **info@privyseal.com**.

IS PRIVYSEAL SECURE?

Security of your data is of paramount importance to PrivySeal. As such, certain private details (such as passwords, ID numbers, etc) are **never stored anywhere in our system.**

We make use of strong encryption and **one-way hashing** to protect critical data. We are continually updating our systems to keep them secure and resilient in the face of the latest online threats.

Lastly, all your interactions with the PrivySeal website are secured with **strong SSL encryption**, all data is encrypted in transmission & at rest, access is limited to fixed PrivySeal IP addresses & PrivySeal is POPI and GDPR complaint.

ABOUT PRIVYSEAL

PrivySeal was established in 2010 to protect consumers and bona fide practitioners.
To find out more, please visit **www.privyseal.com**

PRIVYSEAL®

FAQs

Please click on one of the FAQ links below to find out more:

Signing up for your Privyseal

How do I get access to my seal and certificate?

When I log in, I get a "No Match" pop up error

Installing your Privyseal

Changing your email address or mobile number

How do I share my certificate?

How do I reset my password?

How do I print my certificate?