

Acknowledge a Document/Video Associated with a Required Certification

One of the possible required activities for a certification is to require acknowledgement of a document or video.

User: Frank Delgado
Supervisor: Michael Dupree
My Certifications Submit Certification Manage Roles/Certifications
Frank Delgado: Certifications
Outstanding Requirements
Search: [input]
Table with 5 columns: Certification, Expiration Date, Attachments, Notes, Activity. Row 1: Code of Conduct, Nothing on file, Acknowledge Document / Video, --, Acknowledge Document / Video. Row 2: Confidentiality & Data Privacy Agreement - SEBWND, History, --, --, Complete Form or Payment. Row 3: Dress Code, Nothing on file, Submitted (1/20/2026), Pending Approval.

Acknowledge Document / Video is a context menu open as well as a button in the Activity column on a user's My Certifications Tab on the My Account Page of the People Module. It is also a clickable link in the Required Activity column on a User's Certifications Page.

Dashboard Calendar Accounts People My Account Certifications Assets Documents
Certifications
Filters
Tags: [input] Show certifications: Required for me With a required activity
Set Filter Clear
Search: [input]
Table with 4 columns: Certification, Duration, URL, Required Activity. Row 1: CPR (Quick), 1 years, Acknowledge Document / Video. Row 2: Chemical Propellants and You, 3 years, Acknowledge Document / Video.

Select Acknowledge Document / Video to open the Acknowledge Document/Video Modal, which displays the required activity directly in the modal.

Frank Delgado: Acknowledge a document or video for "Code of Conduct"
Please read the following document, then click the checkbox to confirm that you have read it.
[checkbox checked] Frank Delgado, understand that checking this box will serve as my electronic signature.

Instructions on the modal state to read the document/watch the video and click the checkbox at

the bottom of the modal to confirm you have read/viewed it. If you attempt to close the modal before acknowledging the document/video, a modal appears stating that if you close the window without acknowledgement, you will lose any progress.

trainingground.kastrack.com says

Closing this window without acknowledging that you have viewed the full document or video will lose any progress.

Click "Cancel" to stay and complete the acknowledgement or "OK" to close this window without completing the acknowledgement



Click the checkbox with the statement, "I, FIRST/LAST NAME, understand that checking this box will serve as my electronic signature.

I, Frank Delgado, understand that checking this box will serve as my electronic signature.

Clicking the checkbox completes the required activity.

The completion of a required activity can also serve as the certification submission. This is a customizable property available to any certification.

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