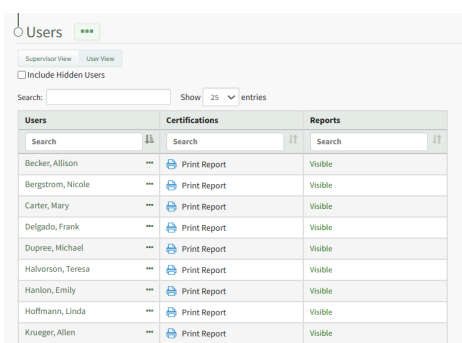


Approve Multiple Certifications Submitted for Approval by a Specific User

To easily approve multiple certifications that have been submitted for a specific user, open the Users Page in the People Module from the Main Menu. Click the name of the individual in the Users column whose certifications you want to approve.



The screenshot shows the 'Users' page in a software application. The page has a header with 'Users' and a search bar. Below the header, there are three columns: 'Users', 'Certifications', and 'Reports'. The 'Users' column lists names, the 'Certifications' column has a 'Print Report' link, and the 'Reports' column has the word 'Visible'.

Users	Certifications	Reports
Search	Search	Search
Becker, Allison	Print Report	Visible
Bergstrom, Nicole	Print Report	Visible
Carter, Mary	Print Report	Visible
Delgado, Frank	Print Report	Visible
Dupree, Michael	Print Report	Visible
Halvorson, Teresa	Print Report	Visible
Hanlon, Emily	Print Report	Visible
Hoffmann, Linda	Print Report	Visible
Krueger, Allen	Print Report	Visible

This opens the user's Certifications Details Page. Certifications pending approval are displayed in the Certification Submitted for Approval Section.

Frank Delgado: Certifications

Outstanding Requirements

Search:

<input type="checkbox"/>	Certification	Expiration Date	Attachments	Notes	Activity
<input type="checkbox"/>	Code of Conduct	Nothing on file		Submitted (1/20/2026)	Pending Approval
<input type="checkbox"/>	How to Log In - SEBWND	Nothing on file		--	Submit Certification
<input type="checkbox"/>	Janitorial Annual CBT	Nothing on file		--	Submit Certification
<input type="checkbox"/>	Moodle Course with Instructors	Nothing on file		--	Submit Certification
<input type="checkbox"/>	W4 Upload	Nothing on file		--	Submit Certification
<input type="checkbox"/>	Window Washing FAQs	Nothing on file		Submitted (1/20/2026)	Pending Approval

Showing 1 to 6 of 6 entries

Certifications Submitted for Approval

Note: If you have successfully completed a course through KAStrack's Moodle, it may take up to 5 minutes for it to process.

Search:

<input type="checkbox"/>	Certification	Expiration Date	Required	Attachments	Date Submitted	Status
<input type="checkbox"/>	Code of Conduct	1/19/2027	Southeastern Bank of Western North Dakota All Staff	Code of Conduct Certificate FD 2026-01-20.pdf	1/20/2026 18:40:37	Pending Approval
<input type="checkbox"/>	Janitor - Level I (EOY)	12/31/2026	N/A Southeastern Bank of Western North Dakota Janitor		9/11/2025 19:28:19	Pending Approval
<input type="checkbox"/>	Janitor - Level II (EOM)	9/30/2026	N/A Southeastern Bank of Western North Dakota Janitor		9/11/2025 19:28:36	Pending Approval
<input type="checkbox"/>	Window Washing FAQs	Never expires	Southeastern Bank of Western North Dakota Janitor	Window Washing FAQs Certificate FD 2026-01-20.pdf	1/20/2026 18:42:25	Pending Approval

Showing 1 to 4 of 4 entries

Certifications

Search:

<input type="checkbox"/>	Certification	Expiration Date	Required	Attachments	Notes	Actions
<input type="checkbox"/>	Chemical Propellants and You	01/17/2029	Southeastern Bank of Western North Dakota Janitor			Edit Delete
<input type="checkbox"/>	Code of Conduct	Nothing on file	Southeastern Bank of Western North Dakota All Staff		Submitted (1/20/2026)	
<input type="checkbox"/>	Company Onboarding - SEBWND	08/26/2028	Southeastern Bank of Western North Dakota All Staff	Company Onboarding - SEBWND Certificate FD 2025-08-26.pdf		Edit Delete

Clicking the three-dot icon to the right of the certification name in the Submitted Certifications Table opens a context menu with an option to Approve.

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