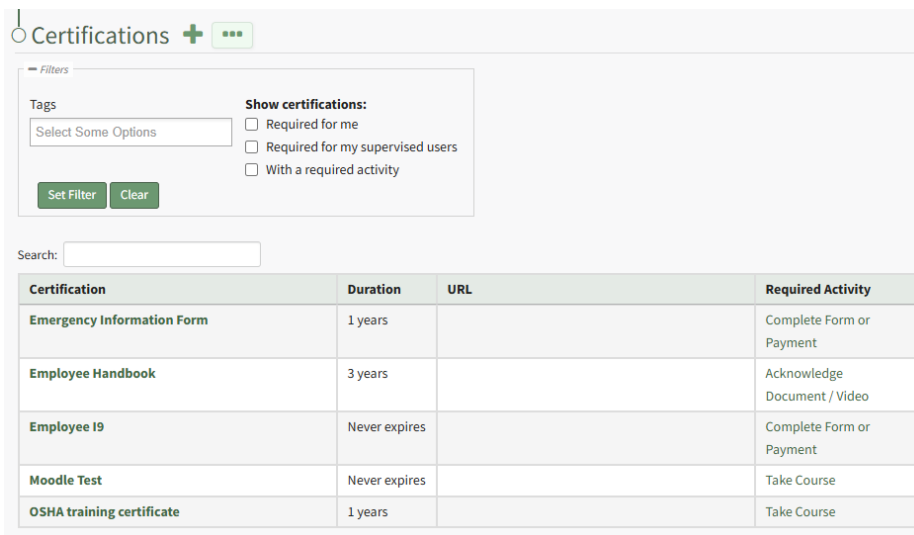


Assign Certifications to a User Independent of a Required Certification Role

To assign a certification to users independent of a required certification role, open the Certifications Page in the People Module from the Main Menu.



Filters

Tags: Select Some Options

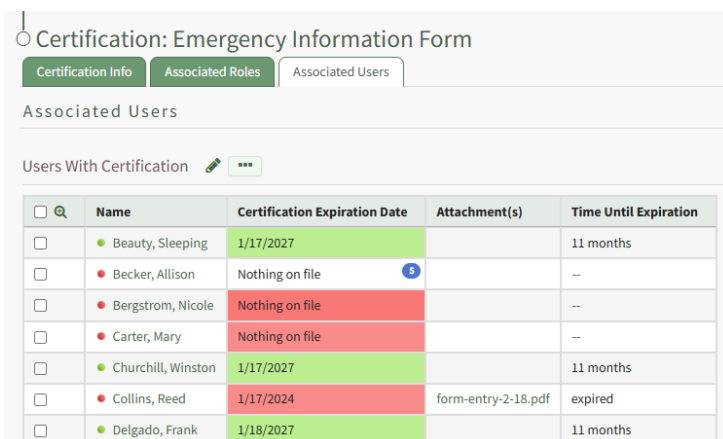
Show certifications:

- Required for me
- Required for my supervised users
- With a required activity

Search:

Certification	Duration	URL	Required Activity
Emergency Information Form	1 years		Complete Form or Payment
Employee Handbook	3 years		Acknowledge Document / Video
Employee I9	Never expires		Complete Form or Payment
Moodle Test	Never expires		Take Course
OSHA training certificate	1 years		Take Course



Click the name of the certification you wish to assign to users opening the Certification Details Page.




Certification: Emergency Information Form

Certification Info Associated Roles Associated Users

Associated Users

Users With Certification  

<input type="checkbox"/>	Q	Name	Certification Expiration Date	Attachment(s)	Time Until Expiration
<input type="checkbox"/>		Beauty, Sleeping	1/17/2027		11 months
<input type="checkbox"/>		Becker, Allison	Nothing on file		--
<input type="checkbox"/>		Bergstrom, Nicole	Nothing on file		--
<input type="checkbox"/>		Carter, Mary	Nothing on file		--
<input type="checkbox"/>		Churchill, Winston	1/17/2027		11 months
<input type="checkbox"/>		Collins, Reed	1/17/2024	form-entry-2-18.pdf	expired
<input type="checkbox"/>		Delgado, Frank	1/18/2027		11 months

Click the pencil icon opening the Select Assigned Users Modal.

Emergency Information Form: Select Assigned Users X

Click or drag users to assign this certification as an Other Required Certification.

Assigned Users	Available Users
<input type="text" value="Search"/>	<input type="text" value="Search"/>
	<ul style="list-style-type: none">Sleeping BeautyAllison BeckerNicole BergstromMary CarterWinston ChurchillReed CollinsFrank DelgadoHunter FolseMarcus GardnerTyler JohnstonTerry Jones

Clicking the name of a user will move them from the available to assigned column, and vice versa. After assigning the appropriate available users, select the Save Assigned Users button.

The user will now show in the table. In the required column, you will see "Other Required Certification" instead of an associated certification role.

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