

# Assign Users to a Certification Independent of a Required Certification Role

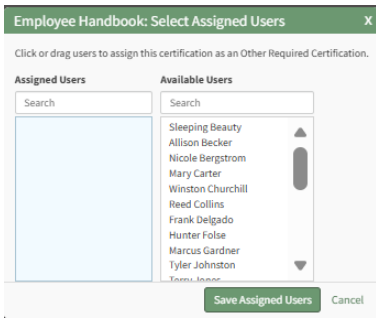
To assign a certification independent of a required certifications role, select Certifications in the People Module from the Main Menu to open the Certifications Page.

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 add users to independently of a required certification role opening the specified certification's Details Page. Open the Associated Users Tab.

Name	Certification Expiration Date	Attachment(s)	Time Until Expiration
Beauty, Sleeping	Nothing on file		--
Becker, Allison	Nothing on file		--
Bergstrom, Nicole	Nothing on file		--
Carter, Mary	Nothing on file		--
Churchill, Winston	6/29/2026		5 months
Collins, Reed	Nothing on file		--
Delgado, Frank	Nothing on file		--
Johnston, Tyler	Nothing on file		--
Jones, Terry	1/16/2026	Employee Handbook Certificate TJ 2023-01-17.pdf	expired
Man, Test	1/15/2026	Reviewed Employee Handbook Certificate TM 2023-01-16.pdf	expired
Melvin, Emma	1/16/2026	Employee Handbook Certificate EM 2023-01-17.pdf	expired
Petersen, Tracey	1/16/2026	Employee Handbook Certificate TP 2023-01-17.pdf	expired
Trainor, Troy	1/15/2026	Employee Handbook Certificate TT 2023-01-16.pdf	expired
Tucker, James	1/16/2026	Employee Handbook Certificate JT 2023-01-17.pdf	expired
Welch, Nate	1/19/2026	Employee Handbook Certificate NW 2023-01-20.pdf	expired
Wilson, Tommy	Nothing on file		--

The pencil icon and the context menu option to "Edit Other Required Certifications" both initiate the same action, opening the Select Assigned Users Modal for the specific certification.



Clicking a user in one column will move them to the other. After selecting the users you wish to assign to the certification independently of their certification roles, click the Save Assigned Users button.

The users selected will now show on the Users with Certification table.

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