

# Attach a File or Link to a User's Certification

To attach a file or link to a supervised user's certification, open the Users Page in the People Module and click the name of the user whose certification you want to attach a file or link to, opening the user's Certifications Details Page.

User: Allison Becker ⋮

Supervisor: Hunter Folse, Mitzi Orkus

User Certifications Submit Certification Manage Roles/Certifications

Allison Becker: Certifications

Outstanding Requirements

Search:

<input type="checkbox"/>	Certification	Expiration Date	Attachments	Notes	Activity
<input type="checkbox"/>	Emergency Information Form <span>⋮</span>	Nothing on file	<span>6</span>	Deferred: 01/31/2026	Submit Certification
<input type="checkbox"/>	Employee Handbook <span>⋮</span>	Nothing on file		--	Submit Certification

Showing 1 to 2 of 2 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"/>	Emergency Information Form <span>⋮</span>	1/24/2027	<span>6</span> JF General		1/25/2026 18:58:21	Declined

Showing 1 to 1 of 1 entries

Certifications

Search:

<input type="checkbox"/>	Certification	Expiration Date	Required	Attachments	Notes	Actions
<input type="checkbox"/>	Emergency Information Form <span>⋮</span>	Nothing on file	<span>6</span> JF General		Deferred: 01/31/2026	
<input type="checkbox"/>	Employee Handbook <span>⋮</span>	Nothing on file	JF General			
<input type="checkbox"/>	OSHA training certificate <span>⋮</span>	01/24/2027	JF General			<span>Edit</span> <span>Delete</span>

Showing 1 to 3 of 3 entries

Click the certification name in the table opening the user's certification.

User: Allison Becker ⋮

Supervisor: Mitzi Orkus, Hunter Folse

User Certifications Submit Certification Manage Roles/Certifications

Allison Becker: OSHA training certificate

OSHA training certificate

Supporting Attachment(s) --

Required activity Take Course

Required activity approval Auto-approve certifications submitted on completion of an activity

Cost of training 100.00 USD

Time to complete training / Course duration 1 hour

Duration certification is valid 1 year

1st Notice (Blue) 1 month

2nd Notice (Yellow) 2 weeks

Record New Certification for Allison Becker

Certification OSHA training certificate

Date completed (mm/dd/yyyy) \*

Date expires (mm/dd/yyyy) \*

This will turn blue on the morning of --  
 This will turn yellow on the morning of --  
 This will turn red on the morning of --

Add attachment(s) Drop files here or click to upload Add link

Show certification info

Approve Certification Save Changes Cancel

Comments on this Submitted Certification

Write a comment

Add Comment

User Certifications

Certification	Completion Date	Expiration Date	Required	Attachments	Notes	Actions
OSHA training certificate	1/25/2026	1/24/2027	JF General		--	<span>Edit</span> <span>Delete</span>

Select the "Drag Files Here or Click to Upload" button to attach a file to the user's certifications.

Select the Add Link button to include a URL Link with the certification.

Click the Save Changes button when complete.

User: Allison Becker ⋮

Supervisor: Mitzi Orkus, Hunter Folse

User Certifications Submit Certification Manage Roles/Certifications

Your certification has been submitted.

A textbox beneath the User Certification Tab confirms that your changes were submitted.

Revision #1

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