

Edit a User's Certification Completion / Expiration Dates

To edit a supervised user's certification completion or expiration dates, 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	Nothing on file	5	Deferred: 01/31/2026	Submit Certification
<input type="checkbox"/>	Employee Handbook	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 KAStack'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	1/24/2027	6 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	Nothing on file	6 JF General		Deferred: 01/31/2026	
<input type="checkbox"/>	Employee Handbook	Nothing on file	JF General			
<input type="checkbox"/>	OSHA training certificate	01/24/2027	JF General			Edit Delete

Showing 1 to 3 of 3 entries

Click the Edit button in the Actions column to open the Edit Certification Modal.

Allison Becker: Edit Certification - OSHA training certificate X

Edit Certification

Certification OSHA training certificate

Date completed (mm/dd/yyyy) 1/25/2026

Date expires (mm/dd/yyyy) * 1/24/2027

- ⓘ 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

Save Changes Cancel

Editing the completion date will result in the system editing the certification expiration date. Select the Save Changes button.

Your edits will be reflected in the Certifications Table.

Revision #1

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