

# Indicate a Required Cannot be Deferred

To indicate that a required certification cannot be deferred, open the Users Page of the People Module from the Main Menu. Click the name of the user whose certification you want to indicate cannot be deferred 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]

Certification	Expiration Date	Attachments
Search [input]	Search [input]	Search [input]
Emergency Information Form	Nothing on file	
Employee Handbook	Nothing on file	
OSHA training certificate	Nothing on file	

Showing 1 to 3 of 3 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]

Certification	Expiration Date	Required
Search [input]	Search [input]	Search [input]
Emergency Information Form	1/24/2027	JF General
OSHA training certificate	1/24/2027	JF General

Showing 1 to 2 of 2 entries

Certifications

Search: [input]

Certification	Expiration Date	Required
Search [input]	Search [input]	Search [input]
Emergency Information Form	Nothing on file	JF General
Employee Handbook	Submit Certification	JF General
OSHA training certificate	Complete Form or Payment	JF General
	Not Applicable / Defer	JF General
	History	

Showing 1 to 3 of 3 entries

The Certifications Table will display the user's required certifications. Click the three-dot icon to the right of the user's certifications name opening the context menu and select Not Applicable / Defer. This opens the Defer Certification Modal.

Allison Becker: Defer Certification - OSHA training certificate X

**This certification is:**

Required - do not defer

Not applicable for this user

Deferred until

Apply to the following roles:

JF-General

**Note (optional):**  
*This note may be seen publicly from the QR report.*

Save Cancel

Click to indicate that the certification is required and cannot be deferred. The certification is no longer applied through a certification role. Add any relevant notes regarding the requirement.

Any notes made regarding the deferment on this modal will be publicly visible on the user's QR Report.

Select the Save button.

Revision #1

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