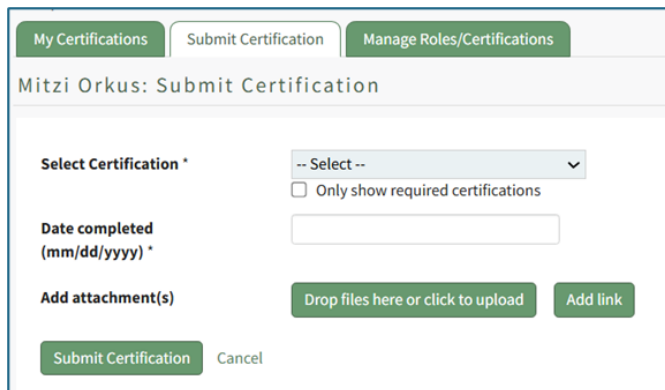


Submit a Certification

A user can submit a certification from the Submit Certification tab on the My Account Page in the People Module.



The screenshot shows a web interface for submitting a certification. At the top, there are three tabs: 'My Certifications' (highlighted in green), 'Submit Certification', and 'Manage Roles/Certifications'. Below the tabs, the page title is 'Mitzi Orkus: Submit Certification'. The form contains the following elements:

- Select Certification ***: A dropdown menu with '-- Select --' and a downward arrow. Below it is a checkbox labeled 'Only show required certifications'.
- Date completed (mm/dd/yyyy) ***: A text input field.
- Add attachment(s)**: Two buttons, 'Drop files here or click to upload' and 'Add link', both in green.
- At the bottom left, there are two buttons: 'Submit Certification' (green) and 'Cancel' (light gray).

To submit a certification, select the certification to be submitted from the dropdown list. The “Only show required certifications” checkbox can be selected for ease.

Placing the cursor in the Date completed textbox opens a calendar modal allowing a user to select the certification completion date. The date can also be entered manually in MM/DD/YYYY format.

Add attachments by selecting the “Drop Files Here or Click to Upload” button.

Add a link by selecting the “Add Link” button.

Select the “Submit Certification” button to submit or “Cancel” to return to the My Certifications tab on the My Account Page.

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