## How to upload a Certificate to a Student's Library:

If you wish to upload an externally acquired certificate or document to a Student's Library follow the instructions below.

Go to **MEMBERS > PEOPLE** to search for the student you need to access. Once located, click on the **Library Icon** near the student name to open the **Certificate Folder** 

Add N	ew Pen	son	show / Hide	Columns					Select additional pe	ermissions * Select rel	ationships * Sea	rch by Course Code or Name	✓ Sarah Brown	D Clear Filte
Arbus	Bulk Tr	raining Pro	ofile											Select Action
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2		1	×					24275	Sarah	Brown	12/01/1991	.sarah.brown@ecodev.vic.gov.au	VIC	ECONOMIC DEVELOPMENT, JOBS TRANSPORT AND RESOURCES
	E	1			-	MFEBNFA		53736	Sarah	Brown	23/01/1983	sarah.brown@delwp.vic.gov.au	VIC	ENVIRONMENT, LAND

A **People Library** pop-up window appears showing two folders; **Assessments** and **Certificates**. Click **Certificates** 

EOPLE LIBRARY		(a) (a) (a) (a)
ID: \$3736	Full Name: Sarah Brown	Date of Birth: 23/01/1983
Person		
• • • • • • • • • • •	Upload	
Seruh Brown 1983 1 23 5330		Filter by
Certificates	in Arrisometr	
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Click on <sup>+</sup> Upload

The following screen will appear:

UPLOAD	- 🗆 ×
Overwrite if file exists?	Select
Max file size allowed:	No files selecter
File extensions allowed:	
Upload	

Click on Select. Select your file (and click Open) to add file.

Click on the Upload button.

Your Certificate will now appear in the Certificates folder.

