

## 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.

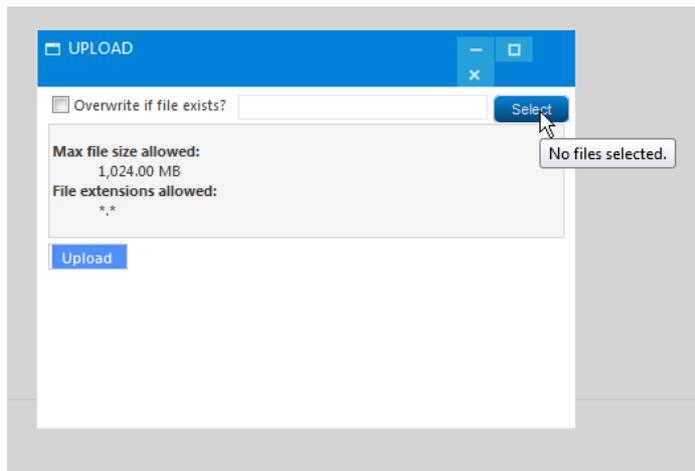
Go to **MEMBERS > PEOPLE** to search for the student you need to access. Once located, click on the **Library Icon** near the student name to open the **Certificate Folder**

	Edit	Delete	USI Saved	USI Verified	USI	Library	ID	First Name	Last Name	DOB	Email	State	Agency/Organisation
>							24275	Sarah	Brown	12/01/1991	sarah.brown@ecodev.vic.gov.au	VIC	ECONOMIC DEVELOPMENT, JOBS TRANSPORT AND RESOURCES
>			✓	✓	MFEBNFA		53736	Sarah	Brown	23/01/1983	sarah.brown@delwp.vic.gov.au	VIC	ENVIRONMENT, LAND, WATER & PLANNING

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

Click on  Upload

The following screen will appear:



Click on .

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

Click on the  button.

Your Certificate will now appear in the Certificates folder.

