

## 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**

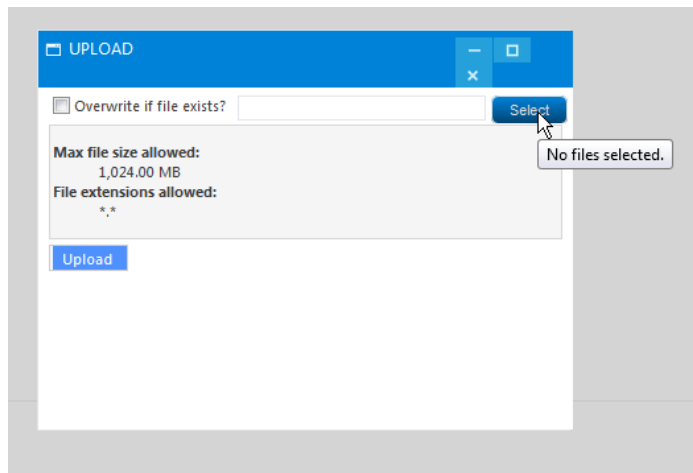
The screenshot shows the 'People' management interface. At the top, there is a navigation bar with 'Home > Members > People'. Below this, there are search filters and a table of users. The table has columns for 'Edit', 'Delete', 'USI Saved', 'USI Verified', 'USI', 'Library', 'ID', 'First Name', 'Last Name', 'DOB', 'Email', 'State', and 'Agency/Organisation'. Two rows are visible: one for Sarah Brown (ID 24275) and another for Sarah Brown (ID 53736). The 'Library' icon in the second row is highlighted with a red box. Below the table, there are buttons for 'Export to TXT', 'Get Bulk Create USI Template', 'Bulk Create USI', 'Retrieve Bulk Create Results', 'Get Bulk Verify USI Template', 'Upload Bulk Verify USI file', and 'Bulk Verify USI'.

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

The screenshot shows the 'People Library' pop-up window for Sarah Brown (ID: 53736, Full Name: Sarah Brown, Date of Birth: 23/01/1983). The window displays a file explorer view with two folders: 'Assessments' and 'Certificates'. The 'Certificates' folder is highlighted with a red box. The window also shows an 'Upload' button and a 'Filter by' dropdown.

Click on  Upload

The following screen will appear:

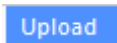


Click on .

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

Note, tips for file naming to avoid problems uploading your document:

- A good format for date designations is YYYYMMDD or YYMMDD. This format makes sure all of your files stay in chronological order, even over the span of many years.
- Try not to make file names too long, since long file names do not work well with all types of software.
- Special characters such as ~ ! @ # \$ % ^ & \* ( ) ` ; < > ? , [ ] { } ' " and | should be avoided. • When using a sequential numbering system, using leading zeros for clarity and to make sure files sort in sequential order. For example, use "001, 002, ...010, 011 ... 100, 101, etc." instead of "1, 2, ...10, 11 ... 100, 101, etc."
- **Do not use spaces.** Some software will not recognize file names with spaces, and file names with spaces must be enclosed in quotes when using the command line. Other options include:
  - Underscores, e.g. file\_name.xxx
  - Dashes, e.g. file-name.xxx
  - No separation, e.g. filename.xxx
  - Camel case, where the first letter of each section of text is capitalized, e.g. FileName.xxx

Click on the  button.

Your Certificate will now appear in the Certificates folder.

