APD-TRAIN Florida: How to Upload Certificates
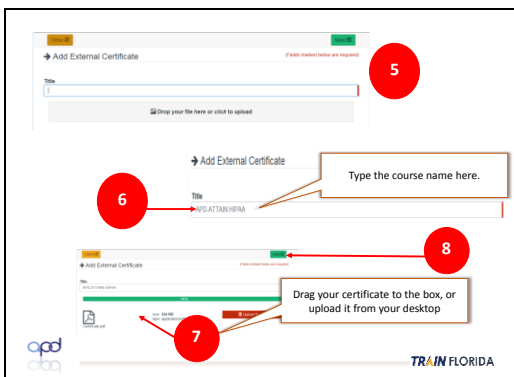
Slide 1

Uploading Certificates to TRAIN Florida

Slide 2

1. Click **Your Learning** and then click the **Your Transcript** tab.

2. Click the **clock icon** next to the course name.

3. Click the **three buttons** icon.

4. Click the **Upload External Certificate** link.

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5. The **Add External Certificate** page will display, showing a **Title** field for the certificate name and a link for **uploading** the certificate.

6. On the **Title** field, type **the name of the course (HIPAA is shown here as an illustration).**

7. Upload the certificate from your desktop. The screen will display a

green bar and a pdf icon to show that the certificate has completed the upload process.

8. Click **Save**.

Note: If you make a mistake, click the **Upload New File** button. This will remove the uploaded item and will allow you to upload a different file.
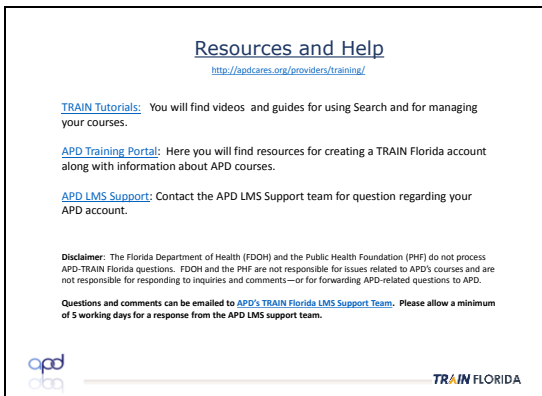
Slide 4
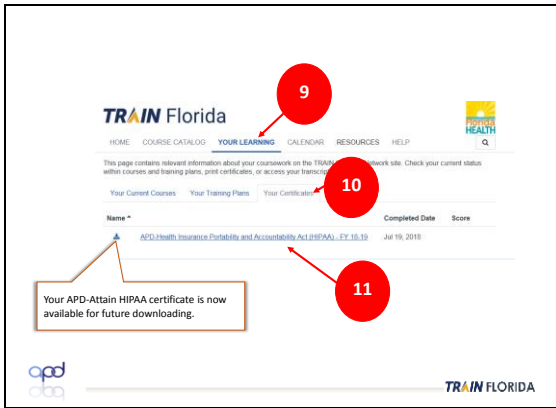
You can check to see if your certificate has been uploaded to your account by doing the following:

9. Click the **Your Learning** link.

10. Click the **Your Certificates** tab.

11. The uploaded certificate will be shown as a link. For future access, click the download icon.

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Resources and Help