

Phase	Explanation	Navigation
Go to Certificate Upload	<ol style="list-style-type: none"> From the main SG Training Web page go to My Group Account. Go to the tab 'Certificate upload' From the dropdown menu you can choose either to see all courses, or you select a specific framework where only linked courses are shown. Afterwards click submit 	<p>> My Group Account</p> <p>Cert.Up.</p> <p>Please select a framework</p> <p>All courses <input type="button" value="Submit"/></p>
Find the relevant employee and upload certificate	<ol style="list-style-type: none"> Perform an employee search by entering search criteria as e.g. surname or GID and select the relevant employee From the dropdown menu, please select the relevant course you are uploading a certificate for Set the 'valid from' date Click choose file and locate the relevant certificate Make ensure that the following criteria are followed: <ul style="list-style-type: none"> The certificate must be in PDF format only The file size must be no more than 3 MB CPR-number/personal identification number cannot be visible on the certificate 	<p>Employee </p> <p>Course</p> <p>Valid from</p> <p>Document <input type="button" value="Choose File"/></p>
Upload more certificates	<ol style="list-style-type: none"> You can add more certificates to the same person, or you can upload another certificate to another employee by clicking add new line and doing a new employee search and repeat the process 	<p> add new line</p> <p>Employee </p>
Upload the relevant certificate(s)	<ol style="list-style-type: none"> Click Upload file(s) button - You will get a message when the certificate(s) is successfully uploaded. NB! The certificate will not be shown in the employee's records before it has been approved. 	
Get the overview of your uploaded certificates	<ol style="list-style-type: none"> You can see your pending or rejected certificates in the overview on the bottom of the page. 	