





## How to upload a certificate using the profile tree

Phase	Explanation	Navigation
Find the user	<ol style="list-style-type: none"> <li>From the main SG Training Web page go to <b>My Group Account</b>.</li> <li>Search for the user, who you are uploading a certificate for.</li> <li>Click the <b>search</b> button.</li> </ol>	<p>&gt; My Group Account</p> <p>Last Name: <input type="text"/></p> <p>First name: <input type="text"/></p> <p>GID: <input type="text"/></p> <p>Department: <input type="text"/></p> <p><input type="button" value="search"/></p>
Login as a user	<ol style="list-style-type: none"> <li>Find the user you need to book training for and click the <b>Login as</b> button.</li> </ol>	
Cancel the booking	<ol style="list-style-type: none"> <li>Go to <b>My Training Profiles</b></li> <li>Expand the relevant profile</li> <li>Find the relevant course, you would like to upload a certificate for and <b>click on the upload icon</b></li> <li>From the drop-down menu select the correct course</li> <li>Click <b>choose file</b> to find the certificate stored locally on your computer</li> <li>Set the <b>valid from date</b></li> <li>Click <b>upload</b></li> </ol> <p><b>NB! The certificate is now uploaded and awaiting approval.</b></p>	<p>&gt; My Training Profiles</p> <p> </p> <p></p> <p>Course</p> <p>Document</p> <p>Valid from</p> <p><input type="button" value="upload"/></p>