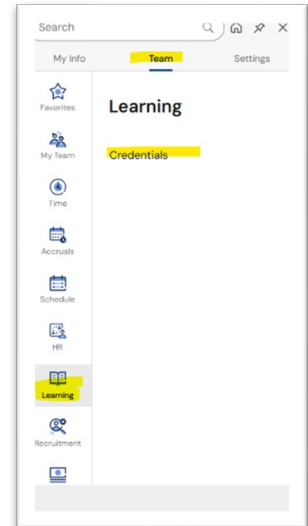


Adding Credentials for Employees

To add credentials to employee profiles, navigate to the Credentials page.

Menu > Team > Learning > Credentials



1. Select "**Add New**" to open the Add New Credential window.
2. Choose the employee by clicking the Browse icon, then select the appropriate credential type from the drop-down list.
3. Ensure the **Active box is checked**, and enter the Document number and any other required information based on the selected credential type.

Adding New Credentials

You can add credentials to an employee profile.

1. On the Credentials page, select "**Add New**."
2. In the Add New Credential window, choose the employee by clicking the Browse icon.
3. Select the credential type from the drop-down list and check the Active box.
4. Enter the Document number and any other required information, which varies by credential type.
5. Optionally, you can add notes and attach supporting documents.
6. Finally, select Save to complete the process. also add optional notes and attach supporting documents.