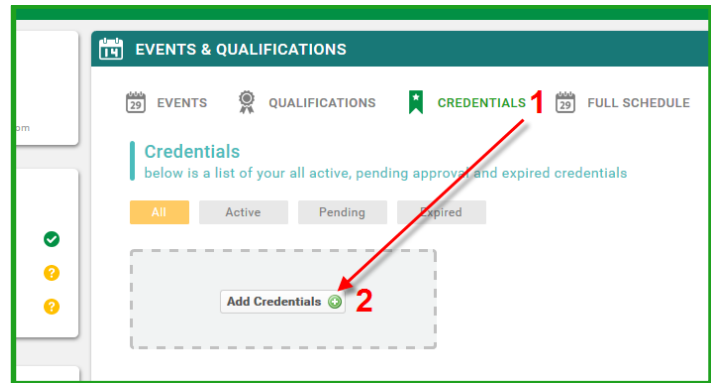
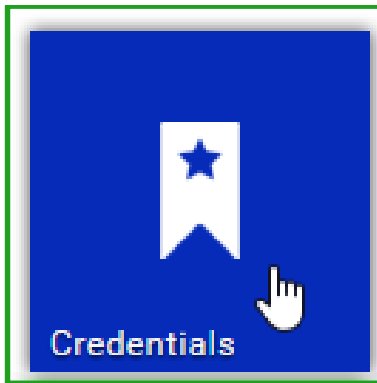


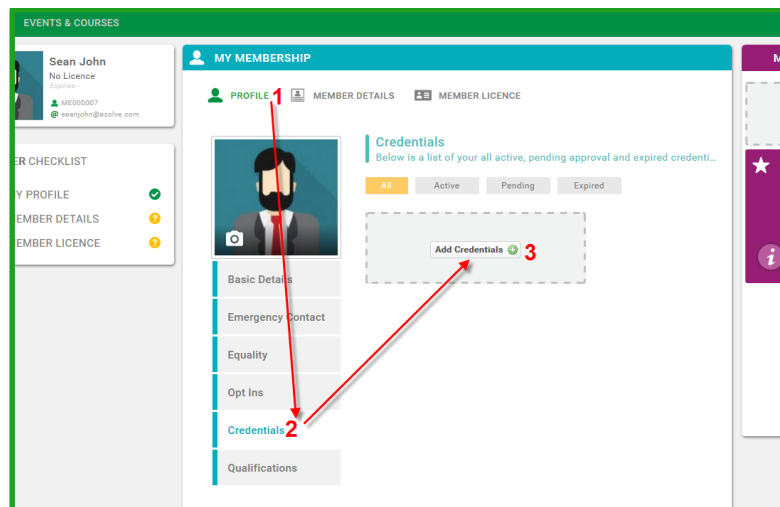
Q: How am I able to add/view my credentials?

How to add a member credential:

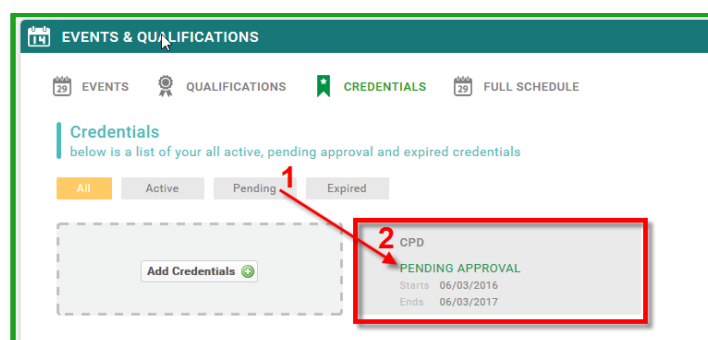
1. Sign in from the login-in screen using your username/password (these will be case sensitive!)
2. Once logged in to the system,
 - A:** From the homepage navigate to the 'Credentials' tile where you will then arrive on the credentials tab



B: When in 'My Profile -> Profile' Tab access via 'Credentials'



3. On new screen, (Credentials Tab), you will be defaulted to the 'All' view sub-tab where all Active, Expired and Pending credentials are visible. To create a new credential hit 'Add'.



- A new window will open up that will allow you to move through the various steps to create your credential. Please take care to ensure all mandatory fields and file uploads are completed:

Step 1:

Credential

Step 1 1
Select a credential from the available list below

Credential

Essential First Aid (All Ages) 2 *

Continuous Professional Development (CPD)
Disclosure & Barring Service Check (CRB)
Essential First Aid (All Ages) 3
Safeguarding & Protecting Children Workshop

Next 4
Next to credential details

Step 2:

Credential

Step 2
Please complete the following details

Essential First Aid (All Ages)

Provider St Andrews Ambulance - Glasgow Branch 1 *

Start Date 2 01/03/2016 *

Expiry Date 01/03/2017 3 *

March 2017

Back Next 4
Next to supporting evidence

Step 3:

Credential

Step 3
Please upload supporting evidence for your credential

Essential First Aid (All Ages)

Please upload a copy of your certificate or verification that you have attended a specific workshop/course/training by the provider.

Attachments Upload 1

Filename	Comment
Male4.jpg	Certificate First Aid 2

Back Finish 3
Finish to close and save

- On action 'Finish' you will be directed back to the credentials page where your new credential will now be listed as 'Pending Approval'.

Safeguarding & Protecting Children Workshop

PENDING APPROVAL

Starts 04/11/2015

Ends 04/11/2018

- You can review the progress of your credential (and all others) by clicking on the specific tile (as shown above) to review the full details and notes section:

Credential Details Tab:

Essential First Aid (All Ages)

Details Notes Entity

Start Date 01/03/2016 *

Expiry Date 01/03/2017 *

Provider St Andrews Ambulance - Glasgow Branch *

Upload

Filename	Comment
Male4.jpg	Certificate First Aid

Save

Credential Notes:

Essential First Aid (All Ages)

Details Notes 1 Entity

Notes

Add New Note

Sean John
22 March 2016 at 3:39 pm

Can i have an update please? 2

Cancel Post 3

Sean John
22 March 2016 at 3:38 pm

When can my certificate be approved?

- To add additional information to the credential record you can add notes or attach additional documentation, files etc.

8. You are also able to access the credentials section by using the 'My Credentials' section from the 'My Profile' page. From there the same process as above is fully replicated:

My Profile

The screenshot displays the 'MY MEMBERSHIP' page. At the top, there are navigation tabs: 'PROFILE 1', 'MEMBER DETAILS', and 'MEMBER LICENCE'. The 'PROFILE 1' tab is active. Below the navigation, there is a profile picture placeholder and a sidebar menu with options: 'Basic Details', 'Emergency Contact', 'Equality', 'Opt Ins', 'Credentials 2', and 'Qualifications'. The 'Credentials' section is highlighted in the sidebar. The main content area shows the 'Credentials' heading and a sub-heading: 'Below is a list of your all active, pending approval and expired credenti...'. There are three tabs: 'All 3', 'Active', 'Pending', and 'Expired'. The 'All 3' tab is selected. Below the tabs is a dashed box containing an 'Add Credentials' button. Further down, there is a 'CPD' section with a 'PENDING APPROVAL 4' status. The 'PENDING APPROVAL' section shows 'Starts 06/03/2016' and 'Ends 06/03/2017'.