Step 3: Add a Certification

, [illegible] To add a certification manually click on the **'New'** icon at the top left of the page to open the New Certification Assignment Page **(Figure 4).** Only certifications listed in the dropdown fields can be added manually. All other certifications in the Learning@griffith system are added automatically and updated daily e.g. Annual Fire Safety Training.

Complete the required fields:

Person – This will [illegible] or select the correct name.
Certification Category – Select the certification category from the dropdown field.
Certification – Select the certification from the dropdown field.
[illegible] onal).
Certification License Number – Include the License or [illegible] or the training where applicable.
Valid From – Date of attainment [illegible]
Valid To – Date of expiry select using the date picker tool [illegible] from the date of attainment.
Attachments* – Add copies of certificates where applicable e.g. Apply First Aid [illegible] First Aid

*Ensure the changes are applied by selecting the 'Save' button **(Figure 5)**. Attachments will not be uploaded if you navigate away before saving.

Certification Expiration

[illegible]