# Uploading Certificates

* Go to **Manage Student Records**, click **Search** (it’s easiest to search by DOC#)
* Type the Doc number into the **Search By** box and click **Search**.

Graphical user interface, application

Description automatically generated

* Click on the little blue man.

Graphical user interface, application

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* Graphical user interface, application

  Description automatically generatedSelect the gray **Attachment** tab on the left.
* Put in the **Date of Entry** and choose **Certification** in the dropdown menu for the **Attachment Type**.
* Click the **Select Files** button.

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* The you will find the certificate on your computer and click the **Save Changes** button. You will see the certification entry in the middle of the page under the header.

To find certifications, they will be in the **Attachments** grey tab.