

## Article 9: How Does an Admin Add/Recertify Credentials

### How Does an Admin Add/Recertify Credentials

Local admin users can add a credential for an individual or multiple employees within the **Add/Recertify Credentials** dashboard. This can be found by clicking the gear icon and expanding “Credentials”. Credentials added here will be automatically approved.

- 1) To add a credential for an employee(s), select the credential.
- 2) Choose either Single Individual or Multiple Individuals
- 3) Add the name(s) of the employee(s), credential number, activation date, expiration date, and documents.
  - a. You cannot enter unique credential numbers when adding a credential for multiple employees at once. Credentials that require a unique credential number must be entered individually.