
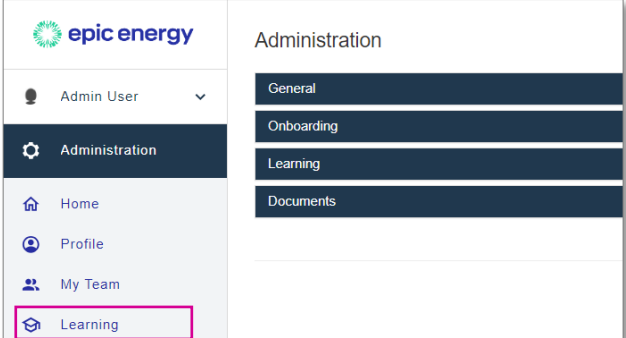
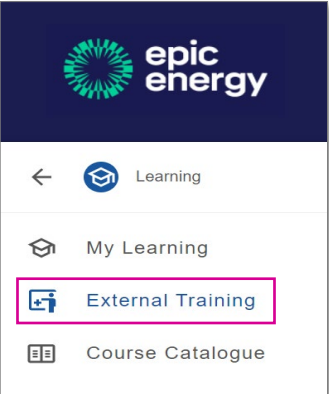
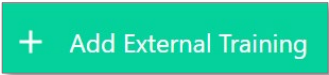
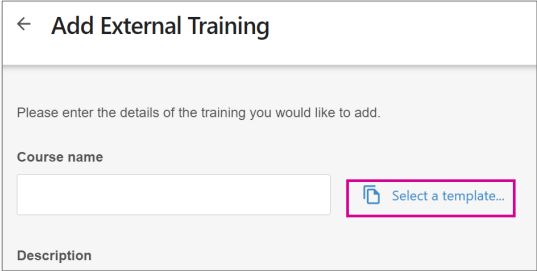
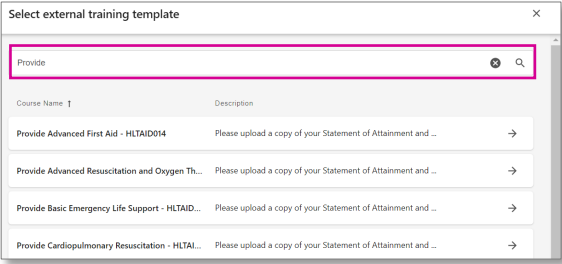
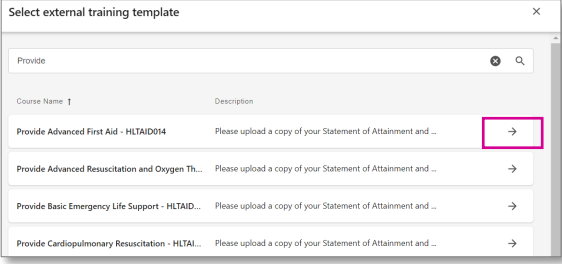
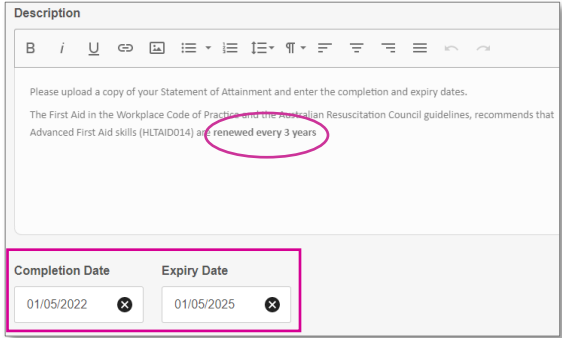
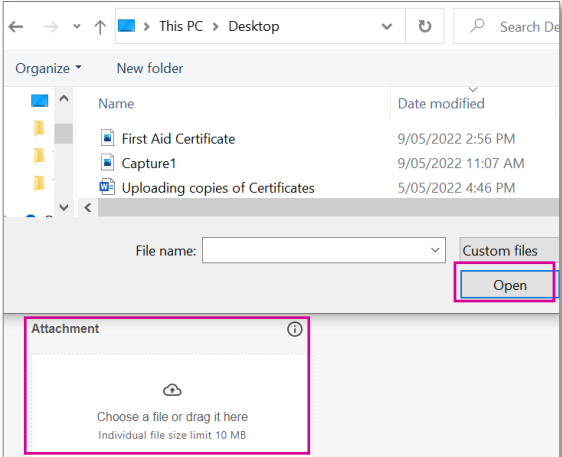


## Uploading copies of Certificates

<p>1. Log in <a href="https://epicinductions.elmotalent.com.au/">ELMO</a> (<a href="https://epicinductions.elmotalent.com.au/">https://epicinductions.elmotalent.com.au/</a>)</p>	
<p>2. Select <b>Learning</b> from the Navigation Bar</p>	
<p>3. Open the <b>External Training</b> tab</p>	
<p>4. Click on the <b>+ Add External Training</b> button</p>	
<p>5. Click on <b>Select a template</b></p>	

<p>6. Choose the Course/Licence by typing in the <b>Search by Course</b> field and clicking on the magnifying-glass or by scrolling down the list of templates.</p> <p>If the Course/Licence is not displayed, contact the People &amp; Culture Co-ordinator to arrange for it to be added.</p>	
<p>7. Once course/licence is located, click on the <b>arrow</b> icon</p>	
<p>8. Enter the following details.</p> <p><b>Date of Completion</b></p> <ul style="list-style-type: none"> <li>for Licences, enter today's date</li> <li>for Courses, enter completion date on certificate</li> </ul> <p><b>Expiry Date</b></p> <ul style="list-style-type: none"> <li>for Licences, enter Expiry Date on Licence</li> <li>for Courses, enter the renewal date (if applicable). The Description field will display the renewal period</li> </ul>	
<p>9. Upload Certificate by dragging your document into the attachment field or by clicking in the attachment field and accessing your document through File Explorer</p>	
<p>10. Check that the document has successfully loaded and click on <b>Save</b></p>	