



HOW TO UPLOAD TRAINING DOCUMENTS – EXEMPLAR LINK

To upload training documents or certificates to your Exemplar Link profile, please follow these steps:

<p>Visit Exemplar Link and login with your registered username and password.</p>	
<p>Navigate to "My Credentials"</p>	
<p>On the My Credentials page, scroll down to the section labelled 'Uploads'</p> <p>In the box labelled Training, click on 'Select Training'.</p>	
<p>A window will open for you to select files from your computer to upload.</p> <p>Please note:</p> <ul style="list-style-type: none"> • you can only upload one document at a time. • it must be in a .PDF format. 	

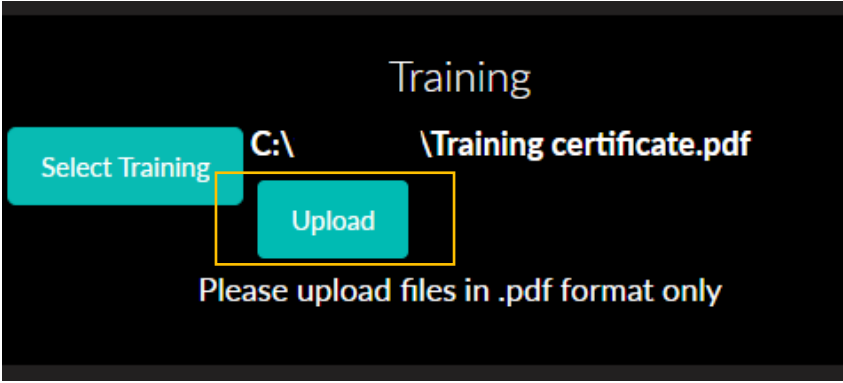


Once the file path is visible, click the 'Upload' button

Depending on the size of the document, it may take some time to upload.

Do not refresh or navigate away from the page.

Once the upload is complete the page will refresh.



Your document will appear as a link at the top of the Training box.

To delete, click on the red rubbish button.

