

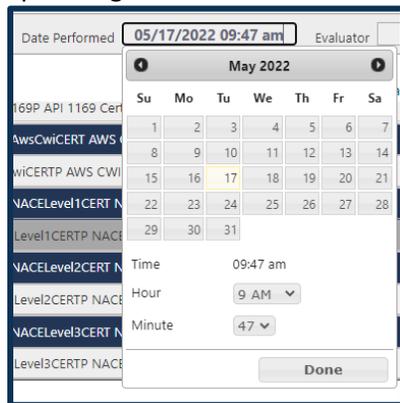
# Job Aid for Uploading Certifications

Follow these steps to manually upload certifications in the OnBoard® LMS:

**Step 1:** Log in to OnBoard. Go to **Manage > Records > Manually Upload Skill Affidavits**.



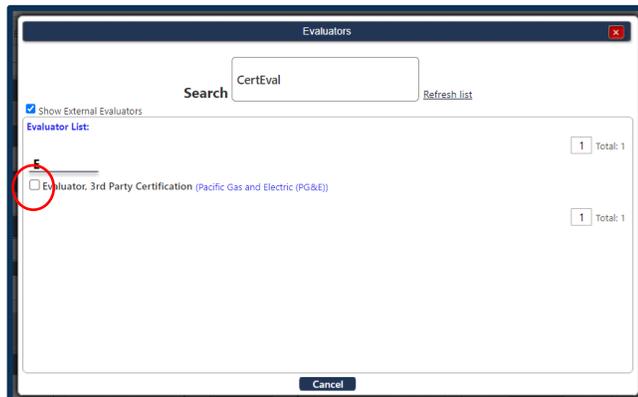
**Step 2:** You can update the **Date Performed** if it needs to be a date prior to the day you are uploading the record.



**Step 3:** To select the evaluator, click **Choose Evaluator**.



A pop-up window will appear. Search for and select the **3<sup>rd</sup> Party Certification Evaluator**, as shown below.



The evaluator's name will appear in the **Evaluator** box.



**Step 4:** Select the certification from the **Skills** box on the left. You can search for the certification or scroll to find the one you want to select.

Skills Series: PG&E Search: Group By Task

- OQ-1002 10.02 WELD INSPECTION  
PGE AwsCwiCERTP AWS CWI Certification
- PGE API 1169 API 1169 Certificate  
PGE API 1169P API 1169 Certificate
- PGE AwsCwiCERT AWS CWI Certification  
PGE AwsCwiCERTP AWS CWI Certification
- PGE NACELevel1CERT NACE Levels 1  
PGE NACELevel1CERTP NACE Levels 1
- PGE NACELevel2CERT NACE Levels 2

**Step 5:** Select the student from the **Users** box on the right. You can choose more than one student.

Users Search:

1 Total: 15

- Admin, BluJay (blujayadmin)
- Charity, Rappington K (charity6001)
- Doe, John (JohnDoe)
- Etilighthouse, Jassy W (etilighthouse5541)

**Step 6:** At the bottom of the screen, you can see the selected certification with the student's information. You can now enter the **Date Expires**.

PGE NACELevel1CERTP NACE Levels 1 Multi-Record Attachment: Attach

Remove	Name	Date Performed	Status	Evaluator	Method	Date Expires	File
<input type="checkbox"/>	Student1, PG&E Demo (QQXP)	05/17/2022 09:39 am	Complete	, Certification	Training		Attach

**Step 7:** You will need to upload a PDF of the certification to the record. Click the **Attach** button and select the PDF file from your computer.

PGE NACELevel1CERTP NACE Levels 1 Multi-Record Attachment: Attach

Remove	Name	Date Performed	Status	Evaluator	Method	Date Expires	File
<input type="checkbox"/>	Student1, PG&E Demo (QQXP)	05/17/2022 09:39 am	Complete	, Certification	Training		Attach

**Step 8:** Attest that the information is correct by clicking the box in the **Attestation** section. Click **Save** to create the certification.

Attestation

I affirm that I am the person who has administered this skill performance checklist and that I have conducted this assessment with integrity. I also affirm that the above named person(s) is(are) the person(s) assessed and that the above named person(s) performed the tasks as indicated. I also affirm that I will email, mail, or fax a signed copy of the affidavit page (front and back) to ITS. I have read and agree to the [Terms and Conditions](#).

Save Clear