
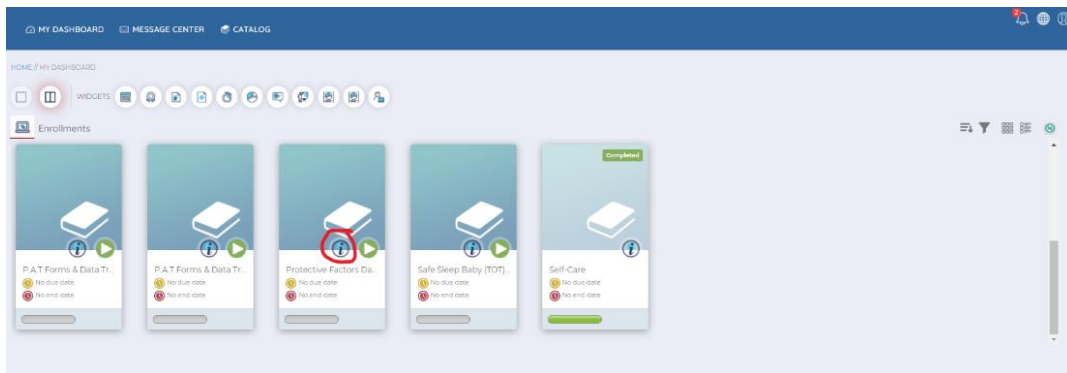



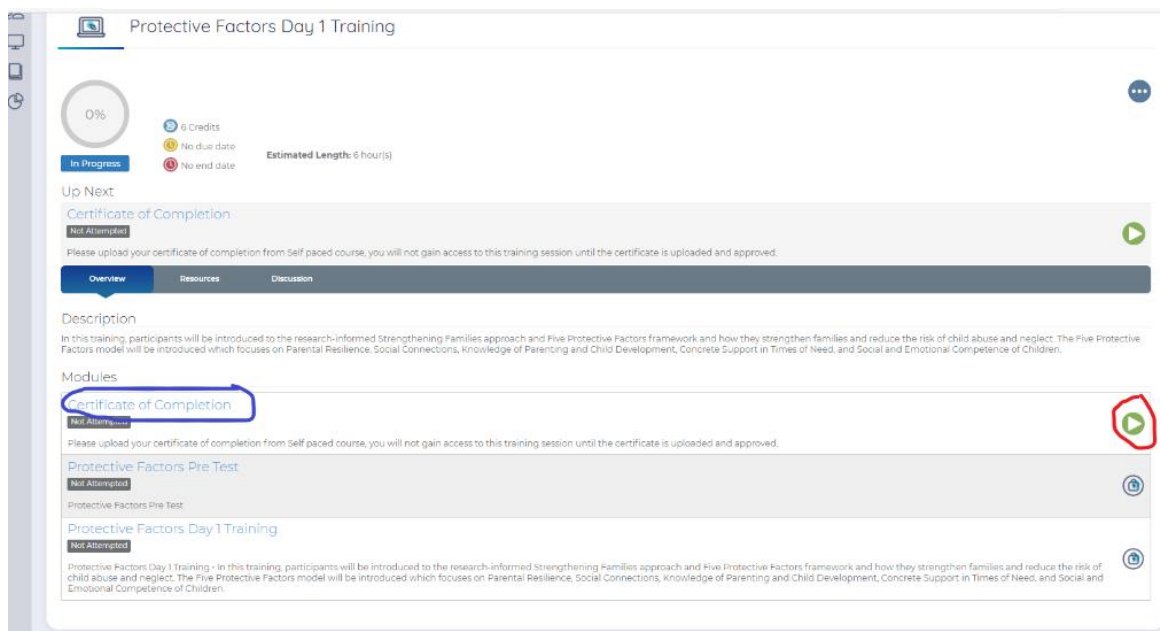
Uploading your Certificate of Completions or other Documents on LMS

Once have the document you will need to upload to your LMS Course (either a PDF or word document), follow the instructions below:

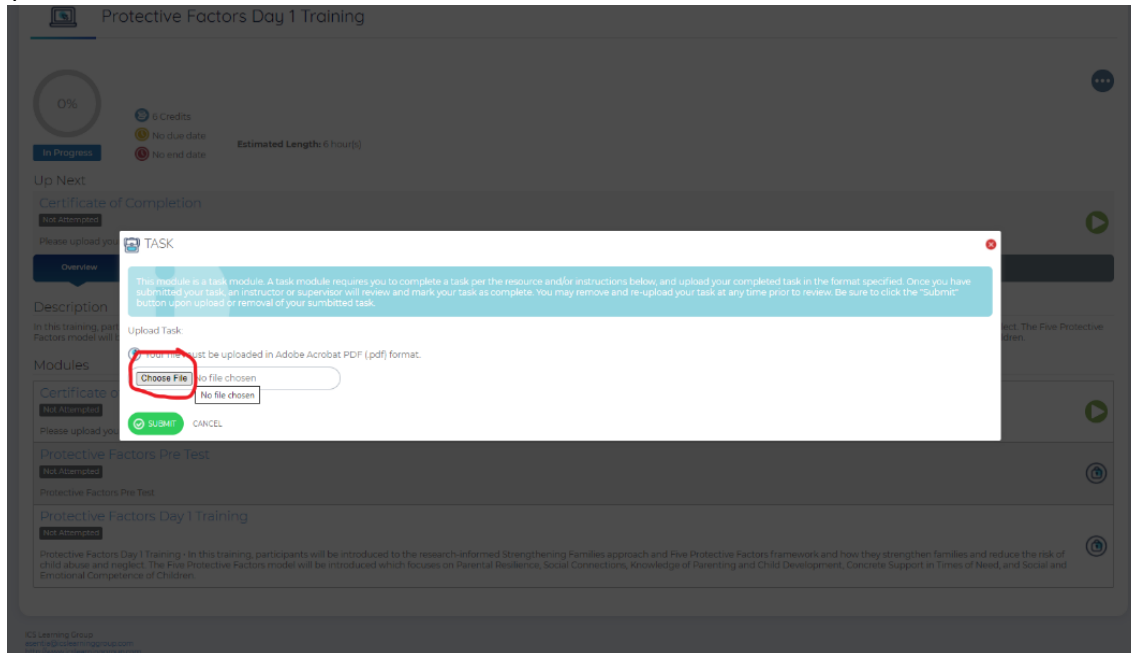
1. Log into your [LMS account](#) and **locate the training that you need to add the upload for.**
2. Enroll in the training as you would with any other training (*if you are already enrolled, skip to step #3.*)
3. From your dashboard, you will click on the  in the catalogue for the training you are uploading the document to.



4. Once you open the course, you will see the green button  for the **Certificate of Completion, Assignment Upload, etc.** Module (*this is usually the first module in the course*).



5. Click on the green arrow and a pop-up window will appear, prompting you to upload your PDF or Word document file.



6. Once you upload your document, it will take some time to sync with the system. Once it has synced, you will be able to go back into the course and complete the **Pre-Test** (if applicable) as you would for other trainings.