
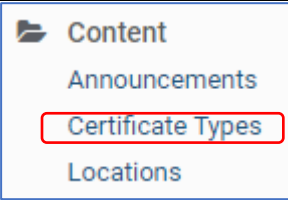
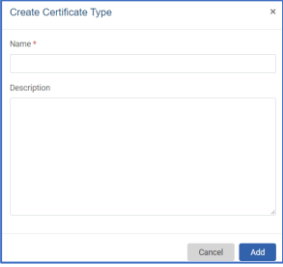
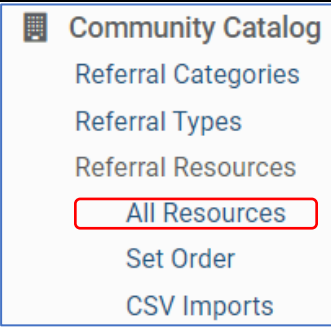
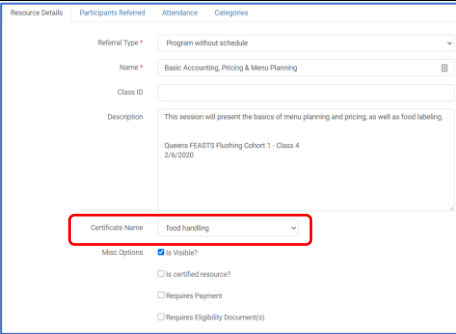
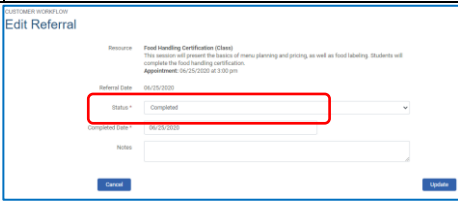


## How to Add A Certificate to a Resource & Record

	Action	Visual
1	Go to client settings by clicking the gear button	
2	On the left side, click "Certificate Types"	
3	Fill in the form – Certificate Name is required, Description is optional. Click Add.	
4	Go to the left panel of the Client Settings, click the All Resources under the Community Catalog section	
5	When adding a new resource, select the Certificate Name from the drop-down menu that is appropriate.	
6	After a student is referred to this resource and after the student has completed the program, the referral status needs to be changed to "completed."	
7	Go to the customer record, click the education tab and see the completed certificate listed.	