Safety Certificate Upload User Guide

Uploading a Safety Certificate

- Login to Skills Passport (https://www.skillspassport.com/start/)
- Go to **"My Certificates"**
- Click **"Add New Certificate"** on the left side of the screen
- Use the '**Achievement' dropdown** to select the achievement you are declaring
    - Select the achievement title that best matches your Safety Certificate
- Enter the '**Issued' date**
    - Click the calendar icon and choose the date your Safety Certificate was granted
- Enter the number of months it is '**Valid for'**
    - 12 months in a year
    - 24 months for 2 years
    - 36 months for 3 years
- Click the **magnifying glass** to select a file to attach
    - This will be your valid Safety Certificate. Do **_NOT_** upload temporary certificates – wait until you receive the official one.
    - Acceptable file types: JPG, PDF, PNG
- Click **"Next"**
- Review the information you entered is correct
- Click **"Save"**
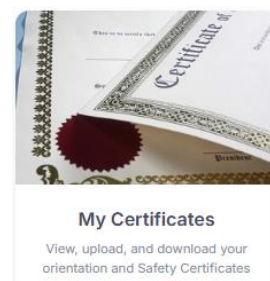
## Downloading a Self-Declared Ticket

- Login to Skills Passport (https://www.skillspassport.com/start/)
- Go to **"My Certificates"**
- Scroll to find your self-declared Safety Certificate

- Under the **'Attachment'** column click **"Download"**
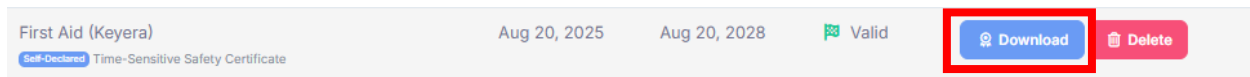
Replacing an Existing Ticket

- Login to Skills Passport (https://www.skillspassport.com/start/)
- Go to **"My Certificates"**
- Scroll to find your self-declared Safety Certificate
- Click **"Delete"**
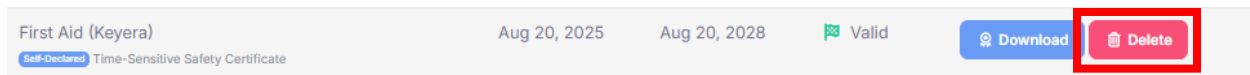
- **Check the box(es)** to confirm item(s) you are deleting
  - *"Yes, I want to delete the attachment for my achievement":* This removes the attachment only, all other information (Issued Date, Expiry Date) remains the same.
  - *"Yes, I want to delete my achievement":* This removes both the attachment and the details you uploaded to the achievement.

- Click **"Delete"** again
- Refer to *Uploading a Safety Certificate* and follow the steps to replace your certificate

Important Information

- Safety Certificate(s) must be valid and legible
  - Look to the Example Ticket for an example
  - Do not upload temporary Safety Certificates – wait to upload until you get the official one
- One attachment upload per achievement
- You are responsible for ensuring your tickets are up-to-date and valid