

How to upload a certificate of attendance /completion into your Solle16 profile, having attended an external WDHS Study Day or Course.

You are no longer required to send copies of external certificates of attendance to the Human Resources Department or Learning & Development Centre. With Solle16, staff are to load up their own external certificates of attendance as instructed below into Solle16.

These instructions are not to be used for the loading up of certificates of completion for Solle16 on-line courses such as Hand Hygiene or Food Safety.

Please see separate instructions available on WDHS's intranet paged listed under Quick Links > Solle16 for the loading up of Hand Hygiene and Food Safety certificates of completion into Solle16.

Before you can load up a WDHS external certificate of attendance into Solle16, you will first need to save your received certificate onto your computer as a pdf file i.e, either onto your desk top or into a file on your computer. If you do not have the ability to scan a certificate at home, please bring your certificate in person to the Learning & Development Centre for scanning and emailing to you.

Loading up your certificate:

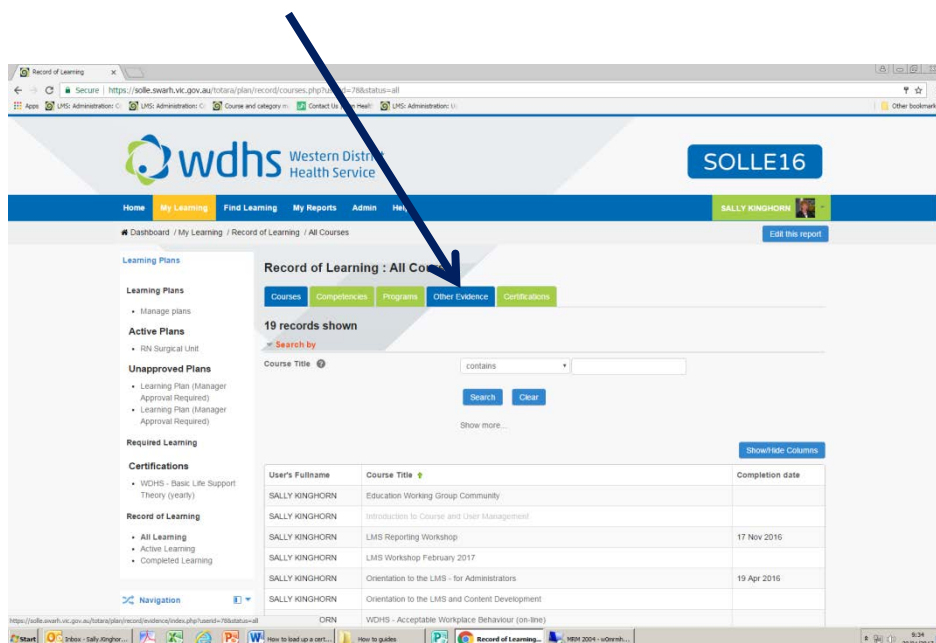
- Log into your Solle16 account a normal
- Select **My Learning** from the top tool bar as below



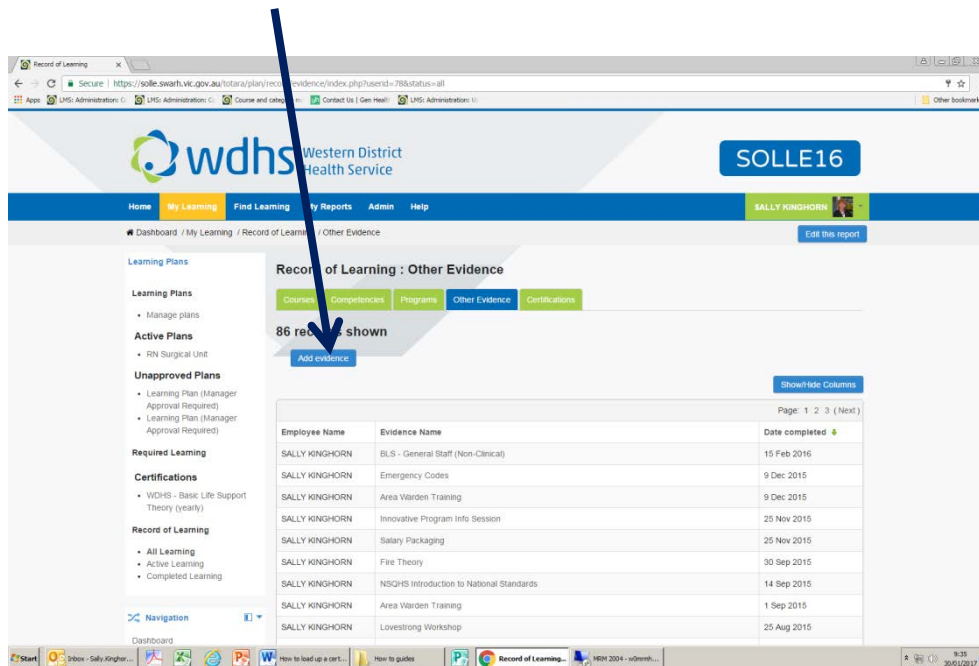
- Scroll down and select **My Learning > Record of Learning** when the menu below appears



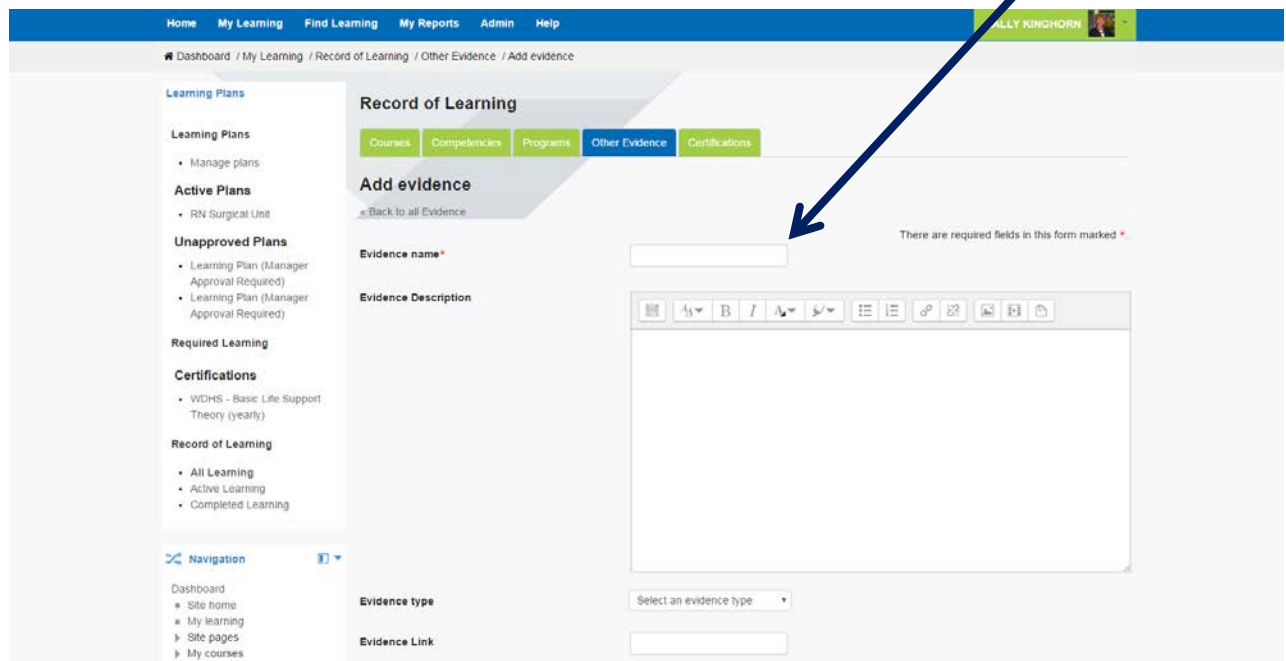
- Select **Other Evidence**



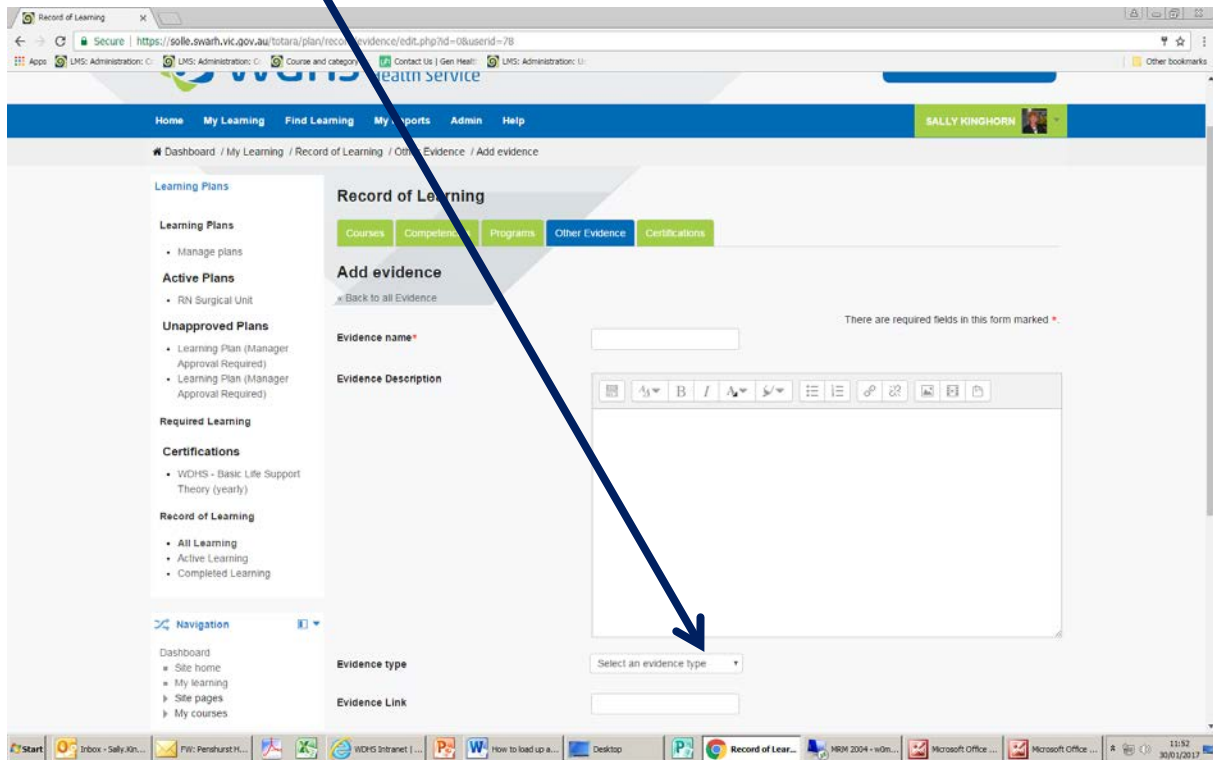
- Select **Add evidence**



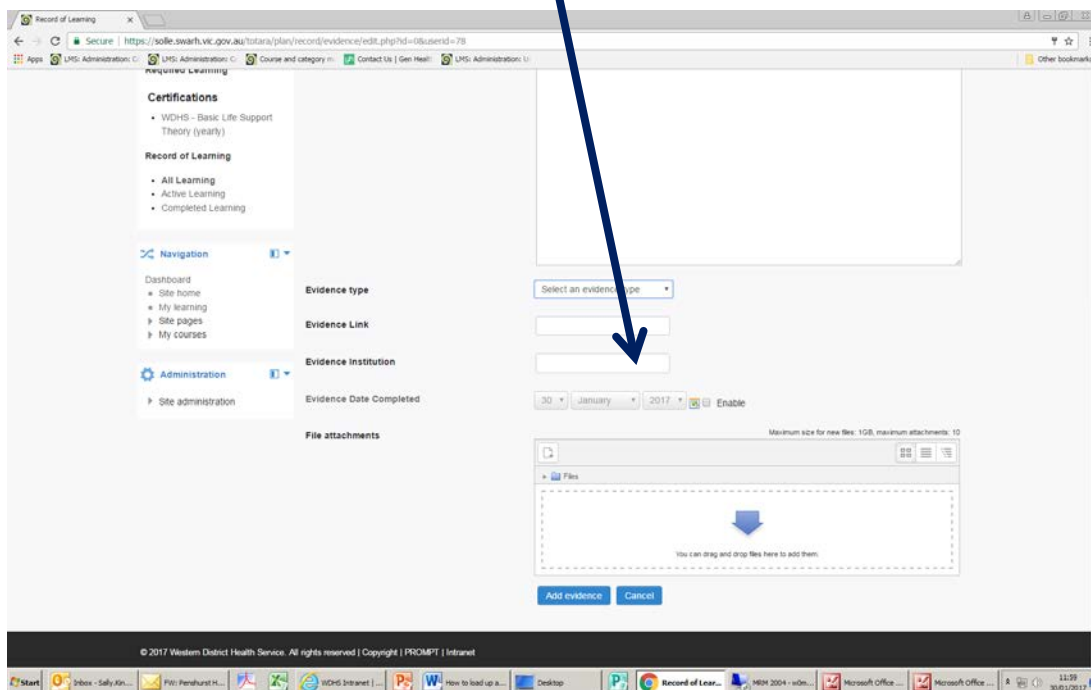
- The screen below will appear. Please fill in, in the space provided for **Evidence name** the name of the study day or course, and the date you undertook the course or year following the name.
eg. *Emergency Trauma Management course 20-01-2017*



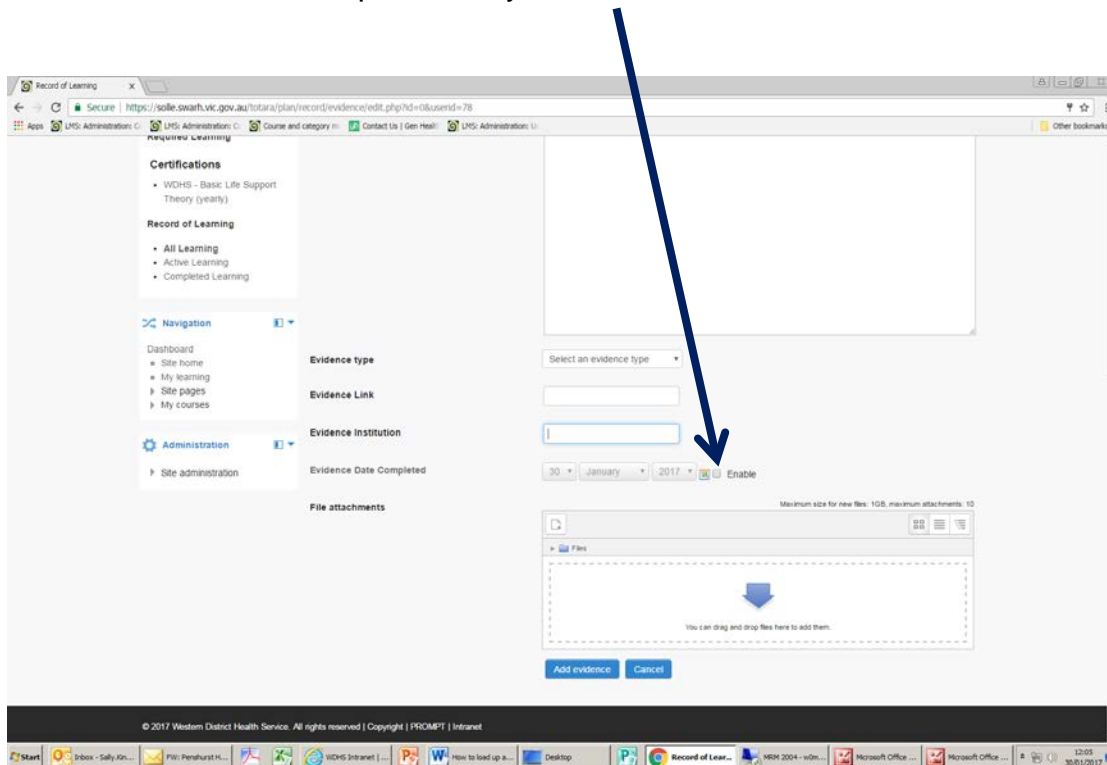
- Scroll down to **Evidence type** and using the drop down arrow select the type of evidence you are loading up.



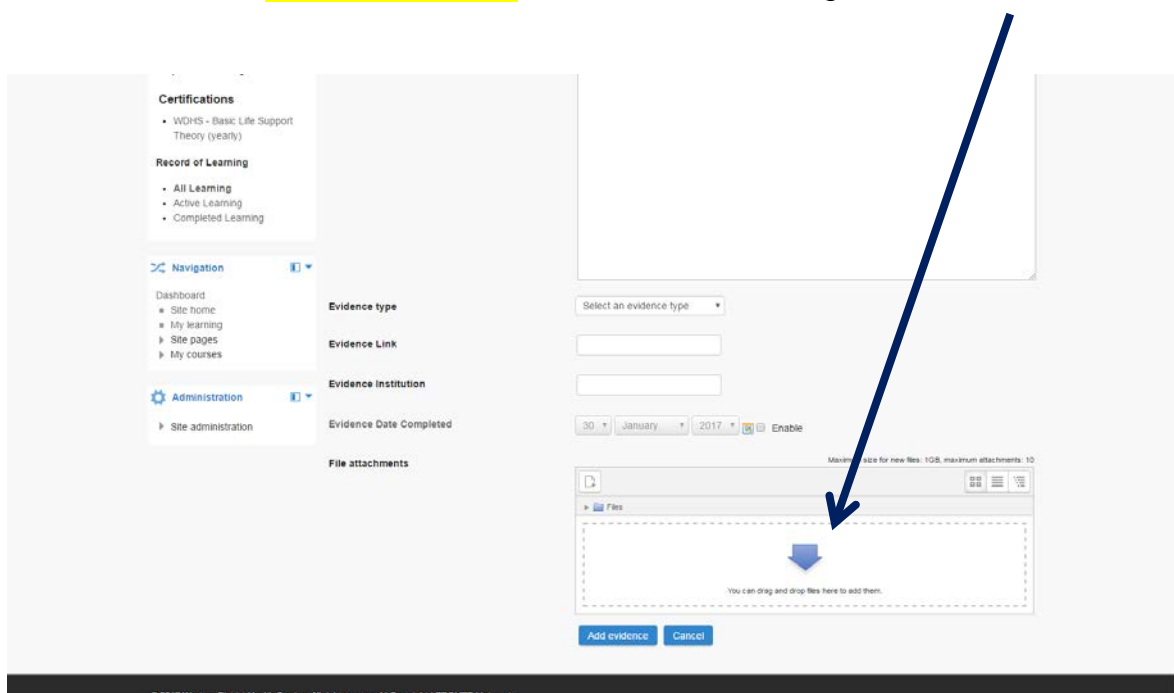
- Scroll down to **Evidence institution** and enter the name to the institution or organisation who conducted the study day or course.



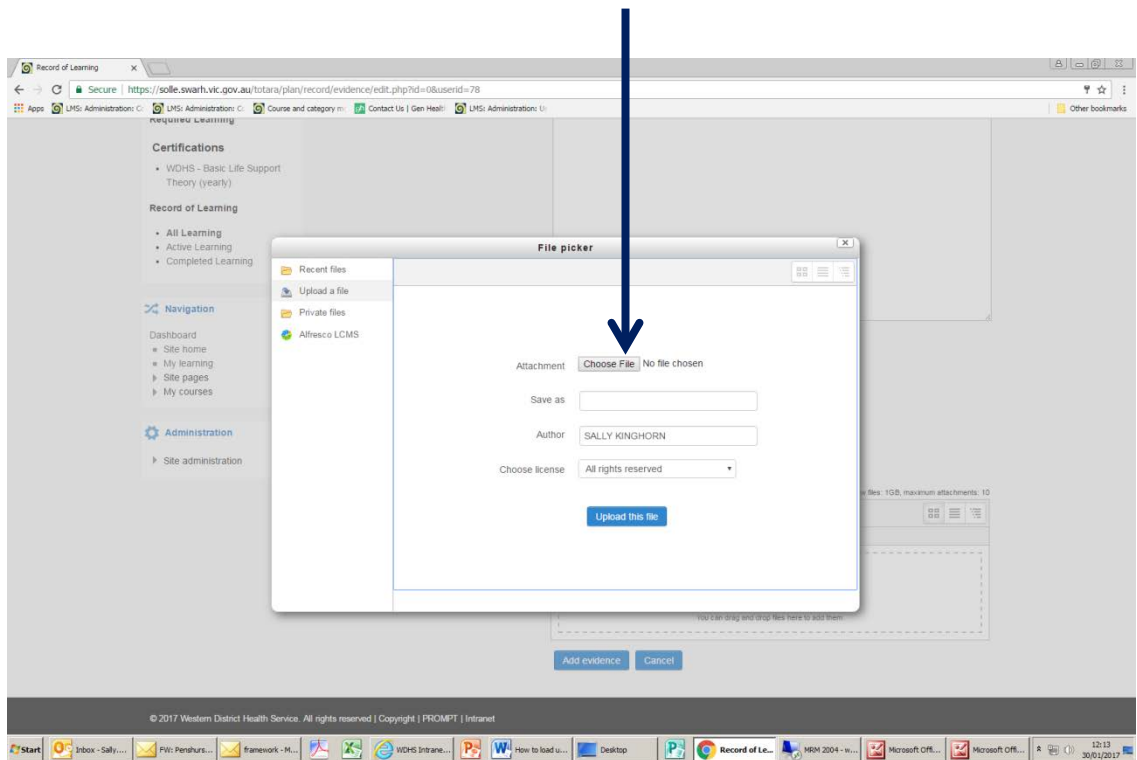
- Scroll down to **Evidence Date Completion**. Select the Enable box and then enter the date of completion on your certificate.



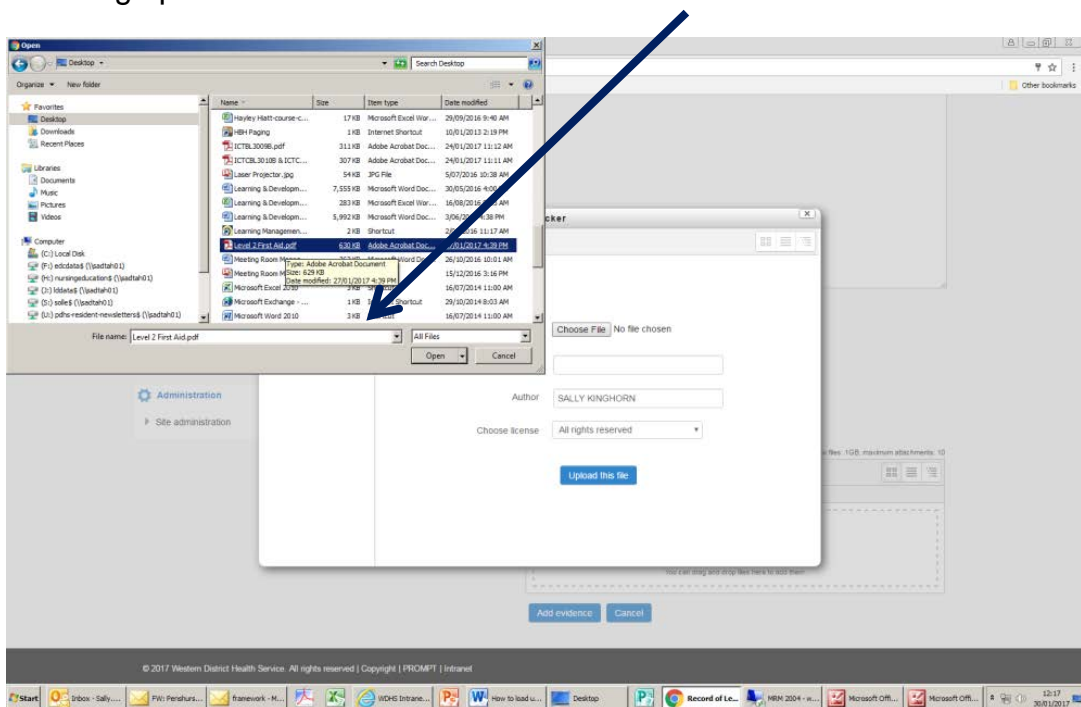
- Scroll down to **File attachments** and click near the large downward arrow



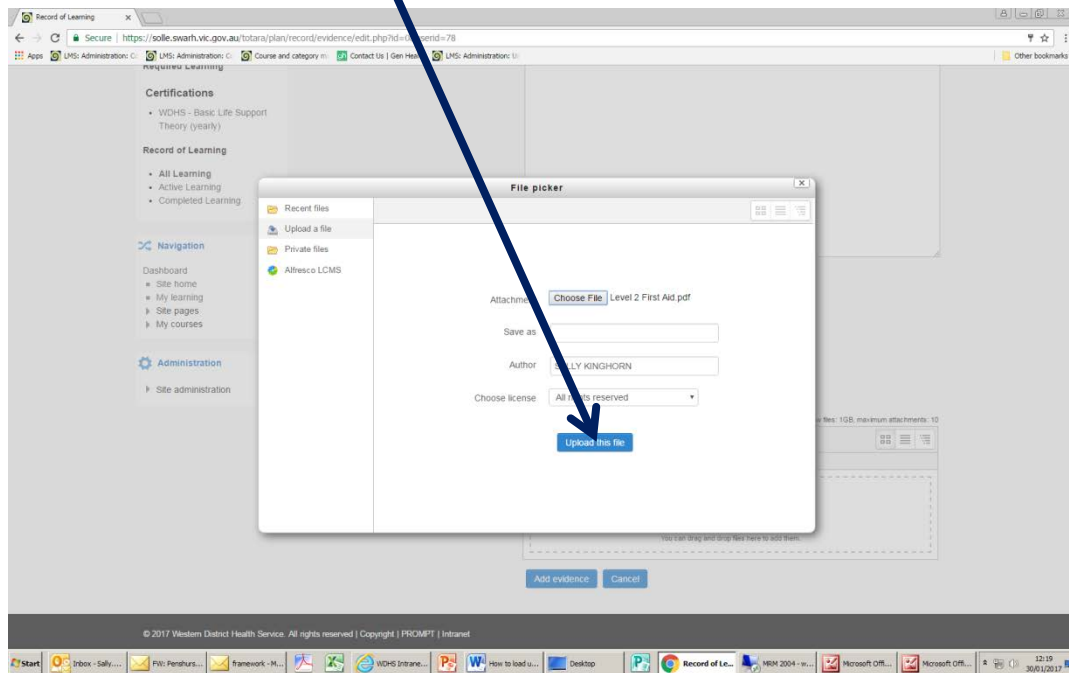
- When the screen below appears click on **Choose File**



- The view below will appear on your screen. You will now need to navigate on your computer to where you have saved your certificate and select. Then attach it by selecting open



- Then select **Upload this file** – wait as there will be a little delay before the following screen appears



- Select the **Add evidence** button to complete uploading your certificate. Repeat process to upload multiple certificates/evidence items.

