## Mail Certifications

Some systems are configured to send a physical copy of a certification to an individual. Certification Sent is the date that the certification was physically sent to an individual.

- 1. Log in with a Site Manager account.
- 2. Select **Accounts** under Users in the main navigation menu.

USERS -
Access Codes
Accounts
Notes
Campuses

- 3. Select an account name to open the individual's profile.
- 4. Select Certifications from the Sections menu on the right. If you can't see the menu, show the

	Sections
	💼 User Details
	Registrations
	👞 User's Transcript
	X Exceptions
	123 Access Codes
Tool Panel.	Certifications

5. Optionally update the Certification Mailing Address at the bottom of the page. The address is automatically populated from the address information on the indvdual's profile if, but can also be edited by the Site Manager here.

## **Certification Mailing Address**

Last Modified:	3/1/2019 2:36:50 PM	
Street Address:	91 Cumberland Street Sout	
City:	Thunder Bay	
State:	Ontario 🔻	
Zip/Postal Code:	P7E 6A7	
Country:	Canada	v
	Update	