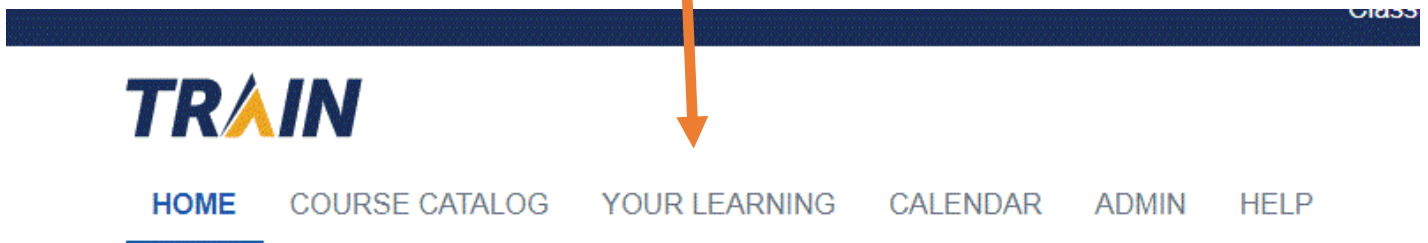


Adding a certificate to your KS-TRAIN Transcript

FIRST: make sure you save your certificate to your computer as a PDF.

Log in to your KS-TRAIN account, click on **YOUR LEARNING** at the top of the screen to access your learning records.



1. Once in Your Learning Page, click on the **YOUR TRANSCRIPT** page. From here, click on the “Add an external record” button to add your new certificate to your transcript.

Title	Status	Completed Date ^	Score	Credit Type	Format
G350 - Fallout Shelter Management	Completed	Apr 15, 1982		24 / Contact Hours	User Added: ...

2. Complete all the fields in the External Record window. The **Course URL** should start with “Http://” or “Https://”. The **Format** for all Independent Study (IS) courses should be “**Live Event (Online)**”. **Credit Type** is CEU/CE, write the amount shown in your FEMA certificate. The **Course contact name** is usually the FEMA director that signed your transcript, you can leave the email and phone number fields blank if you don’t know them. Complete your **Start** and **Completion** dates, you can skip the score if you don’t know it. Then click the green **SAVE** button at the top-right corner. You can click **CLOSE** after you see the confirmation that “your changes have been saved.”

Close

Save

→ Add external course (Fields marked below are required)

Title

Course url

Course provider name

Course format

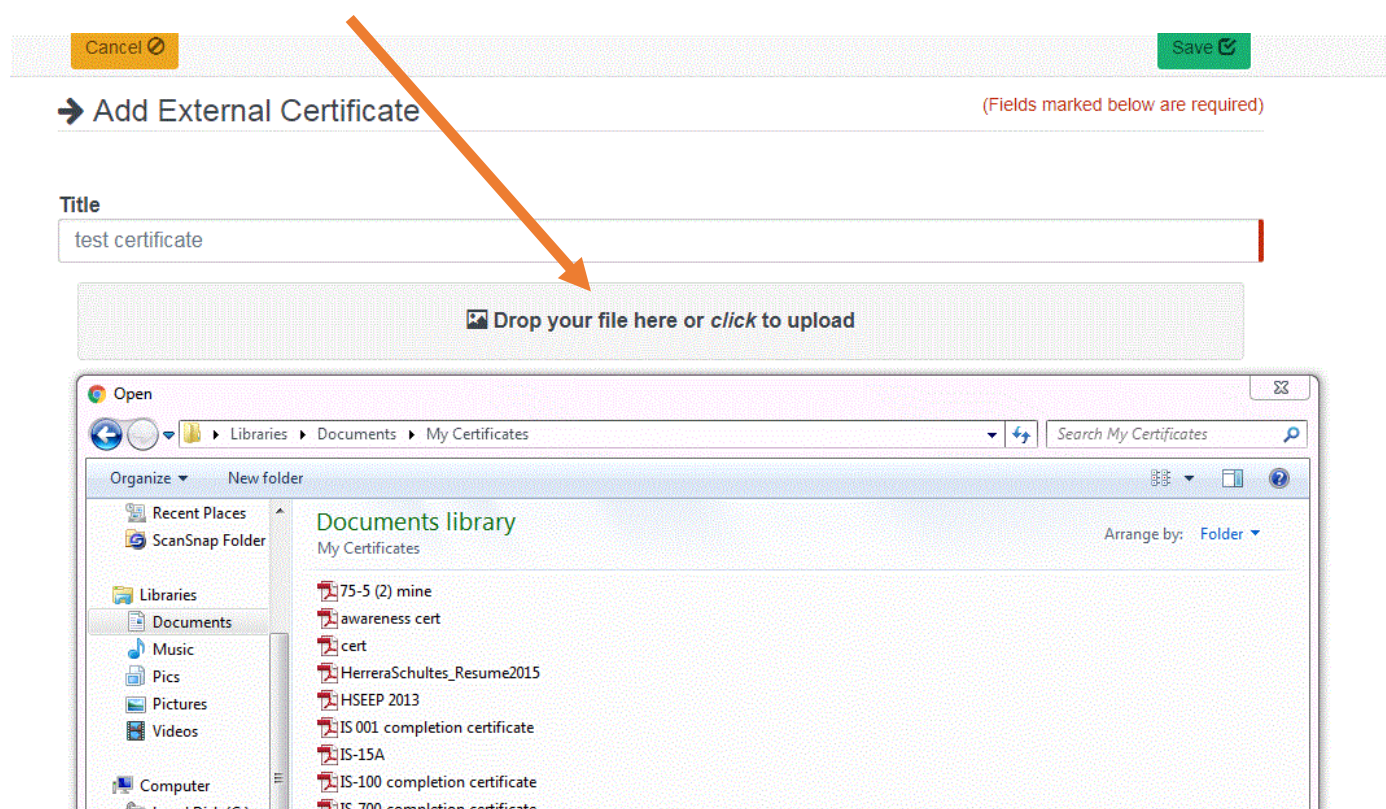
Credit type

Course contact

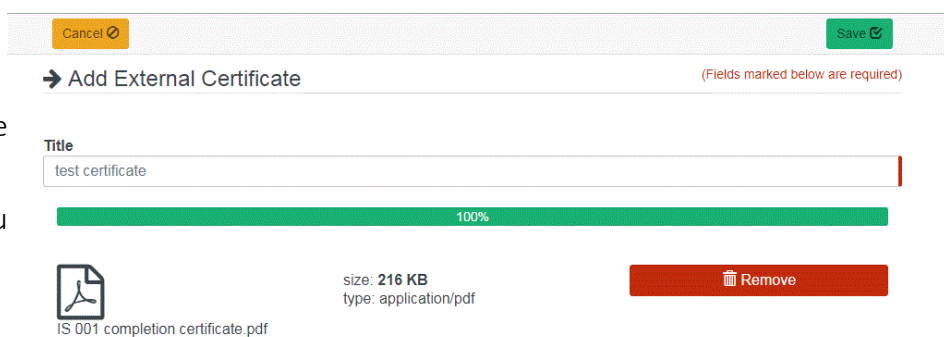
Closing the window will take you back to Your Transcript. You might have to scroll down to find the class you just added. It usually has a green button showing “Completed: Not Verified”. Your new class should have **three vertical dots** at the left of the title, clicking on those dots will give you the option to **Edit your entry** or **Upload External Certificate**. Select to **Upload External Certificate** to open that window.



3. From the Uploading External Certificate window, you can drag your file to the window shown, or click it to open your computer dialogue window to find your file and click “Open” to see your new certificate upload.



You’ll see this confirmation once your document is uploaded successfully. Just click **SAVE** to be done, or **REMOVE** if you think you uploaded the wrong document. You can **CLOSE** your window once you see “your changes have been saved” confirmation.



4. If you want to make sure your new certificate is there, you can click back to the **YOUR CERTIFICATES** tab. It should show up there with an option to download your certificate again if you want to. This new certificate will stay in your transcript unless you want to remove it.

KANSAS TRAIN

HOME COURSE CATALOG **YOUR LEARNING** CALENDAR ADMIN HELP

This page contains relevant information about your coursework on the TRAIN Learning Network site. Check your current status within courses and training plans, print certificates, or access your transcript.

Your Current Courses Your Training Plans **Your Certificates** Your Transcript

Name ^	Completed Date	Score
G970B - Community Vulnerability Risk Assessment	Sep 20, 2000	
KDEM: WebEOC Training (1006135)	Jan 25, 2007	
test addition	Oct 2, 2017	

You can repeat steps 1 through 4 if you have several certificates to upload.

Uploading your certificates will make them viewable to TRAIN administrators when checking prerequisites for trainings you're registered for. Once we can see your uploaded certificate, we can change the status from "Not Verified" to "Completed" as necessary. We won't have to keep asking your for prerequisite certificates every time you register for a new course now.

Note: if you have any trouble with the KS-TRAIN website, please contact the KS-TRAIN Help Desk at helpdesk@kdheks.gov or 785-296-5655.

→ Add external course

(Fields marked below are required)

Course Title as it appears in your Certificate →

Title

Title

About

Course URL and provider name should appear like this:

Course url

https://www.fema.gov

Course provider name

FEMA - Independent Study Office

Course format

Live Event (Online)

Credit type

CEU/CE

Credit amount

Credit amou

Course Format is web-based, self study if you took the training online. FEMA usually offers CEU/CE credit, amount is as it appears in your certificate →

Contact Name should appear like this:

Email and Phone information is not necessary.

Course contact

Course contact name

FEMA Independent Study Office

Course contact email

Contact email

Course contact phone

() - -

Your status

Start date

Start date



Completion date

Completion date



Score type

- Point value
- Percent value

Your score

Score points

points

FEMA does not give you scores, this can remain blank.

You can note additional information or notes for your information.

Additional information

Additional information