

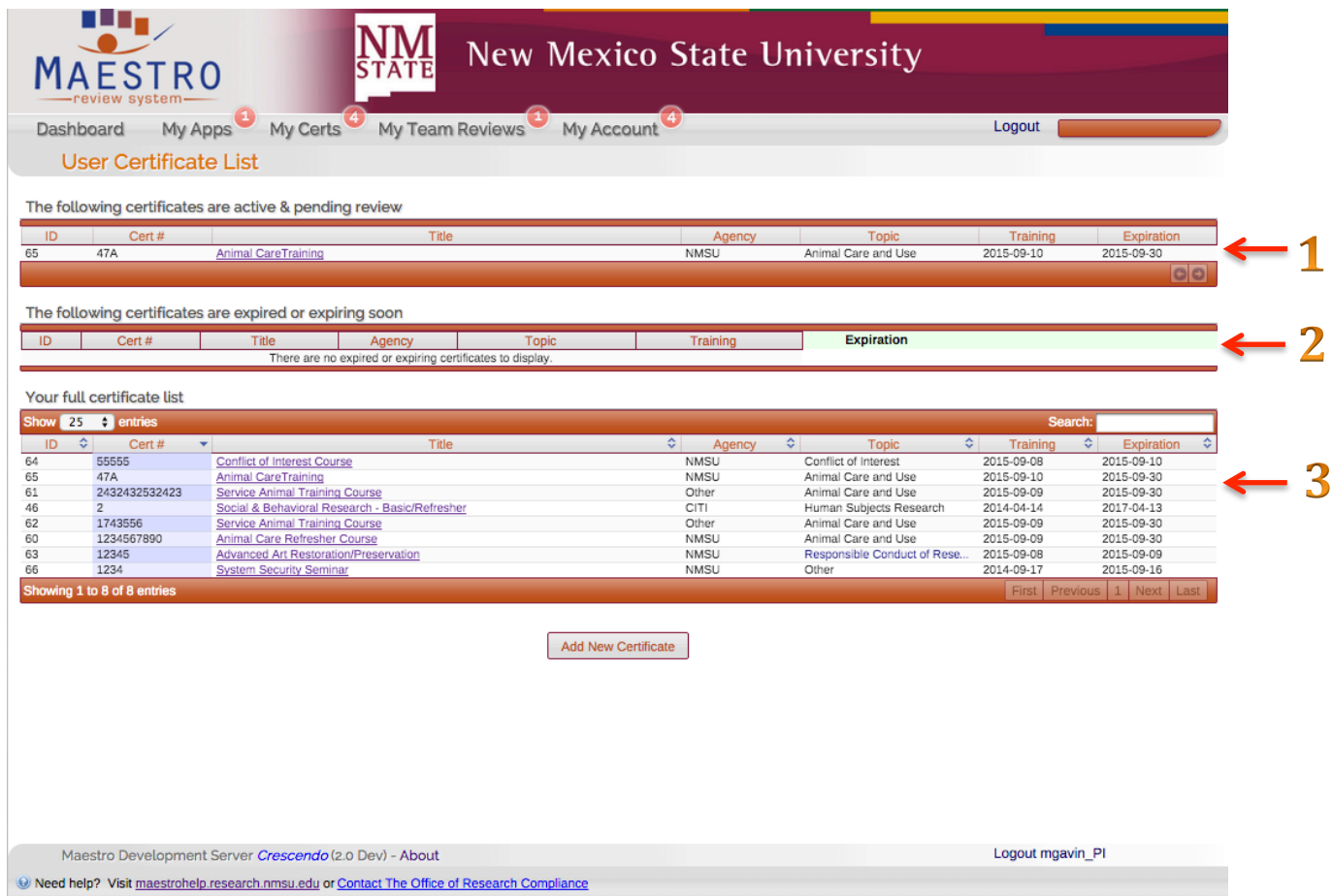
## How to Upload, Manage, and Update Your Training Certificates

### •Managing your training certificates

To manage your training certificates you can click the “My Certs” tab at the top of any Maestro webpage to access your User Certificate List.

The list is separated into 3 sections:

- 1) Certificates that you have uploaded to replace an expiring or expired certificate and are active but are awaiting administrative review and verification
- 2) Certificates that have expired or are expiring soon for which an updated certificate still needs to be uploaded and approved as a replacement.
- 3) List of all your certificates that have been uploaded into Maestro.



The screenshot shows the Maestro User Certificate List interface. At the top, there is a navigation bar with tabs: Dashboard, My Apps, My Certs (highlighted with a red circle and '1'), My Team Reviews, My Account (highlighted with a red circle and '4'), and Logout. Below the navigation bar, the page title is "User Certificate List".

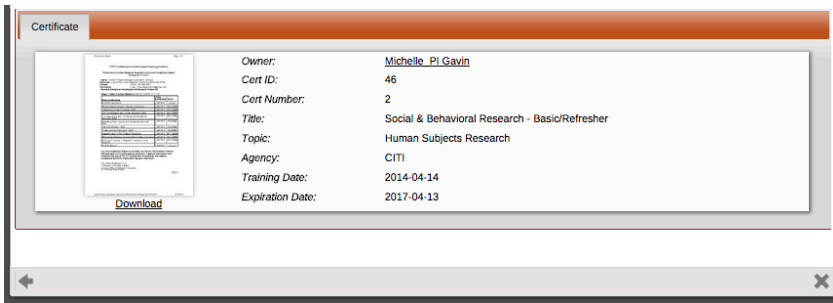
The first section is titled "The following certificates are active & pending review". It contains a table with columns: ID, Cert #, Title, Agency, Topic, Training, and Expiration. A red arrow labeled '1' points to the first row of this table.

The second section is titled "The following certificates are expired or expiring soon". It contains a table with columns: ID, Cert #, Title, Agency, Topic, Training, and Expiration. A red arrow labeled '2' points to the Expiration column header.

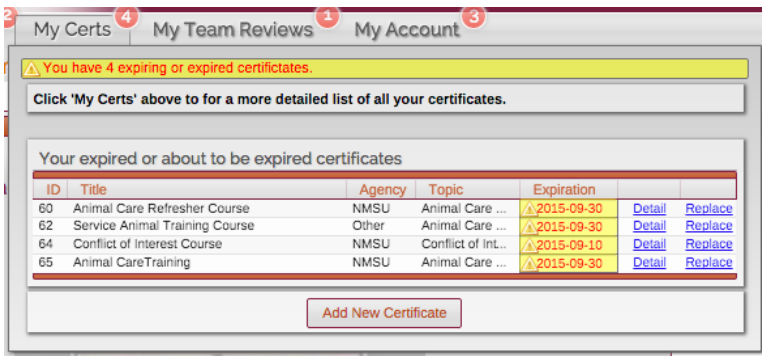
The third section is titled "Your full certificate list". It contains a table with columns: ID, Cert #, Title, Agency, Topic, Training, and Expiration. A red arrow labeled '3' points to the first row of this table. Below the table, there is a button labeled "Add New Certificate".

At the bottom of the page, there is a footer with the text: "Maestro Development Server Crescendo (2.0 Dev) - About" and "Logout mgavin\_PI". There is also a link for help: "Need help? Visit maestrohelp.research.nmsu.edu or Contact The Office of Research Compliance".

To view an existing certificate, simply click on the certificate’s title and a pop-up pane will appear with the certificate details and a small preview image of the uploaded PDF. To download a copy of your certificate to your computer, click the “Download” link below the certificate image.



You can also use the following dropdown menu to manage your certificates by simply hovering over the “My Certs” tab instead of clicking on it.



Here you can upload a new certificate, view the details of the listed expiring certificates, and submit a new certificate intended to replace an expiring certificate. If a certificate is currently or nearing expiration and is attached to an active application, it will be listed here with the expiration date highlighted in yellow.

### •How to Upload Your Training Certificates

In both cases, if you wish to upload a new certificate, you may click the “Add New Certificate” button and the Add New Certificate panel will be displayed. This panel allows you to **(A)** enter the certificate number; the name of the training course for which the certificate was issued; the agency associated with the training; the topic category of the training; the date of the training itself as well as the date the certificate expires. It also lets you attach a scan of the certificate as a PDF file **(B)**.

Fields with an asterisk (\*) are required fields and must be completed in order to submit the certificate.

The screenshot shows a web form titled "Adding Certificate" with a sub-section "Certificate Information". The form contains the following fields and controls:

- Certificate #: 47A
- Course Title: Animal Combat Training
- Agency: NMSU (dropdown menu)
- Topic: Animal Care and Use (dropdown menu)
- Training Date: 2015-09-10 (calendar icon)
- Expiration Date: 2015-09-30 (calendar icon)
- Instructions: Only PDF files are allowed. All certificate files must be in PDF format.
- Certificate File: Choose File | BSinBSCertificate.pdf
- Is this certificate replacing an existing certificate?: Yes (dropdown menu)
- Replace: Service Animal Training Course - Michell... (dropdown menu)
- Warning: Please ensure the above information is correct. Once a certificate has been added it cannot be modified in any way.
- Button: Add Certificate

Red arrows point from labels A, B, and C to the following elements:

- A**: Points to the "Certificate Information" section header.
- B**: Points to the "Certificate File" field.
- C**: Points to the "Replace:" dropdown menu.

### •How To Update Your Expired Certificates

Replacing an expired certificate is very similar to adding a new one; the only difference is that you must indicate which of the existing certificates the new one is intended to replace **(C)**.