



# Managing Certificate/Training Records

## Certificate Program

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UPLOAD
**How to add & edit training certificate records**

On the main login page click the link **[My Certificates]**


New Mexico State University


Your Certificates  
Below are all the certificates you have in the system

You have 3 certifice(s).  
Click on the certificate id to view the certificate, click edit to edit the certificate information.

**Animal Care and Use**

Title	Cert #	Dept	Agency	Training Date Expiration		Edit
<a href="#">Animal Safety</a>	2	Campus Health Center	NIH	2012-11-09	2015-11-08	Edit

**Human Subjects Research**

Title	Cert #	Dept	Agency	Training Date Expiration		Edit
<a href="#">Protecting Human Research Participants</a>	1	Anthropology	NIH	2012-03-19	2015-03-18	Edit

**Responsible Conduct of Research**

Title	Cert #	Dept	Agency	Training Date Expiration		Edit
<a href="#">RCR</a>	3	Curriculum & Instruction	Other	2012-11-19	2015-11-18	Edit

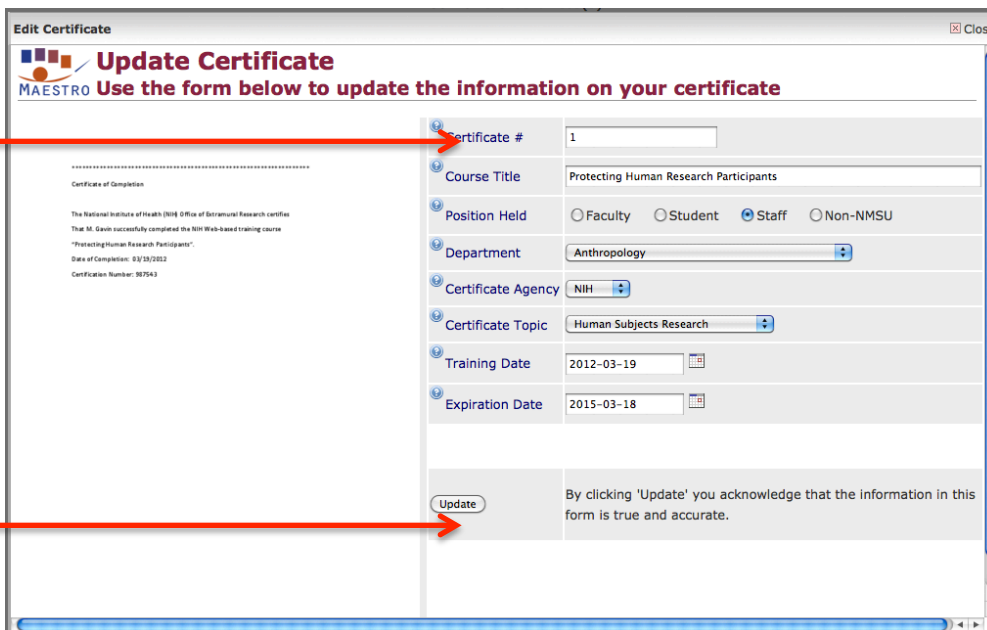
[Add New](#)

NMSU Compliance Certificate Development (Beta 1.0) - Developed by NMSU Research IT

Logged in as *Michelle\_PT Gavin* | [Logout](#)  
[Contributor Home](#)

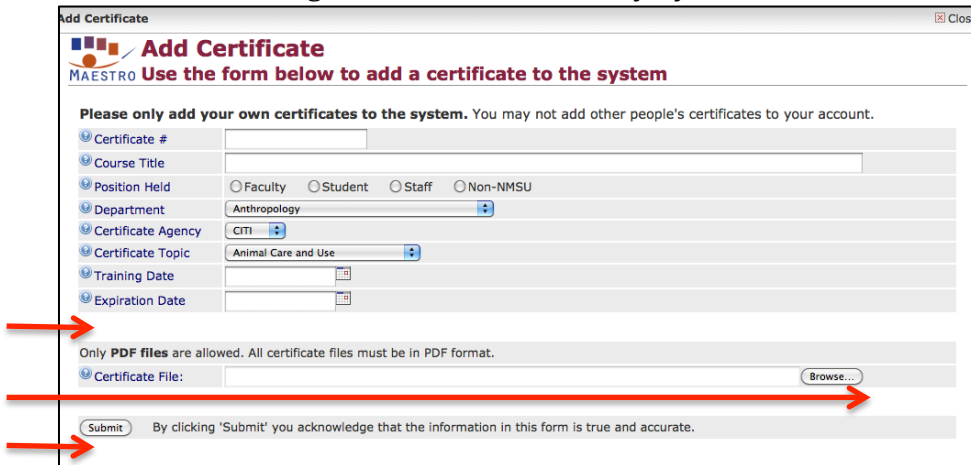
**To Edit** a Certificate: click the <Edit> button then click <Update> to update the certificate information. A preview of the attached certificate will appear in the left side of the window.

**NOTE:** only the certificate information can be edited/updated. The attached pdf copy of the certificate cannot be changed.

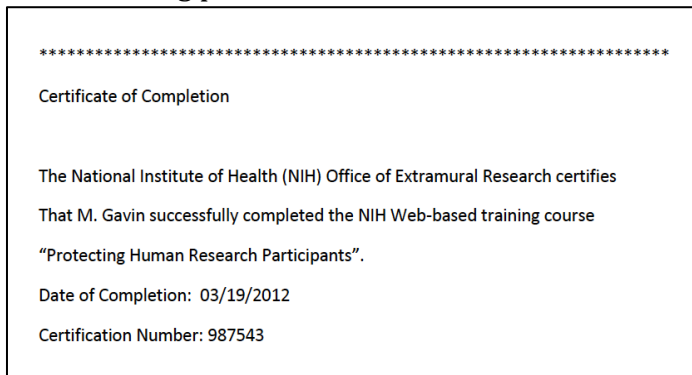


**To Add** a new Certificate: click **<Add New>**, enter the certificate info & attach a copy of the certificate in PDF format by clicking **<Browse>** then selecting the file from your computer  
**(NOTE: Only PDF files are allowed. All attached files must be in PDF format)**  
 \*See Certificate Example below (certificate-mg.pdf)

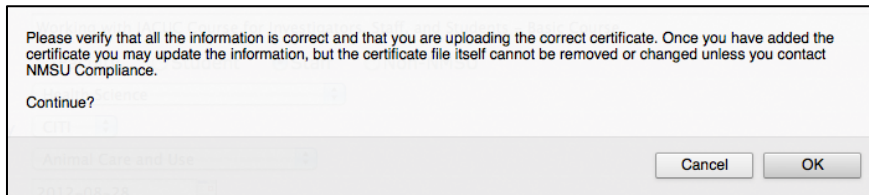
\*The Certificate Program will manage certificates for active applications. The Expiration Date will trigger email reminders (30 & 60 days); NIH training certificates must be renewed every 3yrs and CITI IACUC training must be renewed every 2yrs.



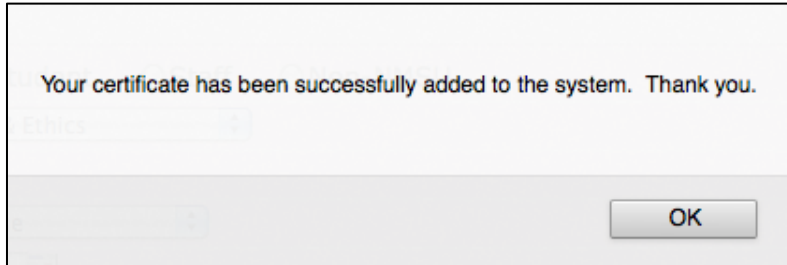
certificate-mg.pdf



If all information has been filled out & the certificate file is attached then click <Submit> then click <Ok>



This message will be displayed acknowledging your certificate has been added to the system.



Click <Ok>. You can now [Logout] or click another link such as [Contributor Home]

***Reminder: Training certificates***

NOTE: Each person on your research and approval team (Co-PI's, Research Assistants, Faculty Advisors, etc) will need to login and upload their own training certificate using the "My Certificate" program.

- a. **Training Certificates should be uploaded to the certificate program and not attached as files** so that
  - i. Certificates are available to PI's for applications
  - ii. The program can manage expiring certificate that are included with active applications
  
- b. **Training Certificates are needed for all members of your approval team except the Department Head.** It is ok to include the Department Heads certificates but not required. So all PI's, Research Assistants, Co-PI's, and Faculty Advisor's that are listed in the approval team also need their associated certificates attached to your application. Once you have identified them in your research & approval team section and they have completed uploading their certificates, the training certificates will be available for you to select from the drop down located under each person's name in the Certificate Section of the application. Select the certificate and click "Attach Certificate" next to each person's name in your application. Be sure to click the "Save Form" button or Quick Save so that the changes get made. If the certificates are not included for each member of your approval team, your application will be returned to you by the Office of Research Compliance.
  
- c. **Please review and update your Training Certificates if needed:**
  - i. The Training Certificate **Expiration Date** for the NIH Training is 3 years from the Training Date listed on the actual certificate. Please do not list "None". CITI Training expires every 2 years. The program needs a valid date in order to be able to send out email notifications of expiring certificates on active applications. You can easily change the expiration date by clicking the edit button next to your certificate record.