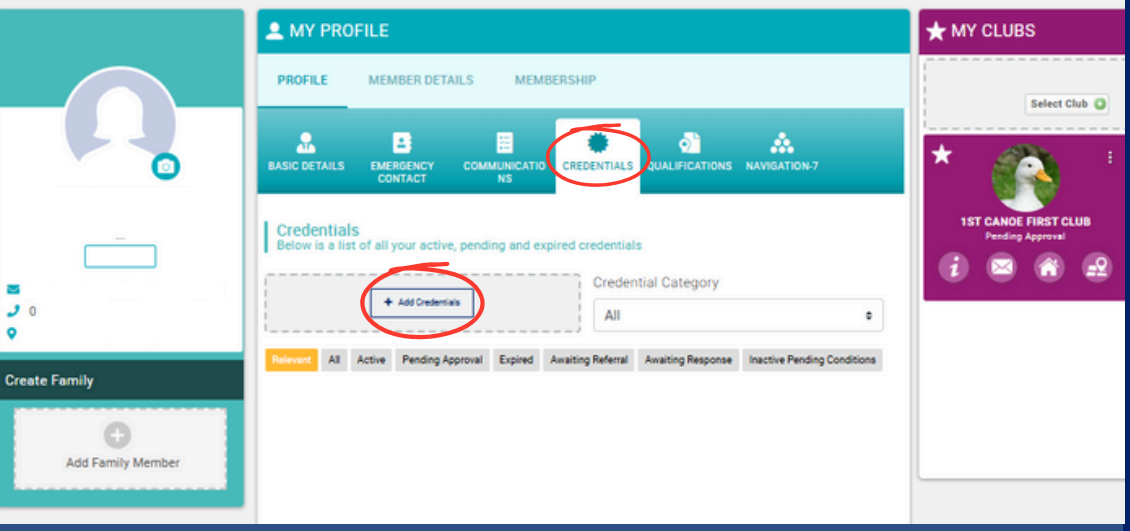
Adding Qualifications and Credentials on JustGo:

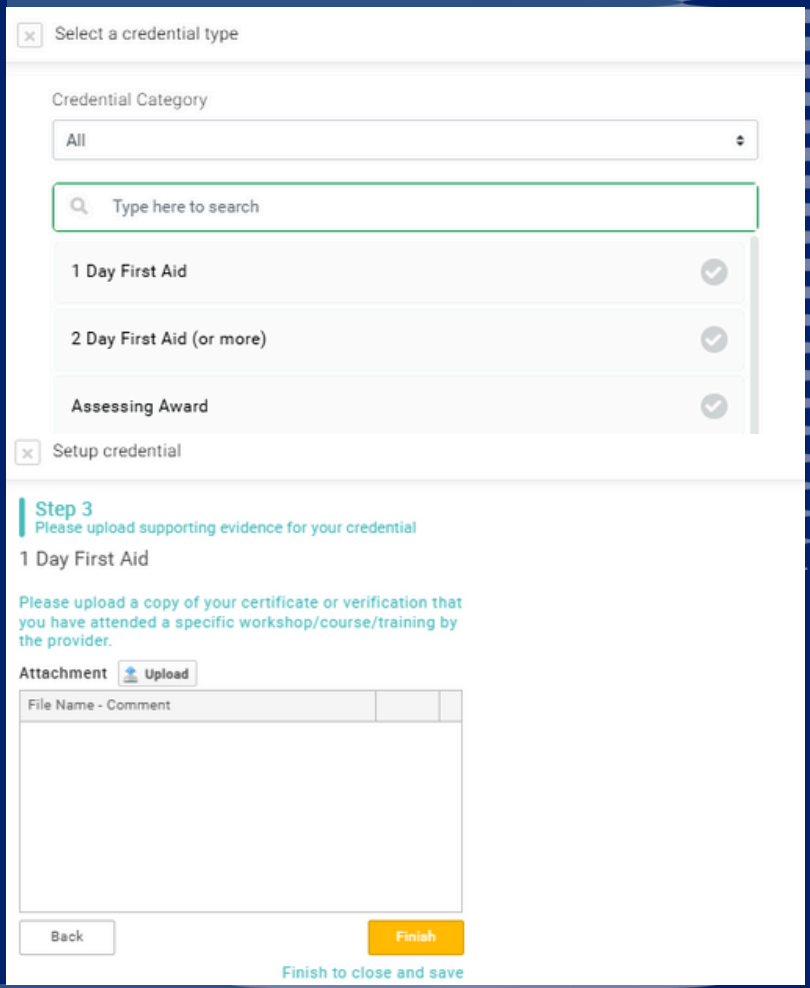
Log into JustGo HERE! and head to the 'My Profile' section in the Menu.



Once you have opened your profile, select 'Credentials' from the row of tabs shown to the left. This page will display any existing credentials below. To add a new one, select 'Add Credentials' seen to the left.

A pop up will appear to the right of your screen with a list of credential categories, if you don't see the one you're looking for straight away you can use the search bar.
Select the relevant category and you will be asked a few quick questions about the credential you are adding. Follow the steps outlined and don't forget to add your supporting evidence to your credential! You can do this by selecting the upload button seen to the right. Select finish and you're done!

The process looks slightly different for adding qualifications but follows the same process!



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