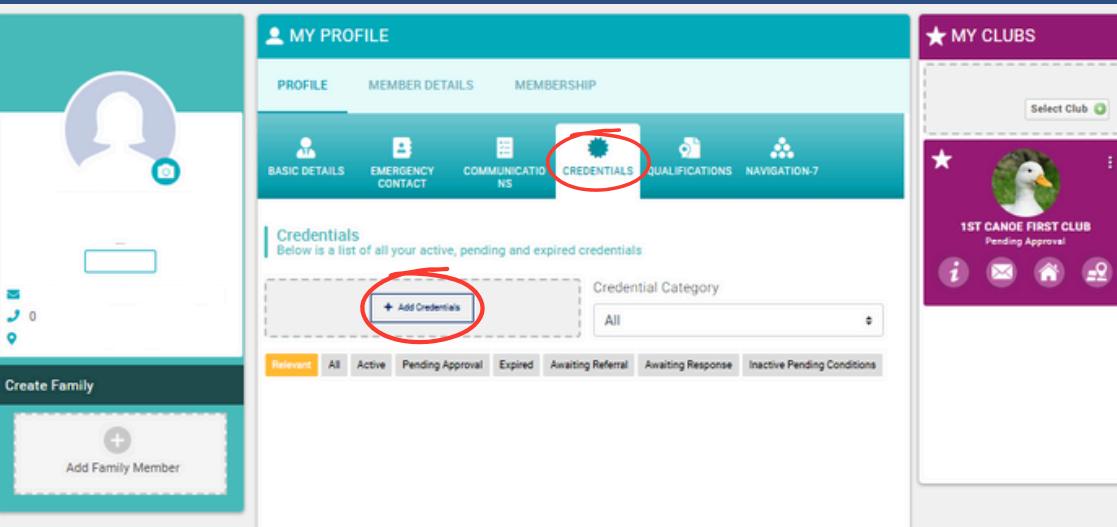


Adding Qualifications and Credentials on JustGo:

Log into JustGo [HERE!](#) and head to the 'My Profile' section in the Menu.

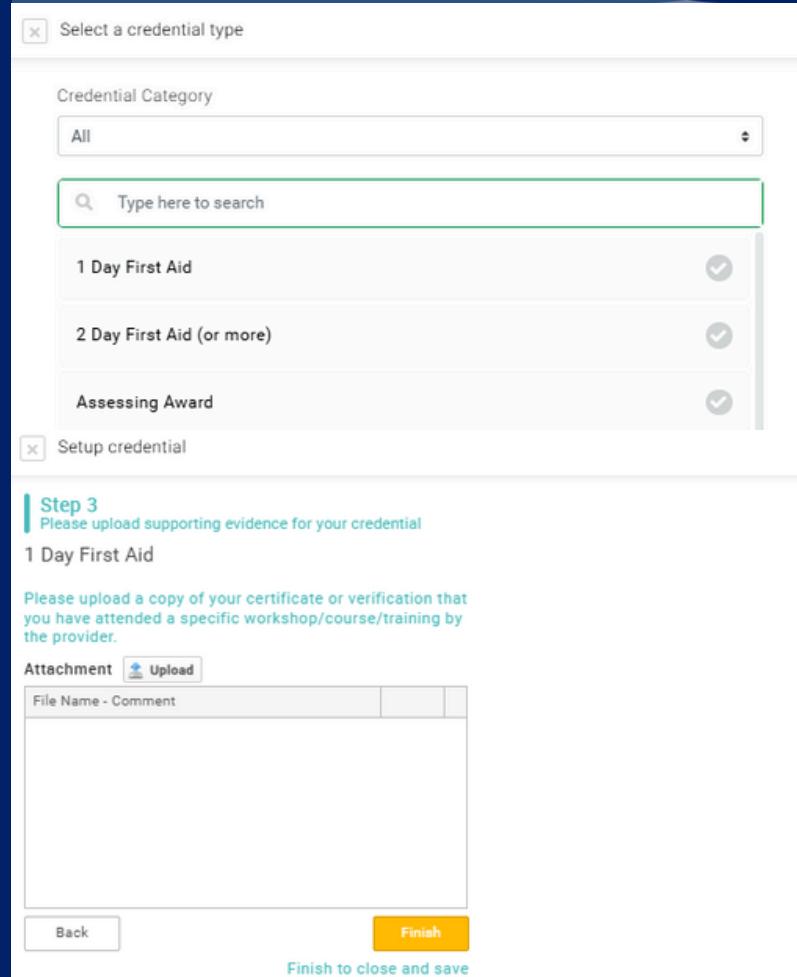


The screenshot shows the 'My Profile' section of the JustGo app. On the left, there's a sidebar with a profile picture, a 'Create Family' button, and an 'Add Family Member' button. The main area has tabs for 'PROFILE', 'MEMBER DETAILS', and 'MEMBERSHIP'. Below these are tabs for 'BASIC DETAILS', 'EMERGENCY CONTACT', 'COMMUNICATIONS', 'CREDENTIALS' (which is circled in red), 'QUALIFICATIONS', and 'NAVIGATION-7'. The 'CREDENTIALS' tab is active, showing a list of credentials with a 'Add Credentials' button highlighted with a red circle. Below the list are buttons for 'Relevant', 'All', 'Active', 'Pending Approval', 'Expired', 'Awaiting Referral', 'Awaiting Response', and 'Inactive Pending Conditions'.

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!



The pop-up window is titled 'Select a credential type'. It has a 'Credential Category' dropdown set to 'All'. A search bar says 'Type here to search'. Below is a list of categories with checkboxes: '1 Day First Aid' (checked), '2 Day First Aid (or more)' (checked), 'Assessing Award' (checked), and 'Setup credential' (unchecked). A 'Step 3' section says 'Please upload supporting evidence for your credential' and shows '1 Day First Aid' selected. It says 'Please upload a copy of your certificate or verification that you have attended a specific workshop/course/training by the provider.' An 'Attachment' field with an 'Upload' button is shown. A 'File Name - Comment' input field is below. At the bottom are 'Back', 'Finish', and 'Finish to close and save' buttons.