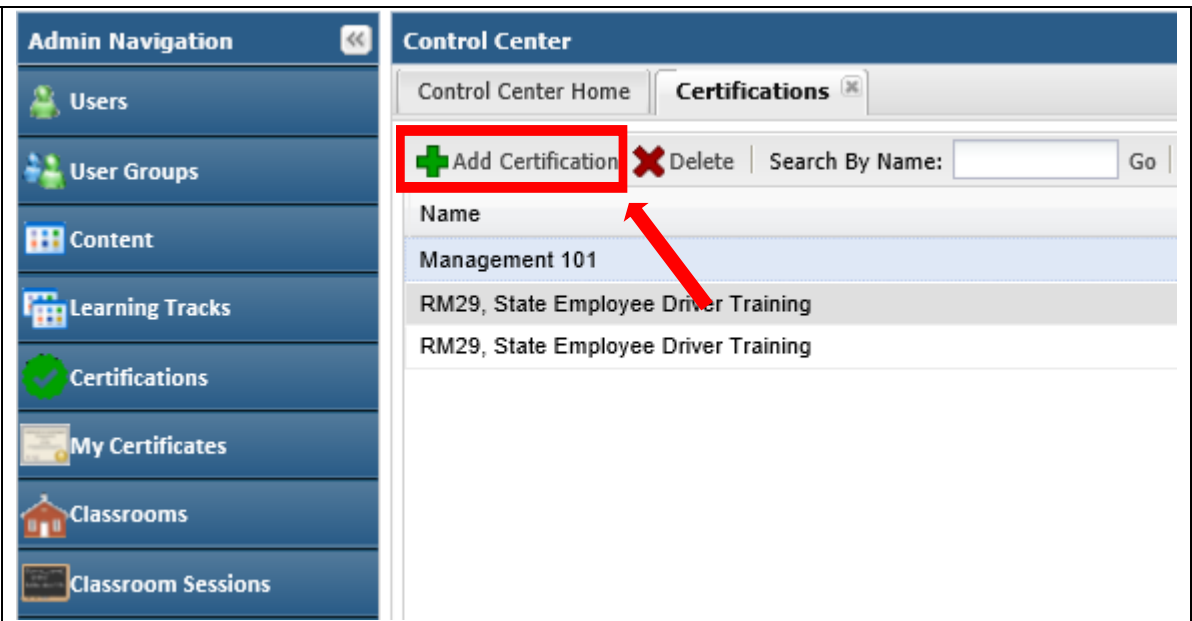
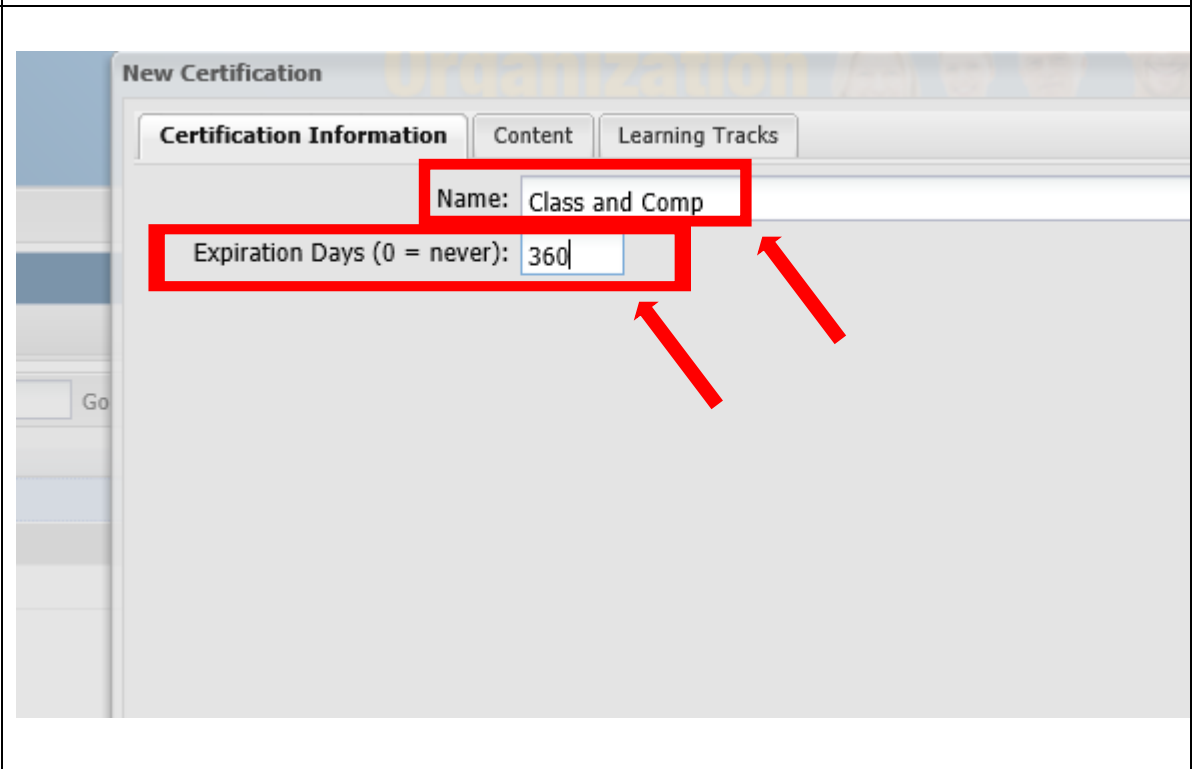


Standard Operating Procedure

Process:		How to Create and Assign a Certification in TraCorp	
Owner:	Arizona Learning & Development	Date:	9/5/2017
		Revision:	
Notes	Action	Action Detail	Screenshot
	1	<p>Log in to TraCorp.</p> <p>Enter your UGA username and password.</p>	
	2	<p>Select the Certifications button on the Admin Navigation Panel.</p> <p>Click the Certifications button. The Certifications tab appears.</p>	

3	Select Add Certification.	Click on the Add Certification button. The New Certification dialog box appears.	
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4	Name the new certification and enter the number of days until expiration.	<p>4.1 Enter the Name for the new certification.</p> <p>4.2 Enter the number of Expiration Days.</p> <p><i>NOTE: Do NOT Click Save.</i></p>	
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5 Select the Content tab.

Click on the Content tab. The Content tab appears.

The screenshot shows the 'New Certification' interface with three tabs: 'Certification Information', 'Content', and 'Learning Tracks'. The 'Content' tab is highlighted with a red box. Below the tabs is a section titled 'Available Content' with a search bar and a table of content items. The table has columns for 'Content', 'Code', and 'Type'. The 'Content' column lists various departments like 'AD - Administration', 'ADC', 'ADHS - Health Services', etc.

6 Select courses for new Certification.

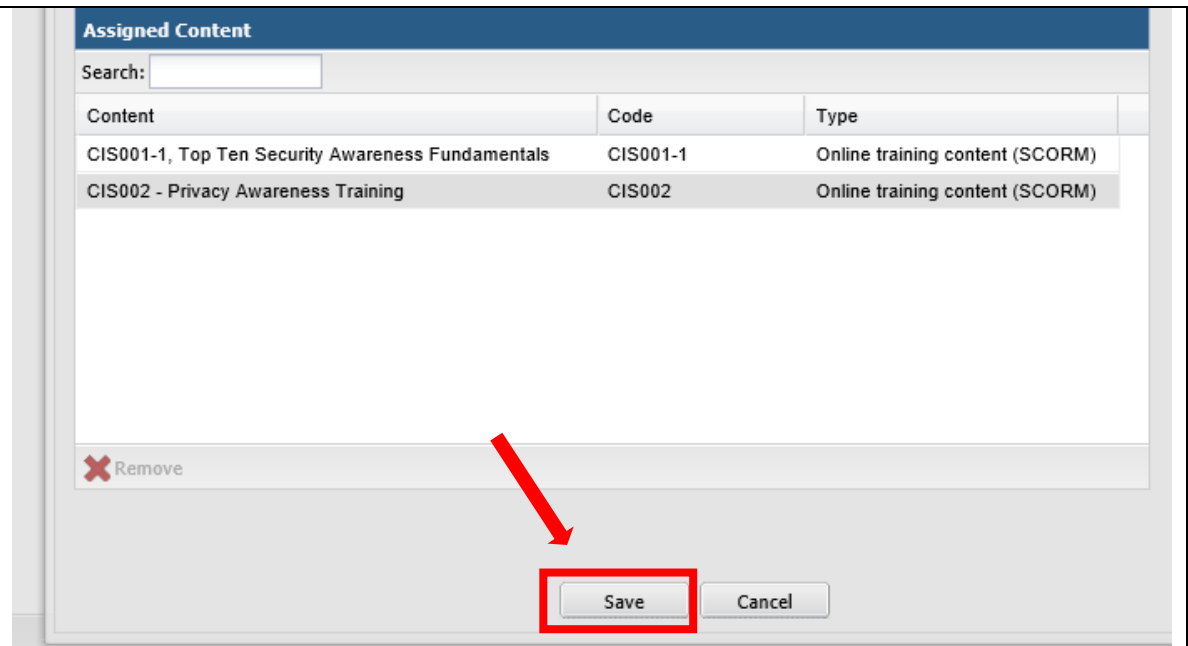
6.1 In the Available Content window, expand the folder containing each course desired for the certification.
6.2 Click in the box next to a desired course title to select it. A check mark will appear in the box, and the course will appear in the Assigned Content window.

The screenshot shows the 'Available Content' section expanded to show 'ADOA Courses'. A red box highlights the 'ADOA Courses' folder icon. Below it, a table lists several courses. The course 'CIS001-1, Top Ten Security Awareness Fundamentals' has a checkmark in its selection box, which is also highlighted with a red box. A red arrow points to this checkmark. Below the 'Available Content' section is the 'Assigned Content' section, which is currently empty. A red box highlights the row for 'CIS001-1, Top Ten Security Awareness Fundamentals' in the 'Assigned Content' table.

Content	Code	Type
CIS001-1, Top Ten Security Awareness Fundamentals	CIS001-1	Online training content (SCORM)

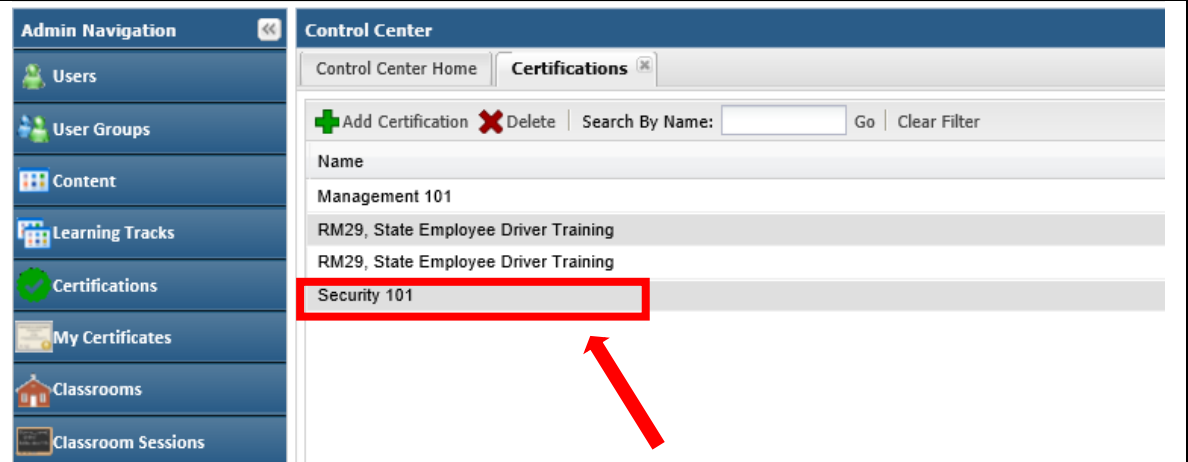
7 **Select Save.**

Click Save. The New Certification box disappears, and the name of your new certification appears Under "Name" in the certifications tab.



8 **Verify that your new certification appears in the list of certifications.**

Check the list of certifications in the certifications tab to verify that your new certification was created.



9 Edit your Certification, if desired.

9.1 To edit your certification (e.g., add or delete courses), double click on your certification in the list. The Edit Certification dialog box appears.

9.2 Make changes by adding courses as described in the previous steps, or by deleting courses by selecting a course and clicking the Remove button.

9.3 Click Save to save your changes.

