

Transcript/Certificate Upload

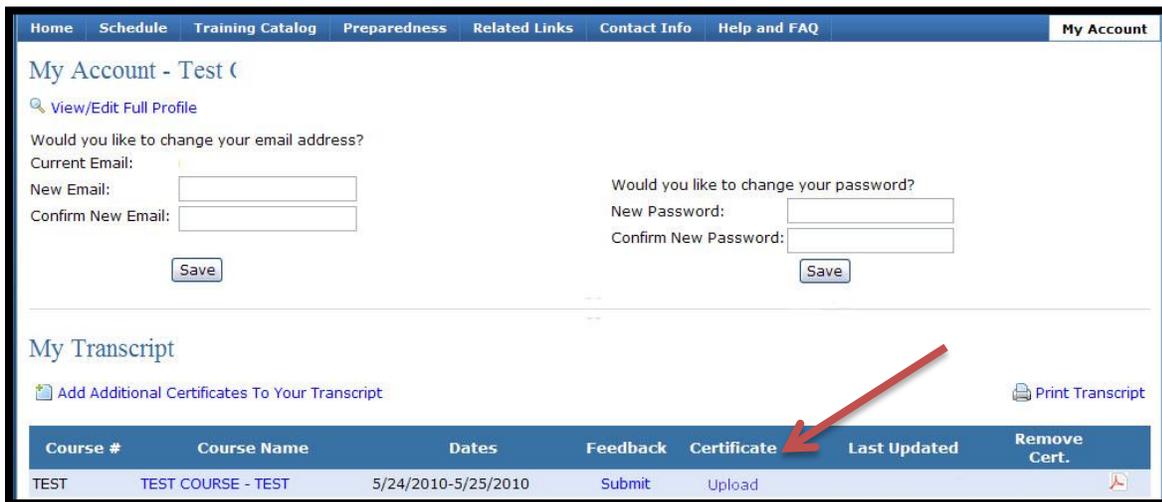
You have digital or scanned copies of a certificate or transcript that you would like to attach to your PreparingTexas.org account. Make sure that the file to be uploaded is available on your computer.

Log in to your PreparingTexas.org account.

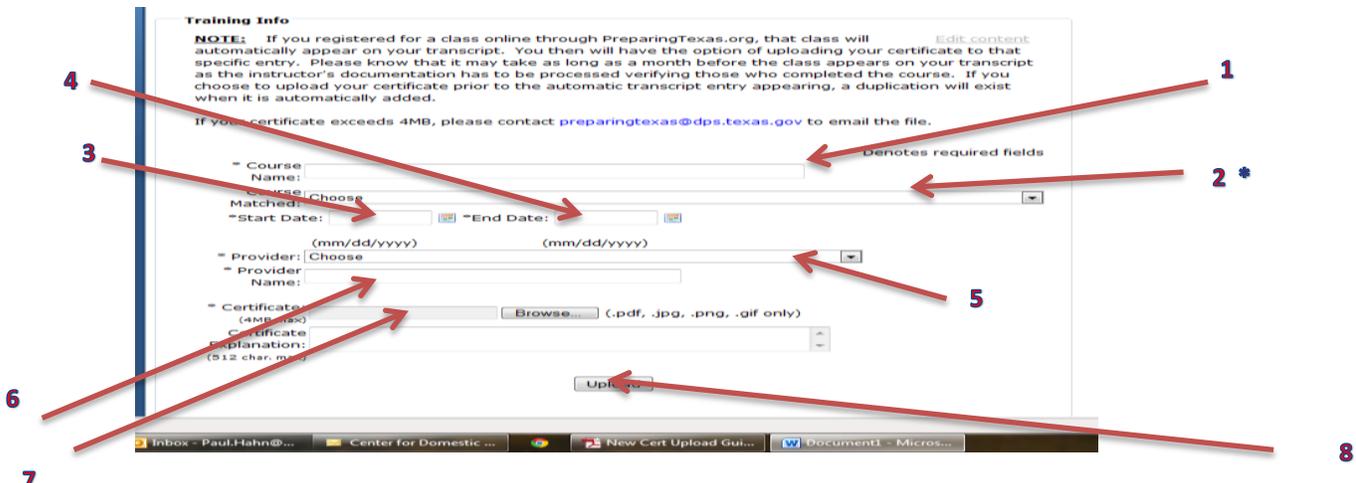
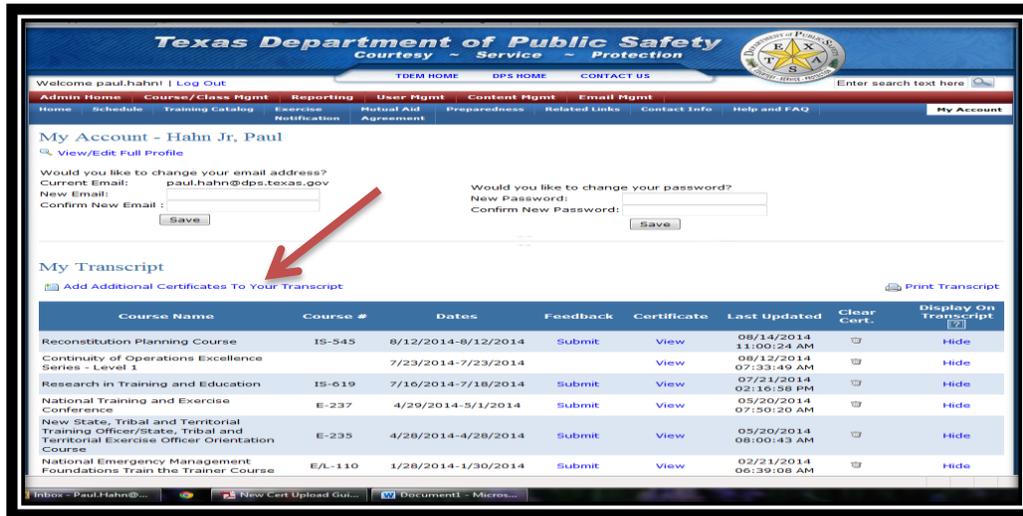
1. Click the "My Account" link.



2. If the class for which you wish to add the certificate is visible in your transcript, click "upload".



3. If the class is not in your transcript, click “Add Additional Certificates to Your Transcript”



1. Type out Name of Course as identified on the certificate. Just add the name, not the Course Number.
2. From the Drop-Down Box, choose the course that best matches your course from the “Show Current Course” selection. If not found, select “Show Archived Courses”. Due to the date or version of the course your match may be found here.

*If you are unable to match by using either the “Current or Archive” selections then choose “No Affiliation” from the Drop-Down Box.

3. Enter the Start date of the Course.
4. Enter the End date of the Course (it may match the Start Date)
5. From the Drop-Down Box, choice the appropriate Provider. If other, click on the first “Other” and in box 6
6. Type in the name of the Provider.

7. Click on the "Browse" button, and locate where you saved the certificate to be uploaded. Click on the certificate and then click on the open button. This will place the certificate in this field.
8. Click on the Upload box. This will send the certificate to the TDEM Training Unit. We will look over the certificate, verify, correct and approve/deny the certificate. If approved, the Certificate will be loaded into your Transcripts. If denied, you will receive a generic email from the **preparingtexas** mailbox with several listed reason on why it was denied. The number one reason is for multiple certificates being uploaded at a time.