KRONOS: UPDATING CERTIFICATION/TRAINING RECORDS

Please follow the directions below for <mark>updating an expired training:</mark>

1. Log into Kronos/My Account
2. Click 3 lines icon in upper left corner
3. Select "My Career"
4. Select "Trainings/Certifications"
5. Scroll to the far right and select the three dot icon for the certification you are updating
6. Select "View Training"
7. Click on the blue "Add History" button and enter in the "Completion Date". (DO NOT enter information into any other fields)
8. Click the blue paper clip icon near add history
9. Select the file to upload. (If the certification has multiple segments, include them all in the name and upload the certification once)
10. Select the document type and click upload
11. Repeat steps 5-8 for additional certification pieces or steps 5-11 for separate certifications

Please follow the directions below for <mark>adding a new training record:</mark>

1. Log into Kronos/My Account
2. Click 3 lines icon in upper left corner
3. Select "My Career"
4. Select "Trainings/Certifications"
5. Click "Add New" button for a new certification
6. Choose the name of the certification in the pop-up box. (Member Safety and Risk Management)
7. Click on the blue "Add History" button and enter in the "Completion Date". (DO NOT enter information into any other fields)
8. Click the blue paper clip icon near add history
9. Select the file to upload. (If the certification has multiple segments, include them all in the name and upload the certification once)
10. Select the document type and click upload
11. Repeat steps 5-8 for additional certification pieces or steps 5-11 for separate certifications