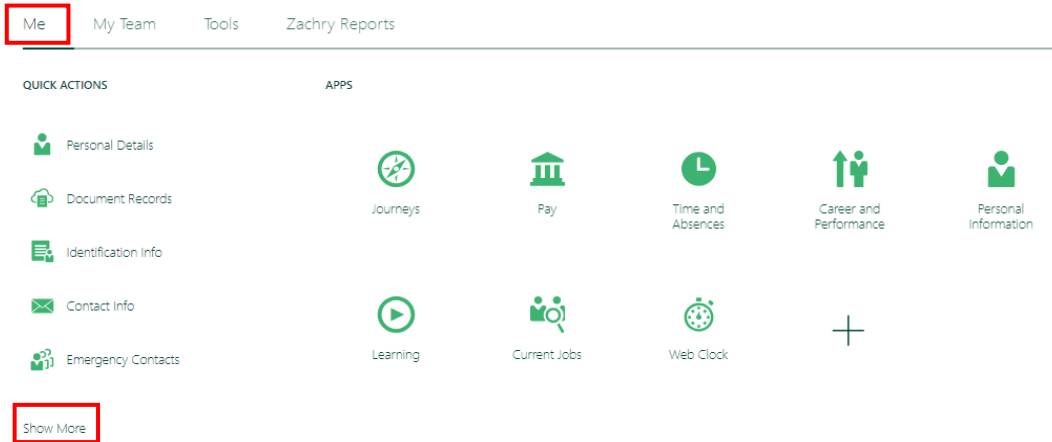


Step-by-Step Instructions

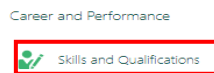
Skills and Qualifications

Performed by: Employee

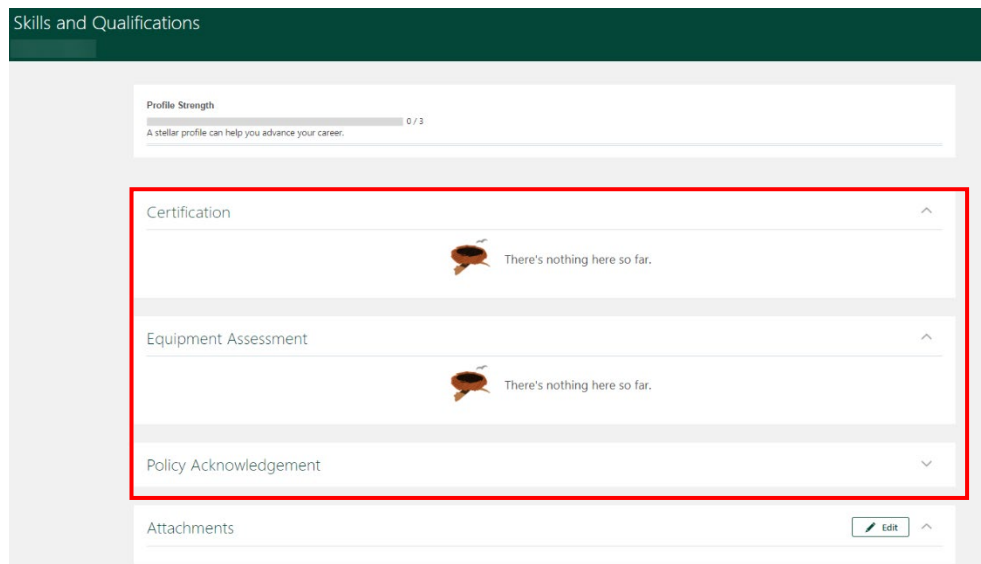
1. From the **Homepage**, navigate to the **Me** section and click on **Show More** under the Quick Actions section.



2. From the Career and Performance section, click on **Skills and Qualification**.




3. After clicking on **Skills and Qualifications**, the page below appears allowing you to view **Certifications, Equipment Assessment, and Policy Acknowledgement**. Optionally, employees are able to upload any additional Attachments. To do this click on **Edit** under the Attachments section.



4. Upload the file in the **Drag files here or click to add attachment** section and click **Save**.

Attachments

 Drag files here or click to add attachment ▾