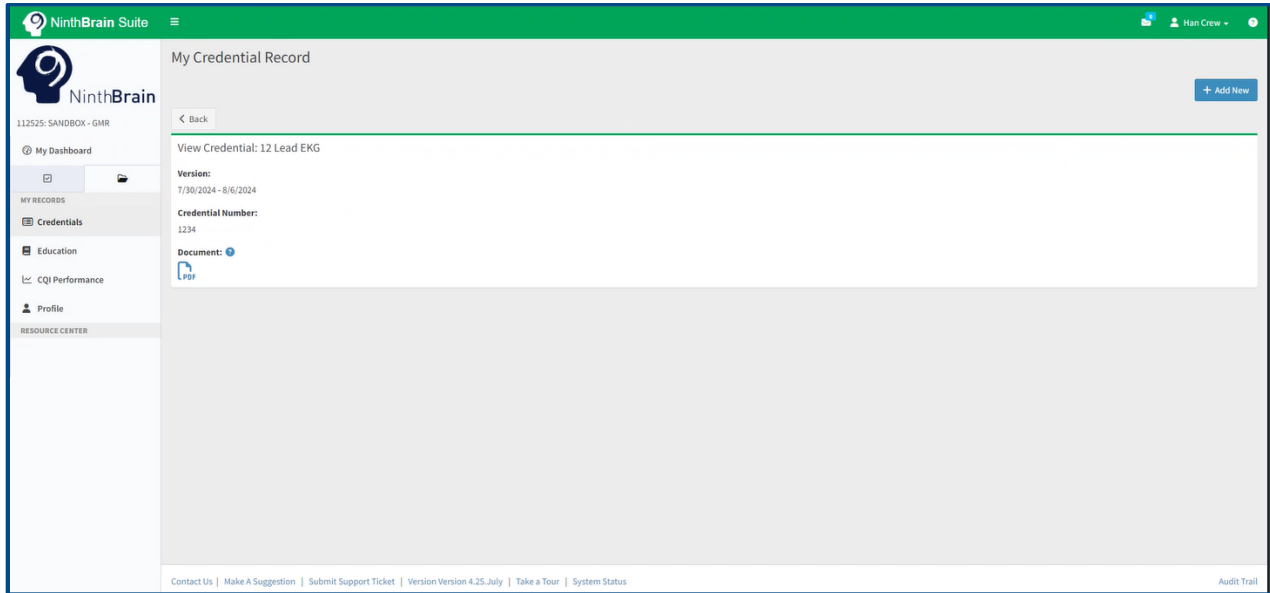


Article 3: How to Update a Credential

How to Update a Credential

To **update existing** credentials, navigate to **“Manage Credential”** in the left side panel to access the **My Credential Record** dashboard. Here you can archive or recertify an existing credential.



To **archive** a credential, you can toggle the **“Maintained”** option to **“No”**. You can view archived credentials by checking the **“Include Not Maintained”** box before filtering.

To **recertify** a credential, click on the **“Recertify”** icon next to the credential. Here you can add a new activation date, new expiration date, and new photos of the credential, if required.