<mark>Article 3: How to Update a Credential</mark> 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.

Ninth Brain Suite		🛃 💄 Han Crew 🗸 🕘
NinthBrain	My Credential Record	+ Add New
112525: SANDBOX - GMR	K Back	
Ø My Dashboard	View Credential: 12 Lead EKG	
	Version: 7/30/2024 - 8/6/2024	
MY RECORDS	Credential Number: 1234	
Education CQI Performance	Document:	
Profile RESOURCE CENTER		
	Contact Us Make A Suggestion Submit Support Ticket Version Version 4.25.July Take a Tour System Status	Audit Trail

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.