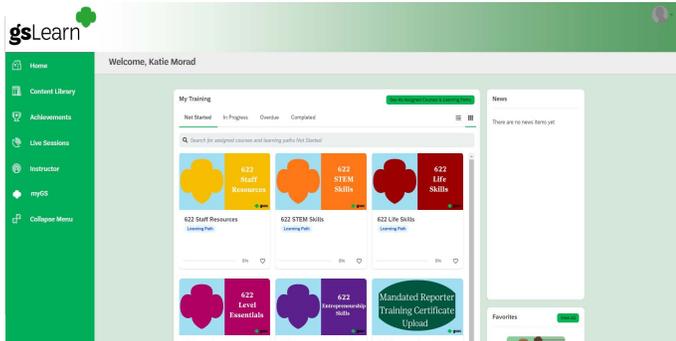


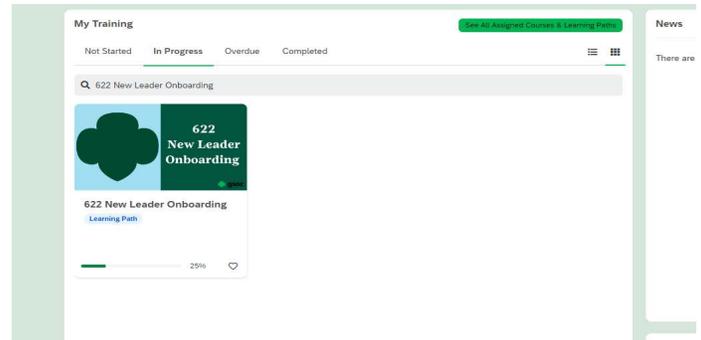
# Mandated Reporter Certificate Upload Step-by-Step

Revised 05/03/2023

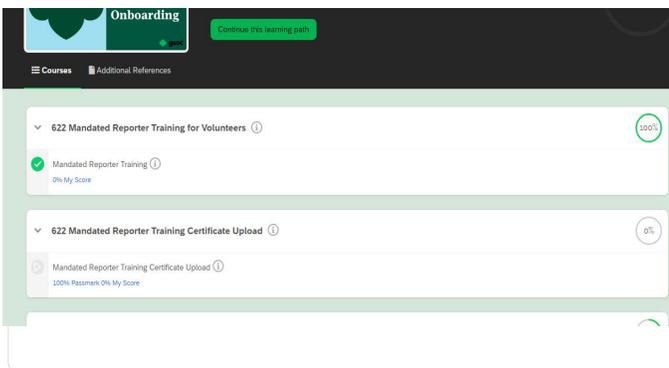
## STEP 1 Log into gsLearn.



## STEP 2 Type '622 New Leader Onboarding' into the Search field at the top.



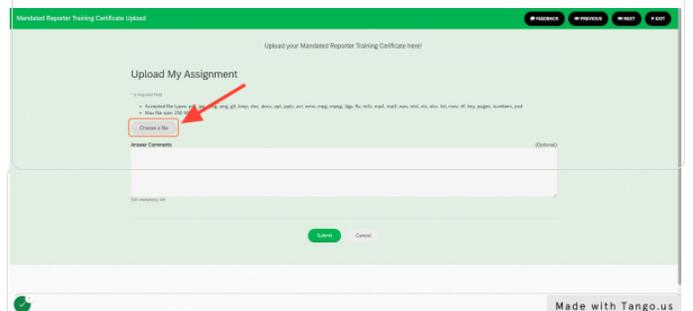
## STEP 3 Open the 622 New Leader Onboarding Learning Path, and Scroll down until you find '622 Mandated Reporter Training Certificate Upload.' Click on that Course.



## STEP 5 Your file should now be uploaded, and appear on the screen.



## STEP 4 When you are ready to upload your certificate, click on 'Choose a File,' find your certificate on your computer, and upload the document.



## STEP 6 Click on Submit, then Done. Your certificate will be sent over and GSOC for review.

