**Instructions:   
Using Assemble – Uploading your certificates**

In this guide covers:

* Accessing Assemble
* Adding your certificates/screenshot
* Acceptance of your certificates/screenshot

**Accessing Assemble:**

Visit:

<https://st-pauls-cathedral.goassemble.com/auth/login>

Please enter your username (email address) and password (the one you have set up).

**Adding your certificates/screenshot**

Click here to bring up the window where you can upload your documents

A screenshot of a computer

Description automatically generated

The following window will appear. Click on Upload, next to the relevant training module name to upload the certificate/screenshot.

A screenshot of a computer

Description automatically generated

Once uploaded, you will no longer see the Missing documents box when you are on the home page of your application.

**Acceptance of your certificates/screenshot**

Acceptance of your certificates/screenshots is not automatic, as we need to manually check and accept. We will do this as soon as possible but it might take a few days.

Once your certificates/screenshots have been accepted, you will see:

* Training box on the home page of your application, no longer appears
* Support documents on the menu on the left.

**A screenshot of a computer

Description automatically generated**

The uploaded and approved document will appear next to the training module completed. If you click on the name of the file (text in blue) you will download a copy of the uploaded document.

If you click on Training on the menu, you will see the modules now have your documents attached and been given an expiry date.

A screenshot of a computer

Description automatically generated

This training information will be available to you on your Assemble account after you have completed the recruitment process.