**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



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



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.

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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.



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