ECE-TRIS: UPLOADING TRAINING FORMS

Add/Edit Credit for Participant

Training Detail Info: *	**Training Name:** Uploading Training Forms on ECE-TRIS **Location:** Eastern KY University **County:** Madison
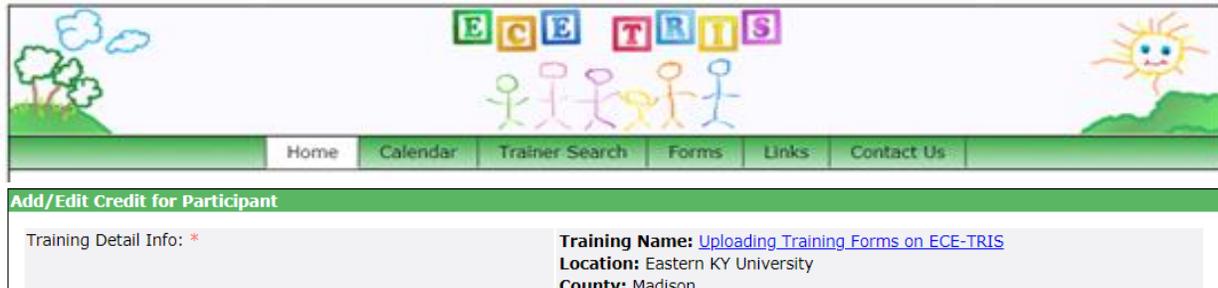
CHECK OUT THE TIPS BELOW:

- **On your training assign credit page, there is a new section regarding Sign-in Attachments.**

  Sign-In Attachments

  Please read below before uploading files
  Upload Training Detail Cover Page and Sign in Sheets for this training only. The intent of this area is so that the cover page and sign in sheet is electronically stored with the corresponding training session. <u>Do **not** upload Personal Information Forms on this page.</u>

  Attach/Upload

  Please note that this does not include Personal Information Forms. For now, these will still need to be sent to ECE-TRIS unless you are a user who has the ability to enter those directly.

- **Click on the Attach/Upload Button and you will have a pop up to choose the file to upload.**

- **Select the file for upload**
- **Indicate the type of file**
- **Upload Document**
- **Scan as one document, if possible**

- **Once Uploaded it will appear like this on the page.**

Name: WhatIsECETRIS.pdf
Description: lll
Type: Sign-In Sheet
Uploaded: 09/10/2019 02:43 pm by

Delete Option

REMINDERS

- Include the Training Details Cover Page **and** the Participant Sign in Sheets. Cover Pages are still required.
- Click Submit as Complete once all credit has been added

ECE-TRIS!

Growing Professionals, Growing Kids

(859)622-8811, https://tris.eku.edu/ece