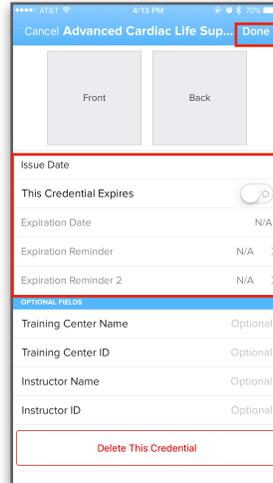
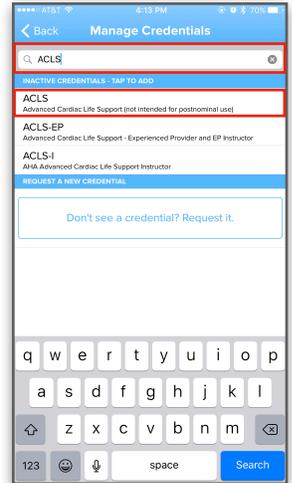
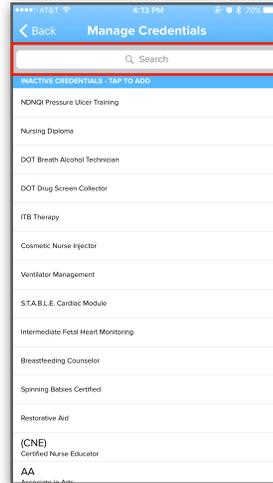
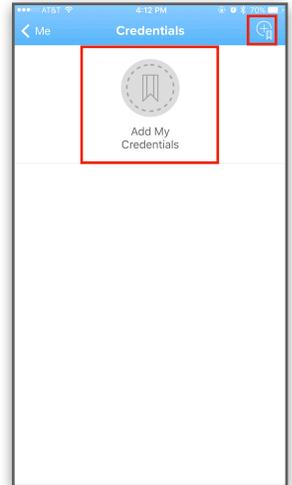
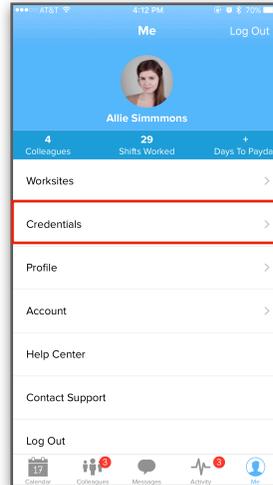


## How to: Add credentials to your NurseGrid account.

Adding your credentials to your NurseGrid Mobile profile allows you and your manager to stay up-to-date on upcoming expirations, allowing you to renew your certifications with ease.

### Adding credentials

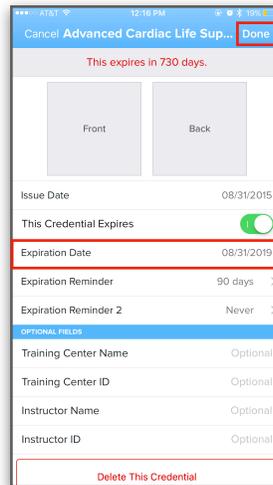
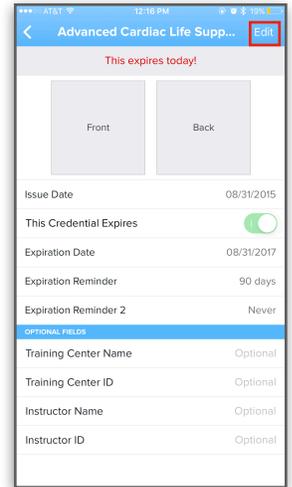
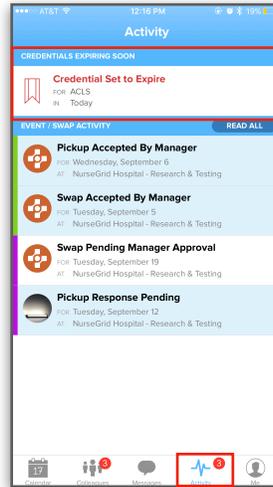
1. Navigate to the “Me” tab, then tap on “Credentials” (A).
2. Tap “Add My Credentials” from the center of the screen or tap the “+” icon in the upper right corner (B).
3. Enter the name of the credential in the search field (C). *\*Don't see your credential? Reach out to [support@nursegrid.com](mailto:support@nursegrid.com) and we'll add it for you!*
4. Tap the credential in the search results (D).
5. Enter the details of your credentials and tap “Done” (E).



## Managing your expiring credentials

When adding a credential that expires, you have the option to set an expiration reminder that you will receive a notification for. Additionally, the notification will be in your activity feed.

1. Tap on “Activity” (A).
2. Tap on the credential that’s set to expire (A).
3. Tap “Edit” (B).
4. Tap “Expiration Date” to update the date then tap “Done” to save the updated credential information (C).



**Note:** The credentials that you add to your NurseGrid Mobile profile can also be edited and updated by your manager.