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 А В Add My Credentia Navigate to the "Me" tab, 1. Worksites then tap on Credentials "Credentials" (A). Profile Account 2. Tap "Add My Credentials" Help Center from the center of the Contact Support screen or tap the "+" icon in Log Out the upper right corner (B). 17 ii (8 _/__ 3 С D 3. Enter the name of the ACLS credential in the search ACLS NONOI Pres ACLS-EF field (C). *Don't see your ACLS-I credential? Reach out to support@nursegrid.com and we'll add it for you! qwertyuiop 4. Tap the credential in the asd fghjkl search results (D). 🕁 z x c v b n m 🗷 (CNE) 123 😄 🎍 space AA 5. Enter the details of your credentials and tap Е "Done" (E). Front Back Issue Dat This Credential Expires N/A N/A Training Center Name Training Center ID Instructor Name Instructor ID Delete This Credential

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).
- Tap "Expiration Date" to update the date then tap "Done" to save the updated credential information (C).

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

Delete This Credential