

How to Enter Industry Certificate Information

READ EVERYTHING BEFORE YOU DO ANYTHING...

- If the Industry Certificate requires multiple exams, each exam must be entered separately
- Remember, this will only reflect CURRENT YEAR data

1. Log into TEDS
2. Select your school (if not already showing)
3. Click on **Career Readiness**
4. Change Student Status to **All Students**
5. Click **Search**. You now have a list of all students enrolled in your pathways.

Name	SSID	Pathway	WorkKeys Certificate Level	ASVAB (AFQT)	Industry Certificates	KOSSA	College Ready
Austin Gerri		Administrative Support	Platinum		Industry Certificates	Not Tested	No
Austin Gerri		Administrative Support	Platinum		Industry Certificates	Not Tested	No
BROWN JOHNNY	9991254785	Administrative Support	Platinum	76	Industry Certificates	Not Tested	No
BROWN JOHNNY	9991254785	Allied Health	Platinum	76	Industry Certificates	Not Tested	No
Brown Sheila Ann	1995846515	Accounting			Industry Certificates	Not Tested	No

6. Click on the **Industry Certificate** link across from the appropriate student name.

7. Highlight the name of the appropriate Industry Certificate in the Available Certificates box.

8. Click **"Add Awarded Certificate"** OR **"Add Failed Certificate"** as appropriate

9. A DATE screen will appear

10. Enter the **DATE** the test was taken and click **ADD**

11. Repeat as necessary

12. Click **SAVE** when finished

13. Repeat for each student for whom Industry Certificates are to be entered

New Industry Certificates Screen

Industry Certificates

Student: **BROWN JOHNNY**

Search Certificates [Search](#) [Clear Search](#)

Available Certificates

- Adobe Certified Associate - Dreamweaver
- Adobe Certified Associate - Flash/Animate
- Adobe Certified Associate - Illustrator
- Adobe Certified Associate - InDesign

[Add Awarded Certificates](#) [Add Failed Certificates](#)

Available Stacked Certificates

- ASK #ME05 - Adobe - Complete
- ASK #ME05 - MOS - Complete

Awarded Certificates

[Remove Awarded Certificates](#)

Awarded Stacked Certificates

Failed Certificates

[Remove Failed Certificates](#)

[Save](#) [Close](#)

Lists any industry certificates available for the pathway that have not been awarded to the student

Lists any stacked* industry certificates available for the pathway that have not been awarded to the student

Lists any industry certificates that have been awarded to the student in this pathway

Lists any stacked* industry certificates that have been awarded to the student in this pathway

Lists any industry certificates the student has attempted but did not pass

* A stacked certificate is the final certificate awarded once all required components of an Industry Certificate have been completed