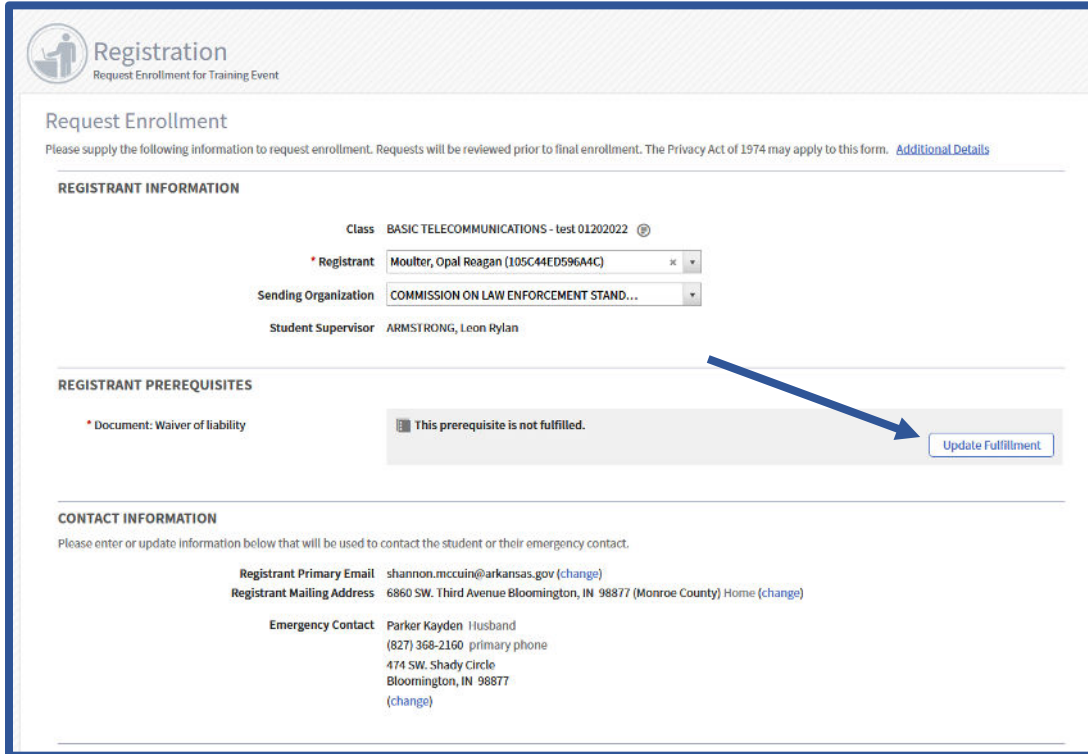


How To Upload Prerequisites When Registering For A Class

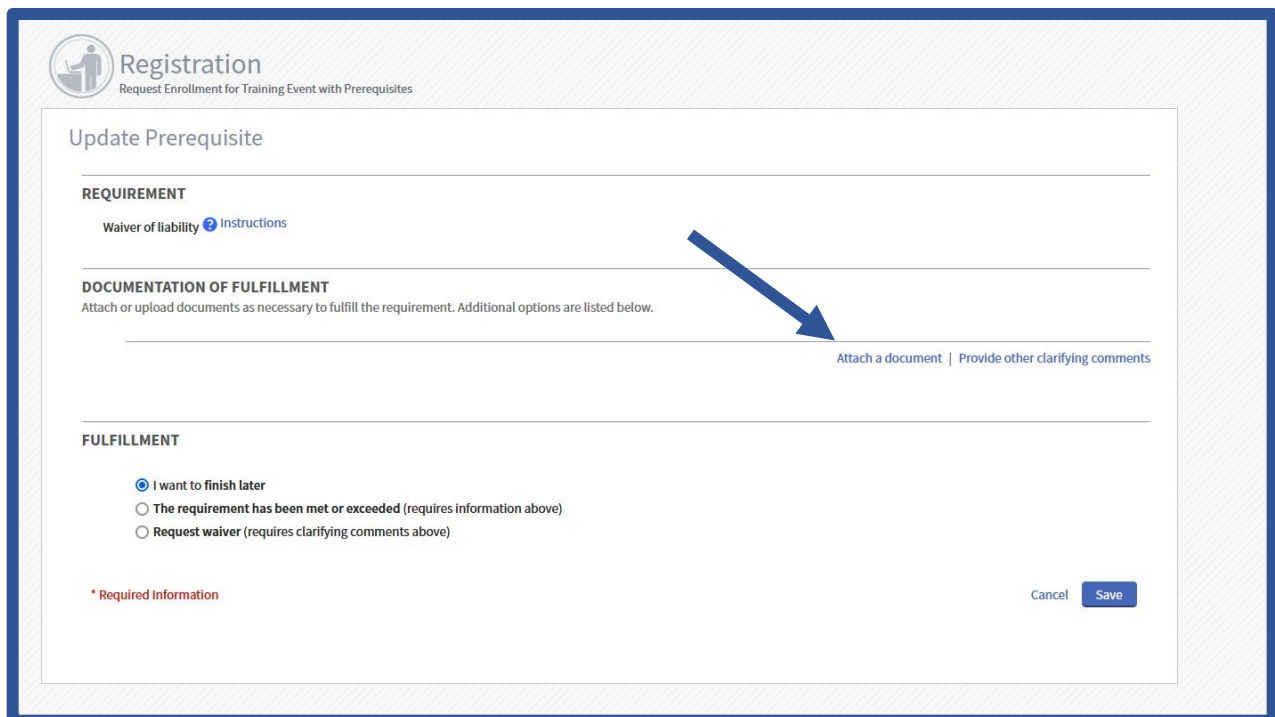
When enrolling in a class that requires documents (pre-requisites) to be uploaded prior to being approved for enrollment, please follow the example below:

1. Click on “Update Fulfillment” button



The screenshot shows the 'Request Enrollment' form for a training event. The form is titled 'Request Enrollment' and includes a sub-header 'Request Enrollment for Training Event'. Below the title, there is a note: 'Please supply the following information to request enrollment. Requests will be reviewed prior to final enrollment. The Privacy Act of 1974 may apply to this form. [Additional Details](#)'. The form is divided into several sections: 'REGISTRANT INFORMATION', 'REGISTRANT PREREQUISITES', and 'CONTACT INFORMATION'. In the 'REGISTRANT INFORMATION' section, the class is 'BASIC TELECOMMUNICATIONS - test 01202022', the registrant is 'Moulter, Opal Reagan (105C44ED596A4C)', the sending organization is 'COMMISSION ON LAW ENFORCEMENT STAND...', and the student supervisor is 'ARMSTRONG, Leon Rylan'. In the 'REGISTRANT PREREQUISITES' section, there is a requirement for a 'Document: Waiver of liability'. A message indicates 'This prerequisite is not fulfilled.' and a blue button labeled 'Update Fulfillment' is visible. A blue arrow points to this button. The 'CONTACT INFORMATION' section includes fields for 'Registrant Primary Email' (shannon.mccuin@arkansas.gov), 'Registrant Mailing Address' (6860 SW. Third Avenue Bloomington, IN 98877), and 'Emergency Contact' (Parker Kayden, Husband, 827) 368-2160).

2. Click “Attach a document” button



The screenshot shows the 'Update Prerequisite' form. The form is titled 'Update Prerequisite' and includes a sub-header 'Request Enrollment for Training Event with Prerequisites'. Below the title, there is a note: 'Attach or upload documents as necessary to fulfill the requirement. Additional options are listed below.' The form is divided into several sections: 'REQUIREMENT', 'DOCUMENTATION OF FULFILLMENT', and 'FULFILLMENT'. In the 'REQUIREMENT' section, the requirement is 'Waiver of liability' with a link to 'Instructions'. In the 'DOCUMENTATION OF FULFILLMENT' section, there is a message: 'Attach or upload documents as necessary to fulfill the requirement. Additional options are listed below.' Below this message, there is a blue button labeled 'Attach a document | Provide other clarifying comments'. A blue arrow points to this button. In the 'FULFILLMENT' section, there are three radio button options: 'I want to finish later' (selected), 'The requirement has been met or exceeded (requires information above)', and 'Request waiver (requires clarifying comments above)'. At the bottom of the form, there is a red asterisk indicating 'Required Information' and two buttons: 'Cancel' and 'Save'.

3. Browse your documents to locate the document needed. Double click to add it, then in the empty box, name the file, and then click attach.
 - a. Please note that the file size could cause a rejected attachment. To prevent that from happening:
 - i. documents can be scanned separately,
 - ii. upload as a pdf document, or
 - iii. using the snipping tool, add snippet to a word doc, if uploading a picture.

Attach Document(s)

Select an existing document or upload a new one.

<input type="checkbox"/> * Description	* File	Uploaded
<input type="checkbox"/> obfuscated	obfuscated.pdf	04/13/2021 09:14 AM by Moulter, Opal Reagan
<input checked="" type="checkbox"/> <input type="text"/>	<input type="button" value="Browse..."/> No file selected.	

This document contains one or more Social Security Numbers and should be restricted.

[Attach another document](#)

4. This will redirect you back to the “Update Prerequisite” page.
 - a. Fulfillment
 - i. Click “I want to finish later” if you don’t have all the documents needed to fulfill the prerequisite.
 - ii. Click “The requirement has been met or exceeded” if you have all needed documents uploaded to fulfill the prerequisite.
 - iii. Click “Request Waiver” if there is a circumstance where a waiver is needed (clarifying comments will have to be added if this is selected).
 - b. Click save to attach your document to the prerequisite.

Update Prerequisite

REQUIREMENT
 Waiver of liability [Instructions](#)

DOCUMENTATION OF FULFILLMENT
 Attach or upload documents as necessary to fulfill the requirement. Additional options are listed below.

Documents
 test doc (remove)
[Attach or change documents](#)

[Attach a document](#) | [Provide other clarifying comments](#)

FULFILLMENT

I want to finish later
 The requirement has been met or exceeded (requires information above)
 Request waiver (requires clarifying comments above)

* Required Information