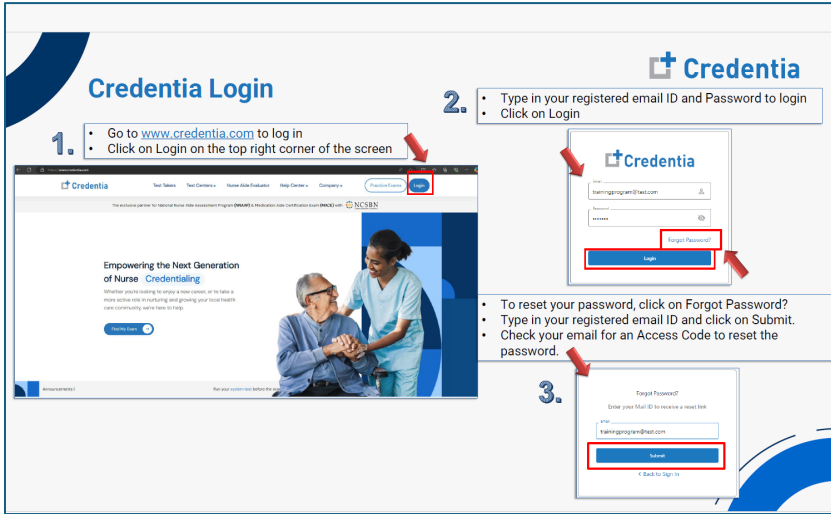


# How Can Training Programs Upload Candidates To Test In Bulk Batches?

Training Programs can upload Candidates individually or in batches based on their preference.

Refer to the process steps below.

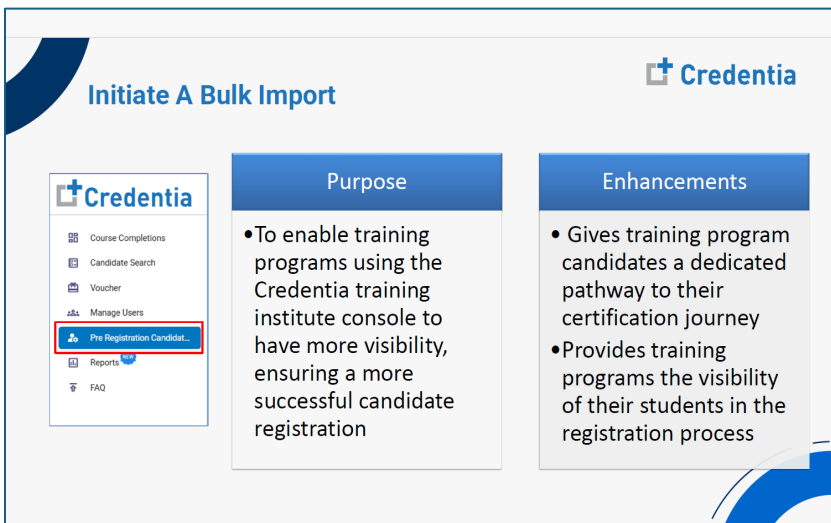
## Credentia Login



The flowchart illustrates the login process in three steps. Step 1 shows the Credentia homepage with a red box around the 'Login' button in the top right corner. Step 2 shows the login form with fields for 'Email' and 'Password', and a 'Forgot Password?' link. Step 3 shows the 'Forgot Password?' form with a 'Submit' button.

1. Go to [www.credentia.com](http://www.credentia.com) to log in  
Click on Login on the top right corner of the screen
2. Type in your registered email ID and Password to login  
Click on Login
3. To reset your password, click on Forgot Password?  
Type in your registered email ID and click on Submit.  
Check your email for an Access Code to reset the password.

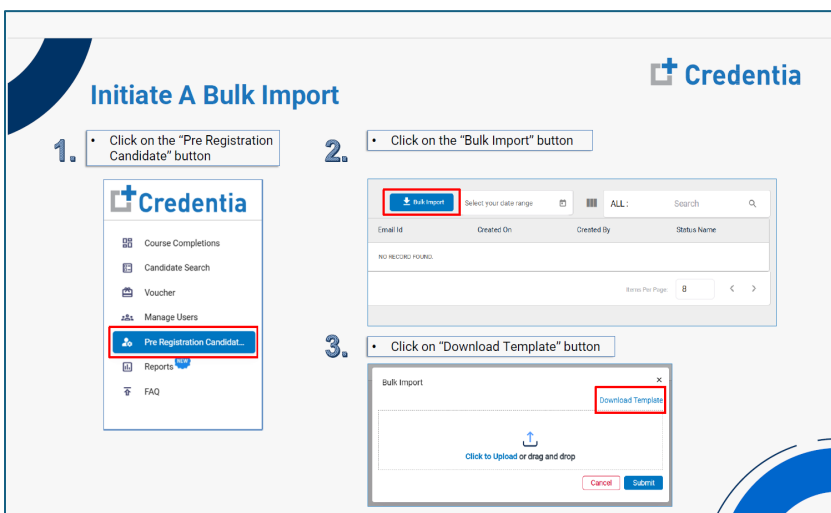
## Initiate A Bulk Import



This section provides an overview of the Bulk Import feature. It includes a navigation menu on the left with 'Pre Registration Candidate...' highlighted. The main content is divided into two columns: 'Purpose' and 'Enhancements'.

Purpose	Enhancements
<ul style="list-style-type: none"><li>To enable training programs using the Credentia training institute console to have more visibility, ensuring a more successful candidate registration</li></ul>	<ul style="list-style-type: none"><li>Gives training program candidates a dedicated pathway to their certification journey</li><li>Provides training programs the visibility of their students in the registration process</li></ul>

## Initiate A Bulk Import



The step-by-step process for initiating a bulk import is shown in three steps. Step 1 shows the 'Pre Registration Candidate...' button in the navigation menu. Step 2 shows the 'Bulk Import' button in the top left of the dashboard. Step 3 shows the 'Download Template' button in the Bulk Import modal.

1. Click on the "Pre Registration Candidate" button
2. Click on the "Bulk Import" button
3. Click on "Download Template" button

## Initiate A Bulk Import

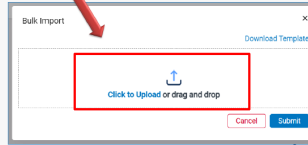
- Locate and open file named "Candidate Details" within your computers download file location
  - Fill out the form information
  - Save to your computer

A	B	C	D	E	F	G	H	I	J	K	L	M	N	
1	FirstName	MiddleName	LastName	Gender	Address	City	ZipCode	State	StateCode	PhoneNumber	EmailId	EstimatedGraduationDate	ClassStartDate	Repeat
2	John	M	Doe	Male	123 Main St	Hinesville		Georgia	GA		9125555555	jdoe@yahoo.com	6/24/2026	11:17:02/25 No

### Form Details Legend

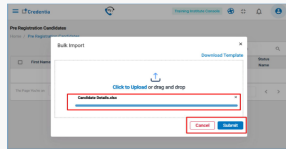
FirstName	First Name of Candidate
MiddleName	Middle Name of Candidate
LastName	Last Name of Candidate
Gender	Drop Down Menu (Male/Female)
Address	Street Address of Candidate
City	City of Candidate
Zipcode	Zip Code of City
State	Drop Down Menu (Select State)
StateCode	Drop Down Menu (Select State)
PhoneNumber	11-Digit Phone Number of Candidate
EmailID	Email of Candidate
EstimatedGraduationDate	Estimated Graduation Date
ClassStartDate	Class Start Date
Repeat (Took Training Program Before)	Drop Down Menu (Yes/No)

- Choose the Option to upload your document
  - 1. Click the "Click to Upload" Button
  - 2. Drag and Drop your file into the field



## Initiate A Bulk Import

- The process of your file upload (Full Blue Bar = File Uploaded)
  - Select the "Cancel" button to cancel the operation
  - Select the "Submit" button to proceed



### Page Legend

First Name	First Name of Candidate
Middle Name	Middle Name of Candidate
Last Name	Last Name of Candidate
Email Id	Email of Candidate
Created On	Date of Upload
Created By	Individual Who Uploaded List
Status Name	Will Always State "Uploaded"

- Once Submit is pressed. The information will be displayed on the Pre Registration Candidates page

First Name	Middle Name	Last Name	Email Id	Created On	Created By	Status
John	M	Doe	jdoe@yahoo.com	Nov 17 2025, 11:18:07 PM	test@credentia.com	Uploaded

- The candidate will receive an email prompting them to continue their registration with Credentia and complete the application process to schedule their exam.

## Follow on Actions

- Candidate will receive an email to continue their registration with Credentia and continue with the application process to schedule for an exam

