


How to Create Qualifications

Qualifications first need to be created in the Administration section before they can be attached to Contact records.

To create a new Qualification:

- Hover over **My Account** and select **Administration**
- Select **Qualifications** from the Tools section on the left-hand side
- Click on the plus  icon
- A form will appear in a pop-up window. Complete the details about the qualification and then click **Submit**

The Qualification will now be available to link to Contact records in your account.