

Procertas: Upload Proof of Achievement to D2L Dropbox

Once you have your login access to the Practice Readiness Education Program (PREP) on [D2L Brightspace](#) you will be able to start uploading your Procertas badges. After your Procertas badges are uploaded you will be issued achievement badges in PREP. On your PREP launch date, you will be given access to sections of the Introduction to Foundation Modules based on your badge achievements.

1. When you receive an email from Procertas informing you that you have earned a badge for Microsoft Word Expert or Word Qualified, take a screenshot of that email message (example below) and save it to your computer as a file (JPEG or PNG). If you prefer, you can copy and paste it into a Word doc.

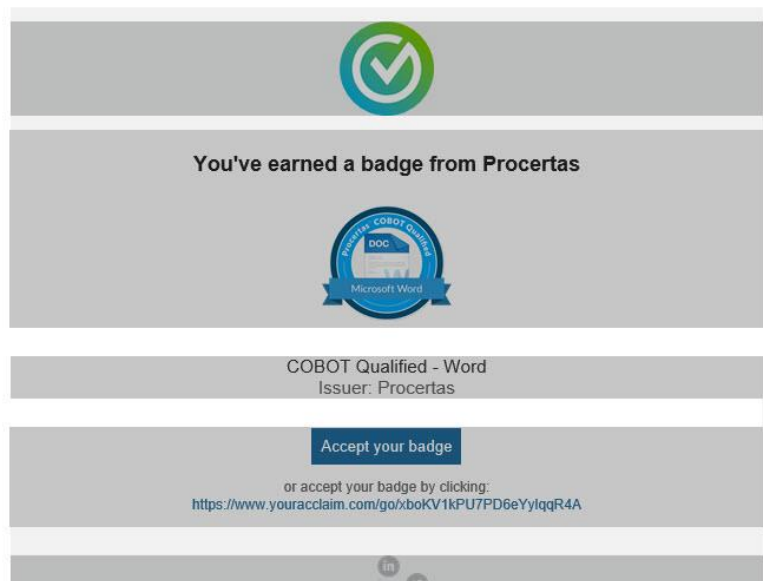
Procertas issued you a new badge



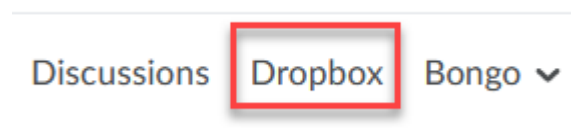
Procertas via Acclaim <admin@youracclaim.com>
To [redacted]

Reply Reply All Forward
Fri 2020-07-03 12:00

If there are problems with how this message is displayed, click here to view it in a web browser.



2. In D2L PREP, click on Dropbox in the navigation bar.



3. Click on the name of the folder that corresponds with your badge.
You will need to begin with WORD.

Procertas Awards

Procertas - COBOT Expert - WORD

4. Click on Add a File to upload your file.

Submit Assignment

Files to submit *

(0) file(s) to submit

After uploading, you must click Submit to complete the submission.

Add a File

5. After you are successful with Word, repeat the same process when you earn another badge (or more).