How to upload mandatory course certificates in VMAM

(all UN Volunteers)

All UN Volunteer candidates are required to complete the following self-paced courses **before beginning their assignment**:

- Prevention of Harassment, Sexual Harassment and Abuse of Authority
- Prevention of Sexual Exploitation and Abuse
- BSAFE security training

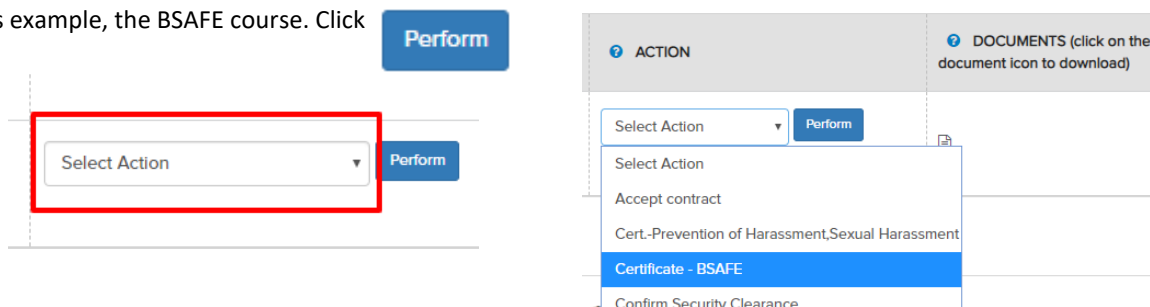You can complete these courses on the UNV e-Campus platform: https://learning.unv.org/.

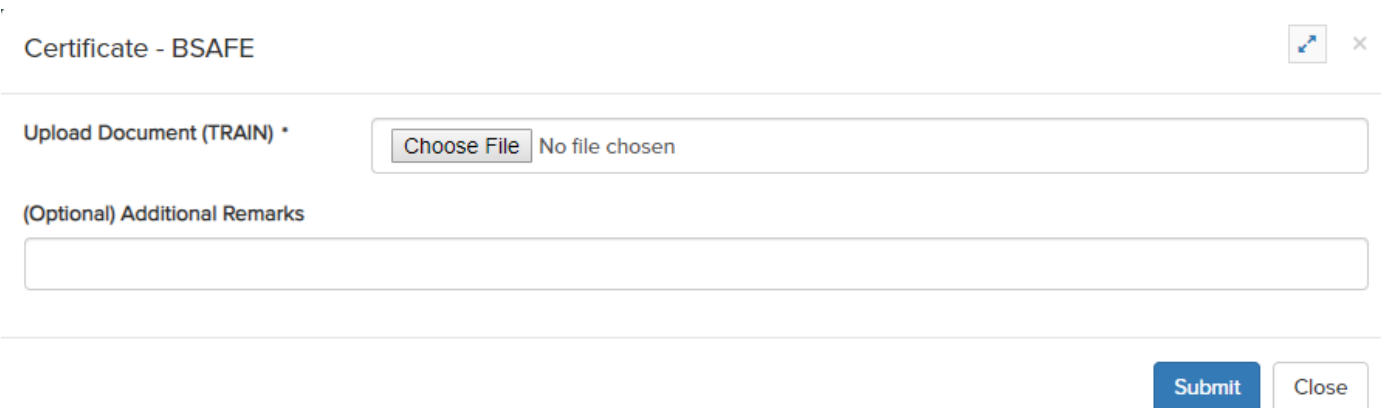Candidates are to upload the certificates via My Page in VMAM following the instructions below.

VMAM instructions to upload your course certificate

Step 1: Go to vmam.unv.org and log in using the email address and password registered in VMAM. You will be taken to your MyPage screen.

Step 2: Click the 'Select Action' box, and select the task for the certificate you would like to upload from the drop-down list. In this example, the BSAFE course. Click

Step 3: In the new pop-up window select 'Choose file'. Choose the certificate PDF from your device and then click 'submit'.

Repeat steps 1-3 for other certificates

Step 4: To confirm if uploads are successful, click the document icon for your current assignment. This will show all the documents currently on file.