District Direct Mobile Application

How to Submit an End of Certification

PROCEDURE

How to Submit an End of Certification in the District Direct Mobile App

Overview: Follow the steps below to successfully submit an end of certification in the District Direct mobile app

STEP-BY-STEP:

1. User clicks on the More Options dashboard.

[Images of iPhone and Android screens showing the More Options dashboard]
2. User selects “Report a Change.”

[iPhone]

[Android]
3. The mobile app will display the **Report a Change** screen, where user clicks on the Plus (+) icon button.

**[iPhone]**

**[Android]**
4. User selects the “Recertification Application” and begins a new form.

[iPhone]  [Android]
5. Once user populates the applicant’s information, the mobile app will display a form that consists of a series of questions asked over several screens.
6. Once a Recertification application is completed with the recipient signature, user can no longer update it.
   
   a. Tapping on a completed recertification opens a read-only version of the application form.
   
   b. For an “In-Progress” recertification application, the user can provide updates to the application on the **Report a Change** screen.

[iPhone]  

[Android]