

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

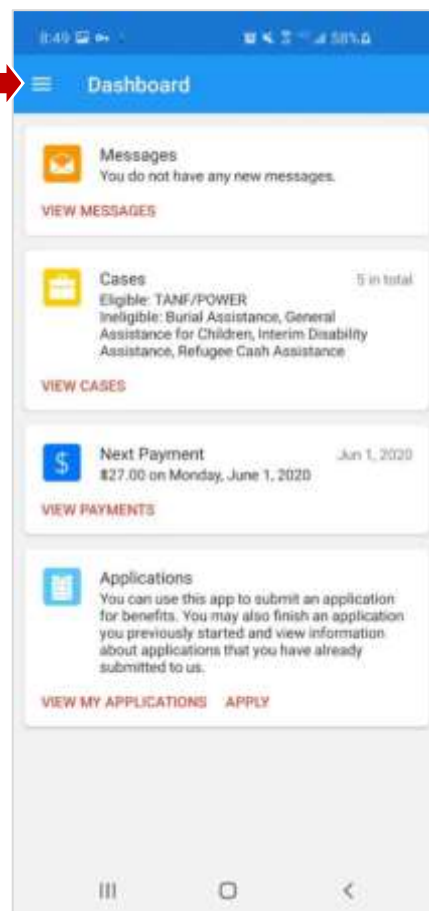
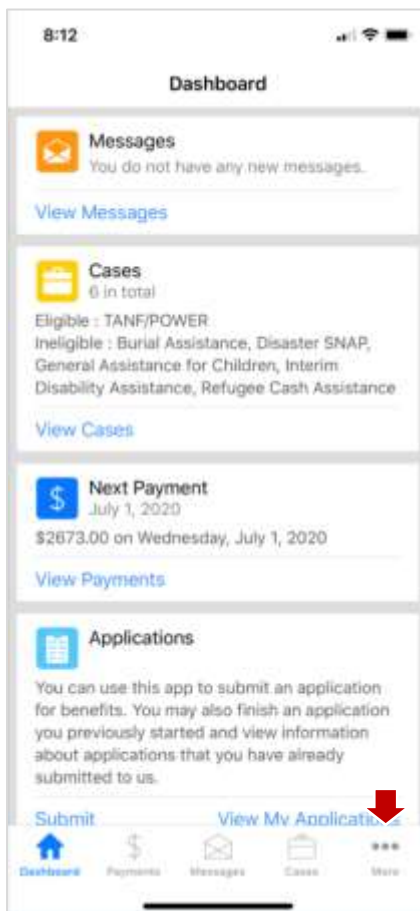
Overview: Follow the steps below to successfully submit an end of certification in the District Direct mobile app

### STEP-BY-STEP:

1. User clicks on the **More Options** dashboard.

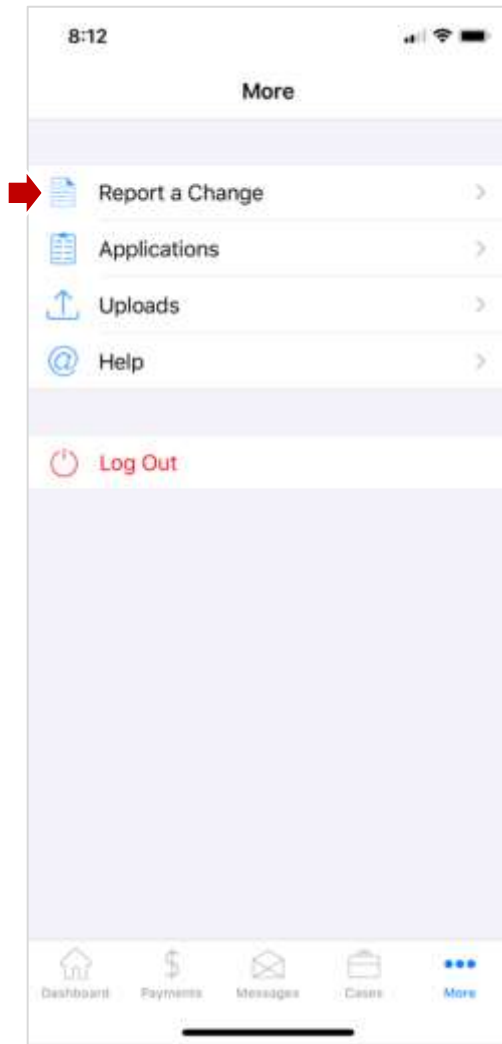
[iPhone]

[Android]

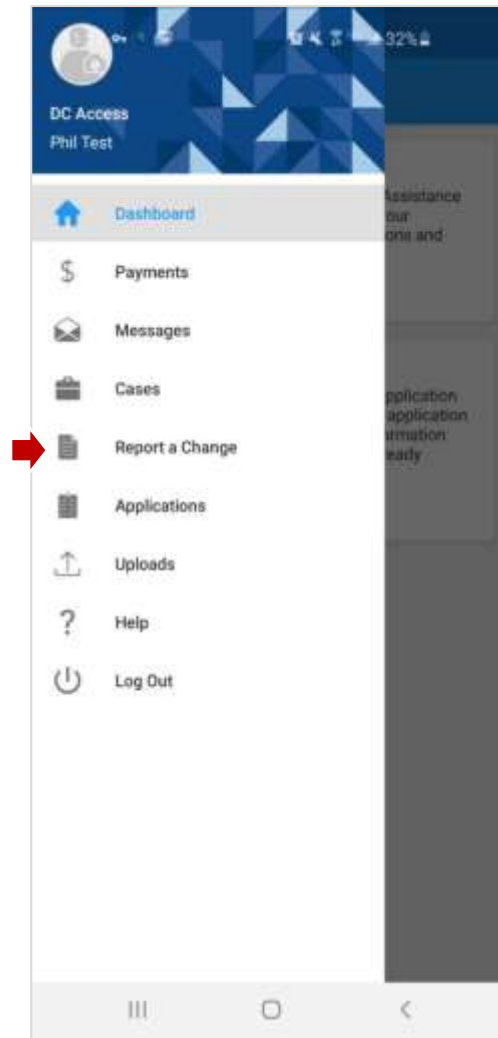


## 2. User selects "Report a Change."

[iPhone]

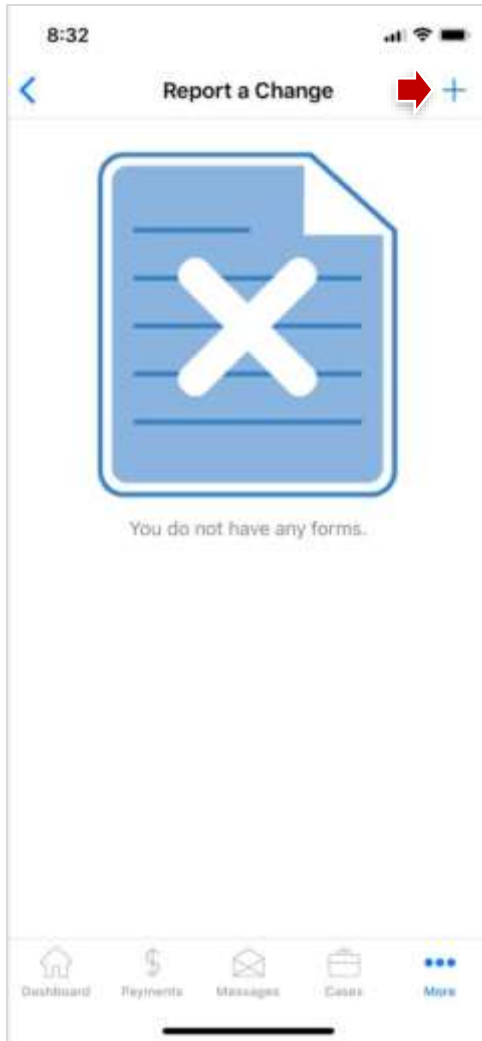


[Android]

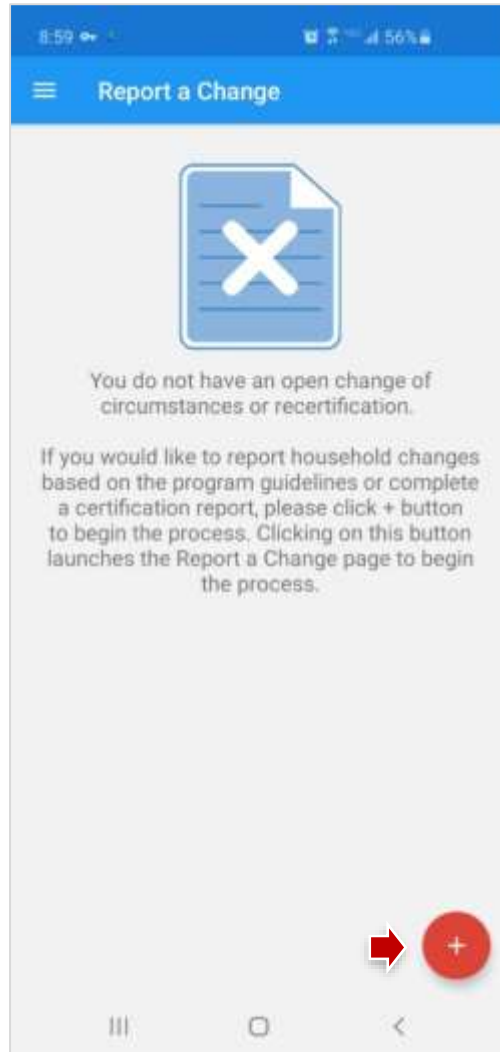


3. The mobile app will display the **Report a Change** screen, where user clicks on the Plus (+) icon button.

[iPhone]

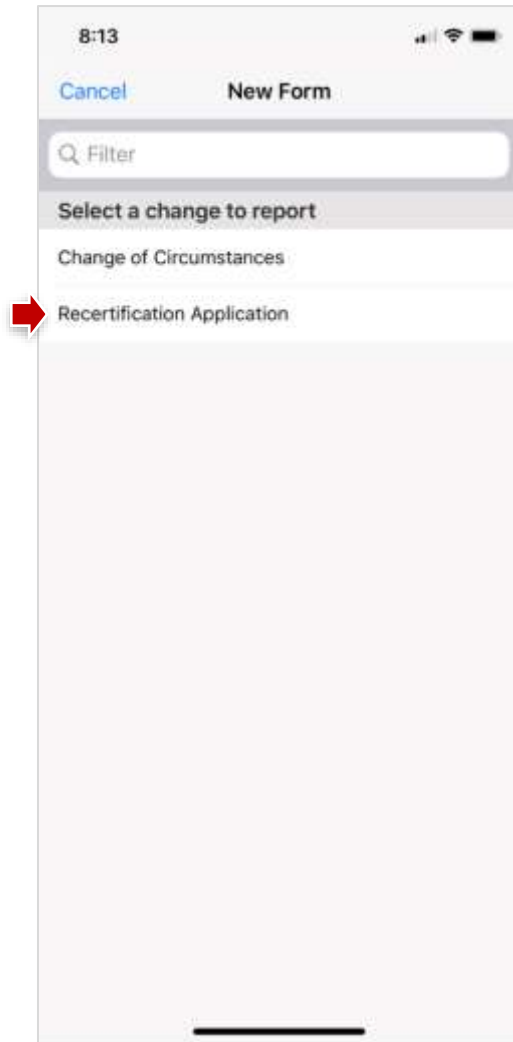


[Android]



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.

[iPhone]

The screenshot shows the 'Recertification Application' form on an iPhone. The form is titled 'Recertification Application' with a 'Close' link. It contains the following fields: 'Applicant Information', 'First name\*' (filled with 'Jeanone'), 'Middle name', 'Last name\*' (filled with 'Paulone'), 'Date of birth\*', 'Sex\*' (with radio buttons for 'Male' and 'Female'), 'Telephone\*', and 'Email address\*'. At the bottom, there are 'Previous' and 'Next' buttons. A red arrow points to the 'Next' button.

[Android]

The screenshot shows the 'Recertification Application' form on an Android device. The form is titled 'Recertification Application' with a back arrow. It contains the following fields: 'Applicant Information', 'First name\*' (filled with 'Ppg'), 'Middle name', 'Last name\*' (filled with 'Amelia'), 'Date of birth\*', 'Sex\*' (with radio buttons for 'Male' and 'Female'), 'Telephone\*', 'Email address\*', and 'Confirm your email address\*'. At the bottom, there are back and forward arrows. A red arrow points to the forward arrow.

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]

b.