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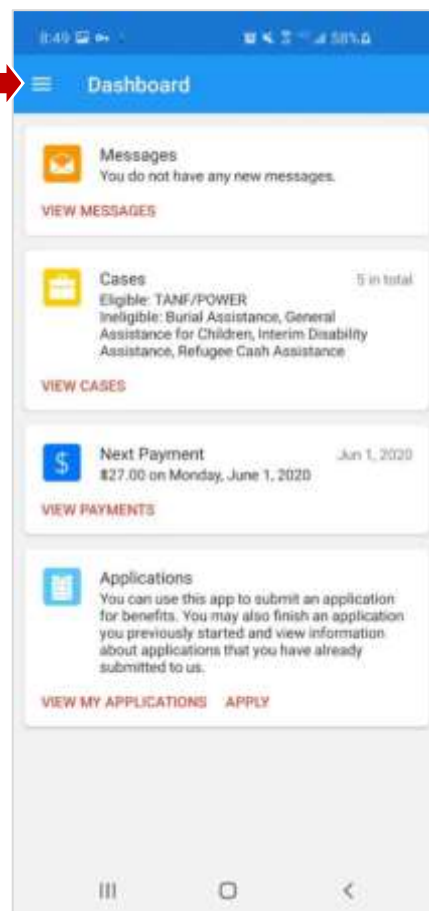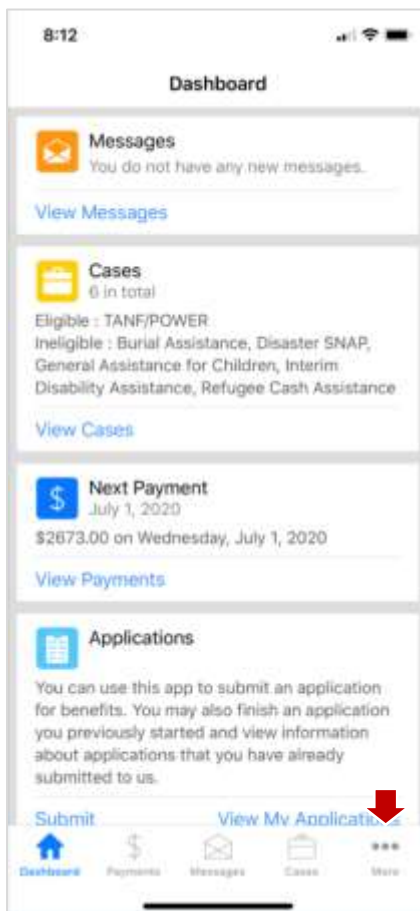
Overview: Follow the steps below to successfully submit an end of certification in the District Direct mobile app

STEP-BY-STEP:

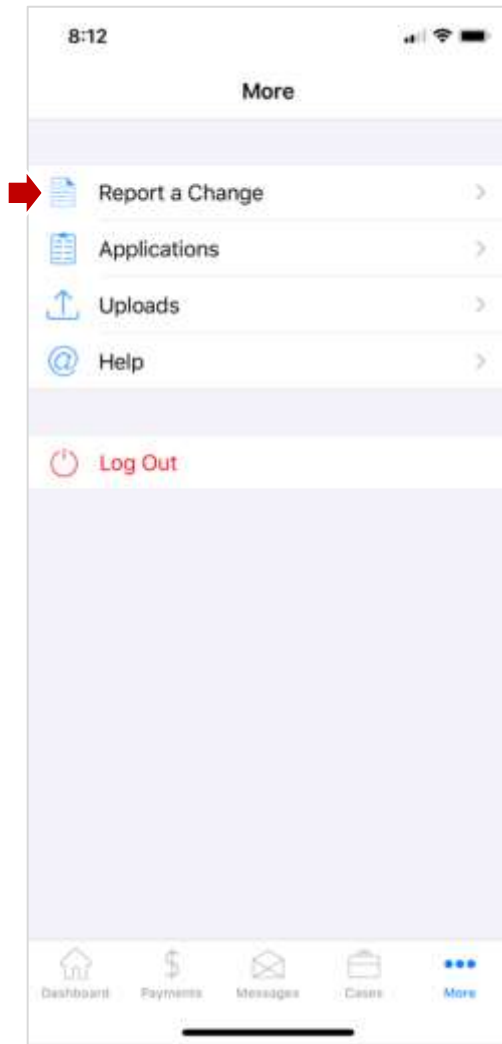**1.** User clicks on the **More Options** dashboard.

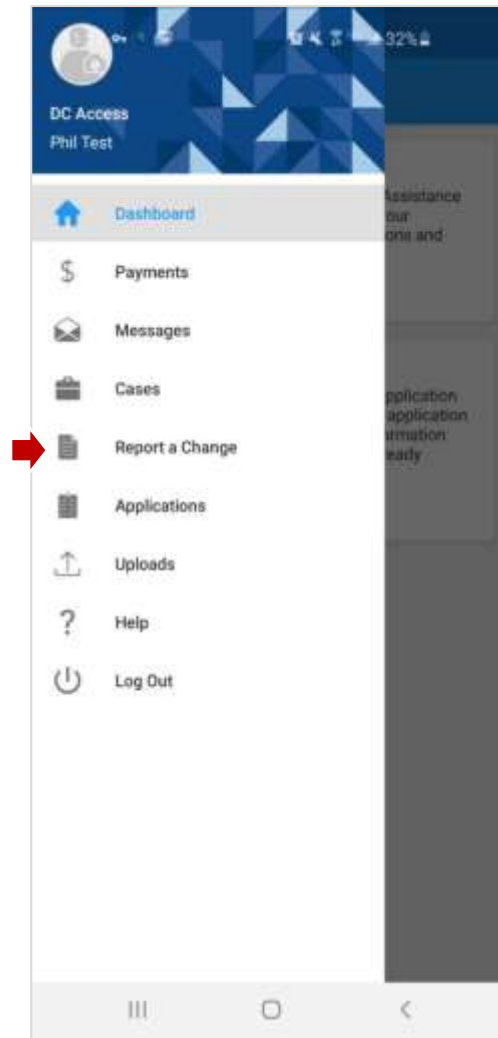[iPhone]   [Android]

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

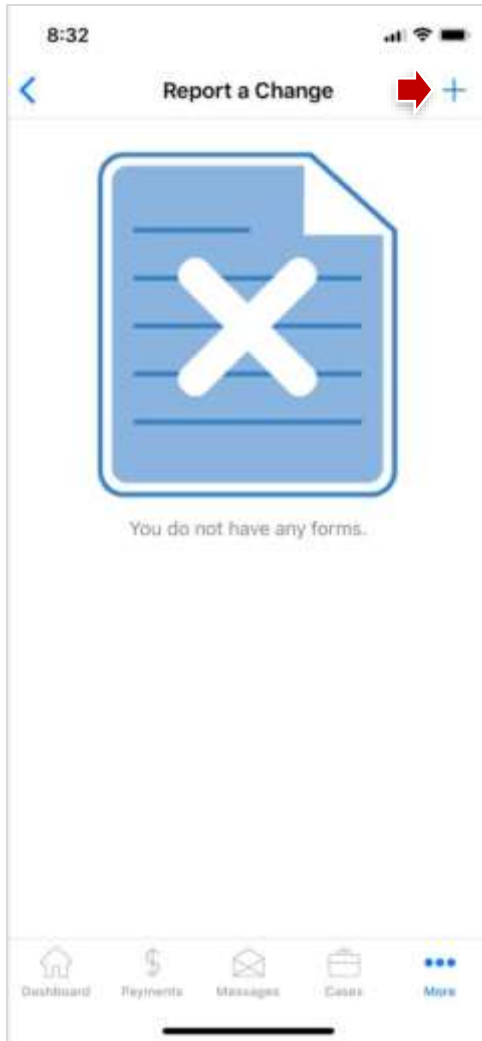[iPhone]　　　　　　　　　　　　　　　　[Android]
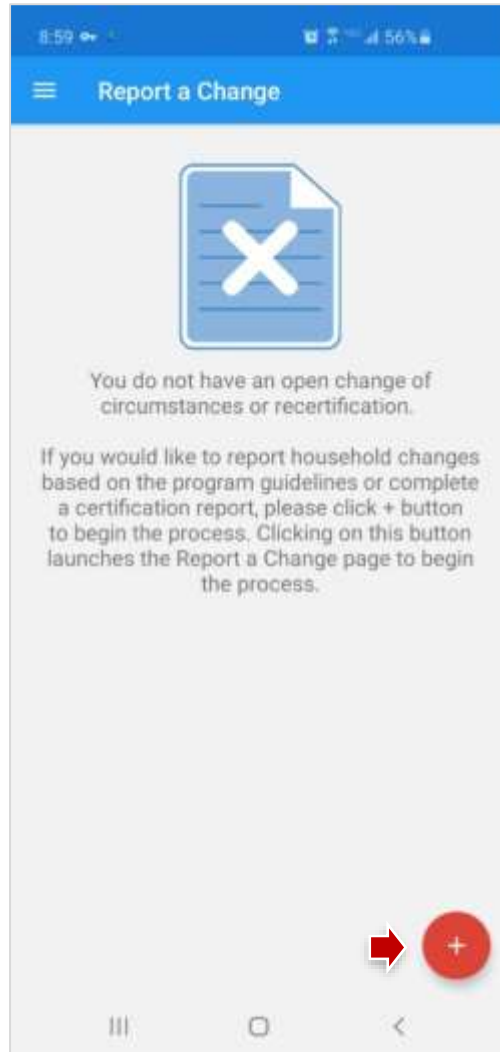
3. The mobile app will display the **Report a Change** screen, where user clicks on the Plus (+) icon button.
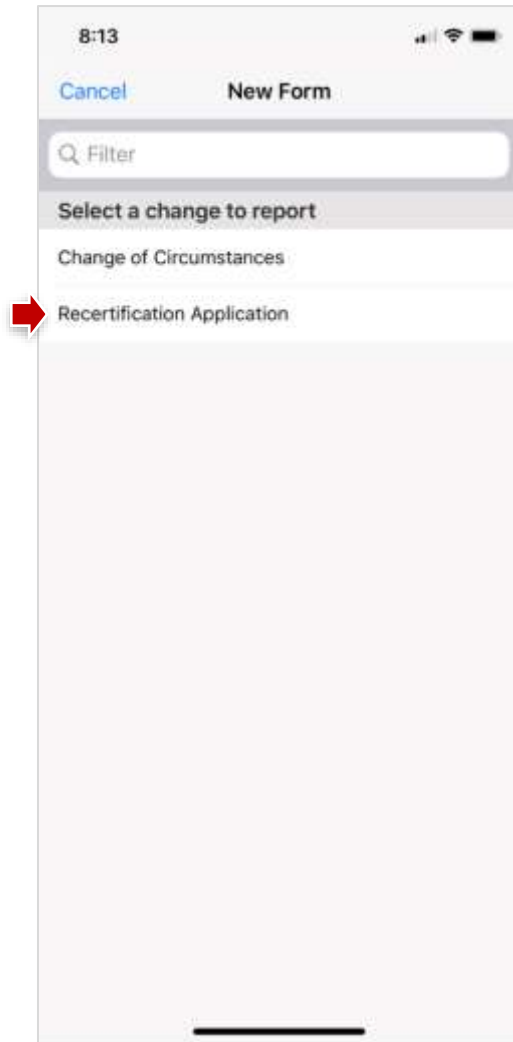
[iPhone]   [Android]

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]   [Android]

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.