

HOW TO UPLOAD A CERTIFICATE TO LEARNUPON APP ON THE PHONE

Before you upload any certificates to LearnUpon app on your phone, you should download them on to your phone, see “How to download HSELand certificates on your phone” on the Intranet under “Training” - <https://intranet.westerncare.com/training/>

There are 3 types of certificates that are available for Training:

1. HSELand online modules’ certificates (downloadable from <https://www.hseland.ie/dash/Account/Login>)
2. Certificates obtained through other organizations’ training programs (HIQA, Tusla, 3rd level education etc.)
3. Certificates that can be generated on LearnUpon (**NOT to be used**)

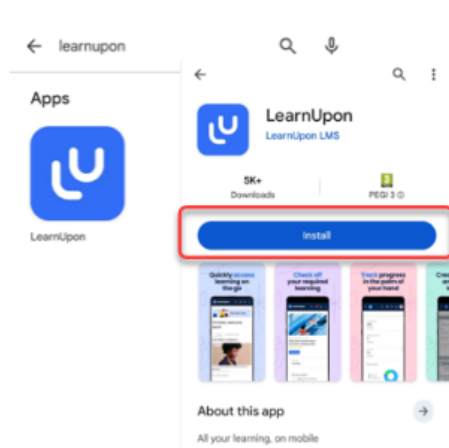
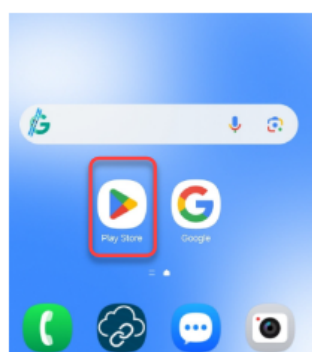
Please note: while we encourage you to upload any certificates you have obtained yourself in the past through various training programs – ONLY the following MANDATORY courses’ certificates are required to be uploaded:

HSELand Online Mandatory Training

<https://www.hseland.ie/dash/Account/Login>

- **Safeguarding Adults at Risk of Abuse**
- **An Introduction to Children First**
- **The Fundamentals of GDPR**
- **Manual Handling and People Handling E-Learning Theory Module**
- **HSE Open Disclosure: Module 1 - Communicating Effectively through Open Disclosure**
- **AMRIC Hand Hygiene**

Note: if HSE guidelines change, this list will be updated and changes communicated



1 On your phone locate the Play Store icon and open this app, in Search enter "learnupon" and then click on Install or in a browser go to this address to get there directly:
<https://play.google.com/store/apps/details?id=com.learnupon.android>

Note: Log-in email address is not always your work email address, it can be a personal one you have originally registered with.

LearnUpon

Portal name: .learnupon.com

CONTINUE

☒ .learnupon.com
☐ .learnuponus.com

CANCEL OK

LearnUpon

Portal name: westerncareassociation

CONTINUE

Switch Portal

WELCOME

to

LearnUpon

Learning Management System (LMS)

Username is your 4-digit staff number. Password is created by user and is case sensitive. If you forget your Password, request a new one via the 'Forgot Password' link on the right. For support, contact wcatraining@westerncare.com or 0949029138.

Login Page

Username *

Password *

[Forgot your password?](#)

Log in

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1. In the app click on the portal name drop-down
2. Select the first choice ".learnupon.com"
3. In 'Portal name' field type "westerncareassociation"
4. Press 'Continue' button
5. You will see a Welcome page
6. Enter your email address and password, and click on "Log In" button to log in

Learning not started

You aren't enrolled in any other courses right now

[View catalogue](#)

My live sessions

[View all](#)

Oct 2026

Mon Tue Wed Thu Fri Sat Sun

Dashboard My courses Documents

Documents

[Add Document](#)

1 CREDITS RECEIVED

Safeguarding Adults at Risk of Abuse

Safeguarding Adults at Risk of Abuse

Completed on October 2, 2026

Expires October 2, 2029

Approved

Dashboard My courses Documents

Awarded credits details

Credit Type: Add Cert

Number Of Credits: 1

Activity details

Name Of The Activity: Please choose from the list below:

Activity Description: AMRIC Hand Hygiene

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1. On welcome page, click on "Documents" button at the bottom
2. Click on "Add Document"
3. In "Number of credits" type 1
4. From the "Name of the Activity" drop-down select the course you wish to upload certificate to
5. In "Activity Description" type the name of the course (same as "Name of the Activity" for mandatory courses, or the full name for "Other" courses)

Score: Enter the score you achieved

Date Completed: 04/02/2026

Expiry Date: 04/02/2029

Submit Cancel

Successfully sent for approval

AMRIC Hand Hygiene

Score: Enter the score you achieved

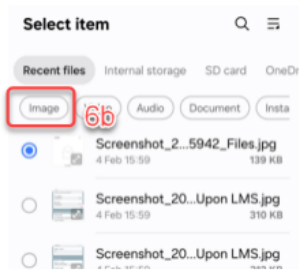
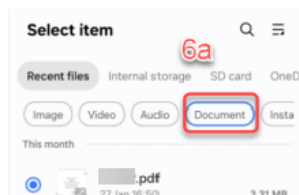
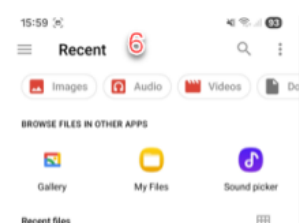
Date Completed: 04/02/2026

Expiry Date: 04/02/2029

Upload supporting documents (500Mb limit per file)

Uploaded Files
You are permitted to upload a maximum of 5 files. You can however remove one or more files and re-upload if required.

Upload



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1. In "Score" field enter the score achieved (by default "100")
2. In "Date Completed" enter the date of course completion, it should correspond to the date on your cert. If this is an HSE mandatory course, the "Expiry Date" should be 3 years from the completion date (this is usually stated next to the completion date on the cert)

Date (This certificate will remain valid for 3 years) : 25 July 2024

3. Click on "Submit" button
4. After you see "Successfully sent for approval" pop-up, the bottom of the page will expand

5. Click on "Upload" button to upload a certificate previously saved on your phone
6. In Recent you can select from
 - a) Document (if you saved/downloaded your cert in .pdf or .docx format), or
 - b) Image (if you saved/downloaded your cert in any picture format)

7. When the cert is successfully uploaded you will see it at the bottom of the page with a pop-up confirming successful upload

AMRIC Hand Hygiene

Score: Enter the score you achieved

Date Completed: 04/02/2026

Expiry Date: 04/02/2029

Upload supporting documents (500Mb limit per file)

Uploaded Files
You are permitted to upload a maximum of 5 files. You can however remove one or more files and re-upload if required.

1 pdf

Upload

pdf file successfully added

Notes:

1. when you save/download a certificate from a website or email it is generally recommended (but not mandatory) to name/rename it in format Course name + Your name (or initials) + date of completion, like this "AMRIC Hand Hygiene Joe Bloggs 13-1-2026" or "Hand hygiene JB 13-Jan-2026", or any other style with this information.
2. If you are uploading a certificate saved/downloaded awhile ago, you may need to search for it in My Files under Recent (step 6 above)

These instructions and other LearnUpon "How to" guides are also available on our Training website - <https://training.westerncare.ie/learnupon/> as well as on the Intranet under "Training" - <https://intranet.westerncare.com/training/>