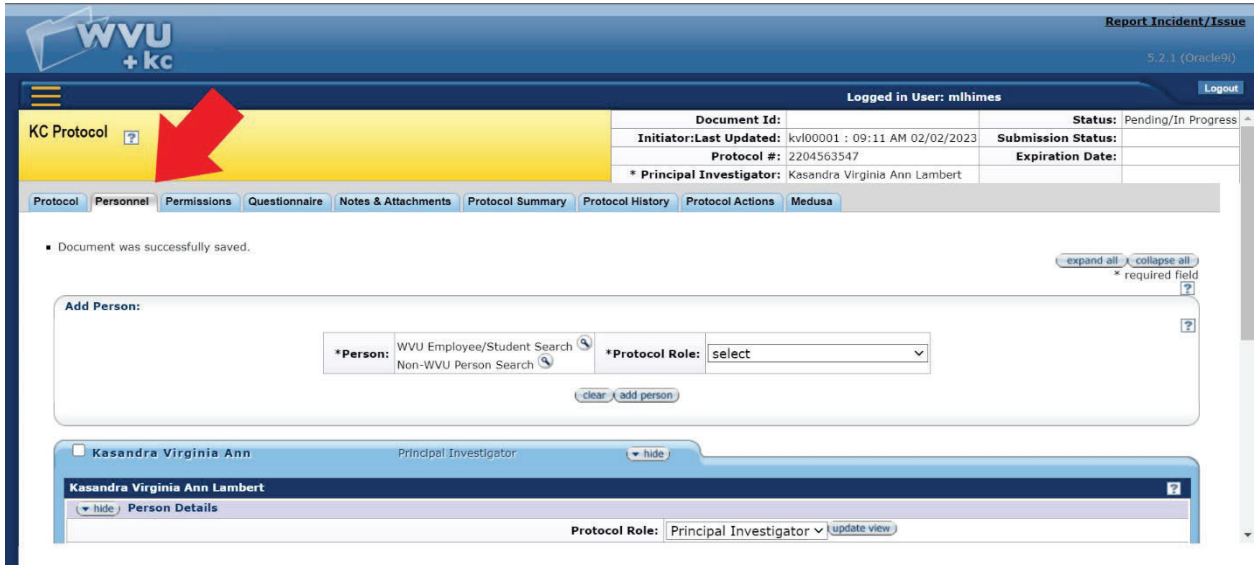# How-To: Attach CITI HSP Training in WVU+kc
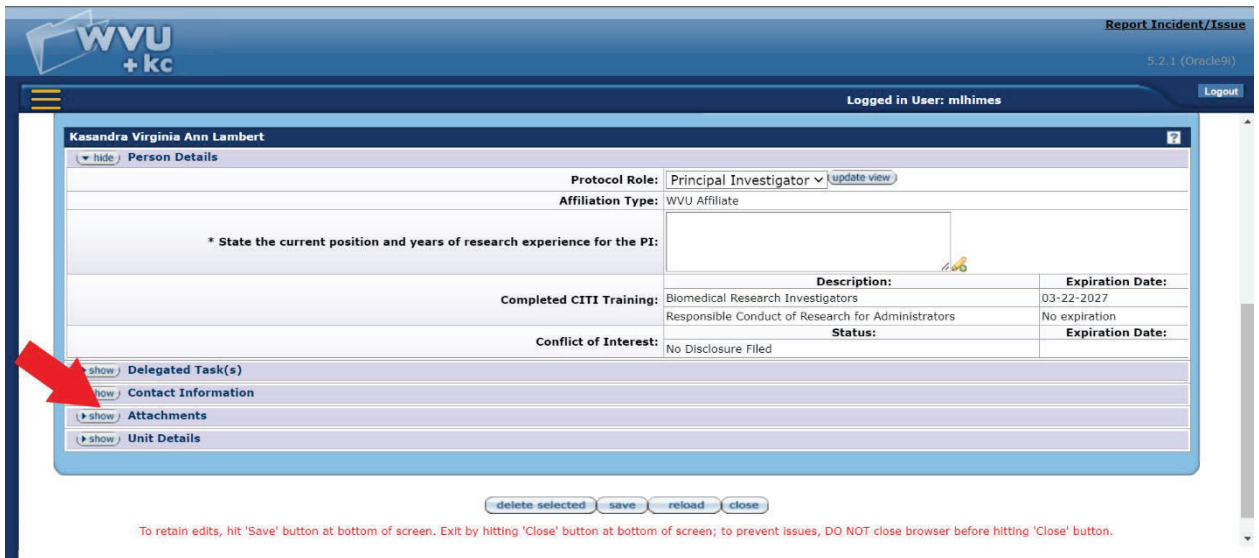
General Instructions
Use this guide if CITI HSP training is not auto-populating in WVU+kc for study personnel.
1. Login to WVU+kc and edit the protocol that needs CITI Training documentation added.
2. Click the Personnel tab.

3. Select the Personnel that needs CITI Training documentation attached.
4. Click SHOW next to the Attachment section of that person.

5. Select Attachment Type (Training Certificate or Training Certificate 2)
6. Provide a brief description (example: CITI HSP Training Certificate)

7. Choose File to add the PDF of the certificate.

8. Click ADD to the right under Actions to attach the documentation.

9. Save the submission.