

# Certificates (SIF Unity)

Last Modified on 01/22/2026 1:37 pm CST

Tool Search: SIF Certificates

The Certificate tool allows users to import certificates that Campus does not support for their SIF connection.

**Note:** Maine users do not need to import or update a certificate.

SIF Unity ☆

System Settings > SIF Unity > Configuration Tool

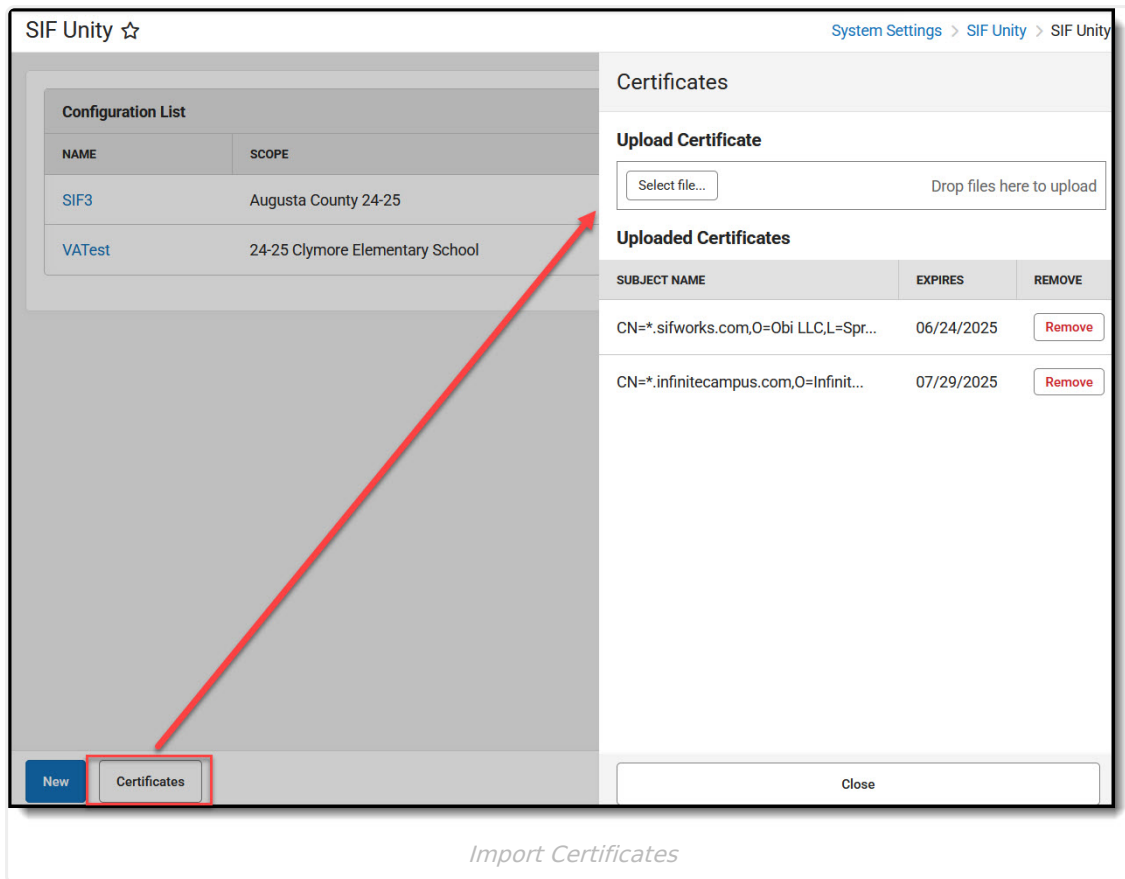
Configuration List

NAME	SCOPE	HELPER TOOLS
SIF3	South Portland School Department 24-25	SIF Tools

New

Certificates

SIF Certificates



## Import New Certificates:

1. Select **Certificates** on the SIF Configuration screen.  
**Note:** Certificates can also be imported from inside a Configuration screen.
2. Click the **Select File** button.
3. Select the Certificate that will be uploaded.
4. Select **Open**.
5. The selected certificate will be imported and appear in the Uploaded Certificates list. Select **Close**.

## Update an Expiring Certificate:

When a notification is received stating that a certificate is going to expire, please use the following steps to upload a new certificate:

Users with access to the SIF configuration tool will receive an email and an in-app notification when the certificate is about to expire.

Expiration notifications occur per the following:

- Notification every 3 days when the certificate expires within 30 - 10 days.
- Users will receive a daily email notification and in-app notification when the certificate expires within 10 days.

- If you have a new certificate to replace the expiring certificate:

SIF Unity ☆ System Settings > SIF Unity > Configuration Tool

Configuration List		
NAME	SCOPE	HELPER TOOLS
SIF3	South Portland School Department 24-25	<a href="#">SIF Tools</a>

[New](#) [Certificates](#)

*Certificates button*

1. Select the **Certificates** button.

**Certificates**

**Upload Certificate**

[Select file...](#) Drop files here to upload

**Uploaded Certificates**

SUBJECT NAME	EXPIRES	REMOVE
CN= test.upolad.cert.12345	03/25/2025	<a href="#">Remove</a>
CN= test.upolad.cert.67889	01/08/2025	<a href="#">Remove</a>

*Select File*

2. Upload the new certificate by clicking on **Select file** and selecting the proper file.

Uploaded Certificates		
SUBJECT NAME	EXPIRES	REMOVE
CN= test.upolad.cert.12345	03/25/2025	<a href="#">Remove</a>
CN= test.upolad.cert.67889	01/08/2025	<a href="#">Remove</a>

*Remove Certificate*

- Remove the expiring or expired certificate from the Uploaded Certificates section by selecting **Remove**. Removing the expired certificate will stop expiration notifications.  
**Note:** The 'Remove' button is not accessible for users that do not have 'Delete' tool rights for the selected Configuration.