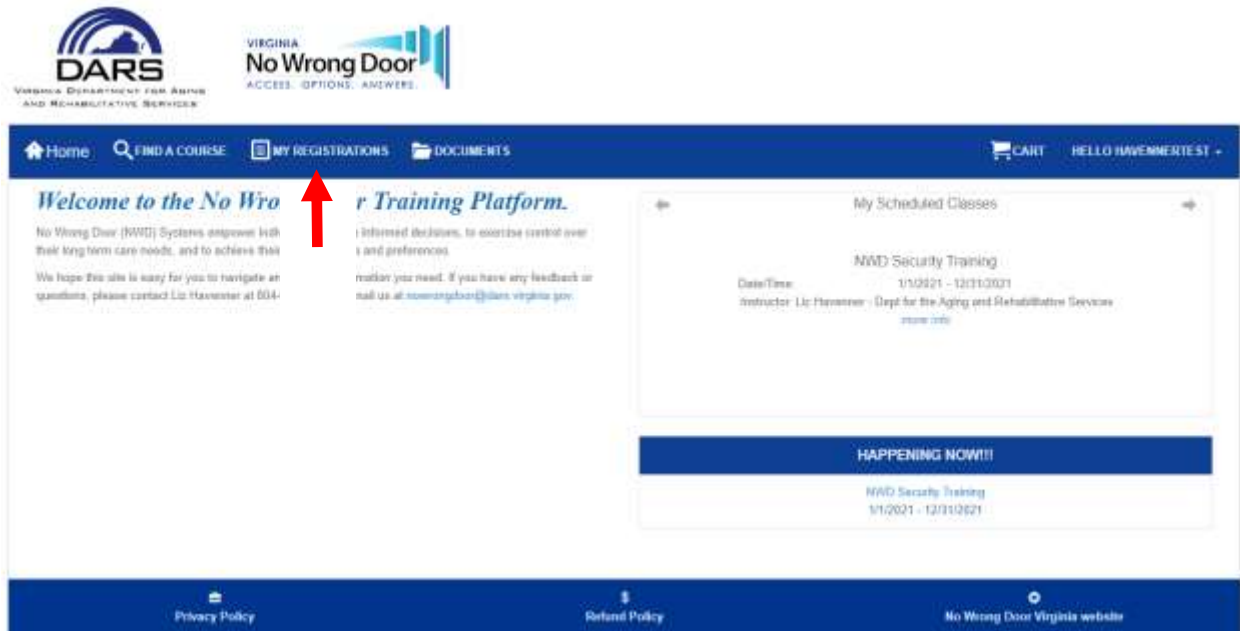
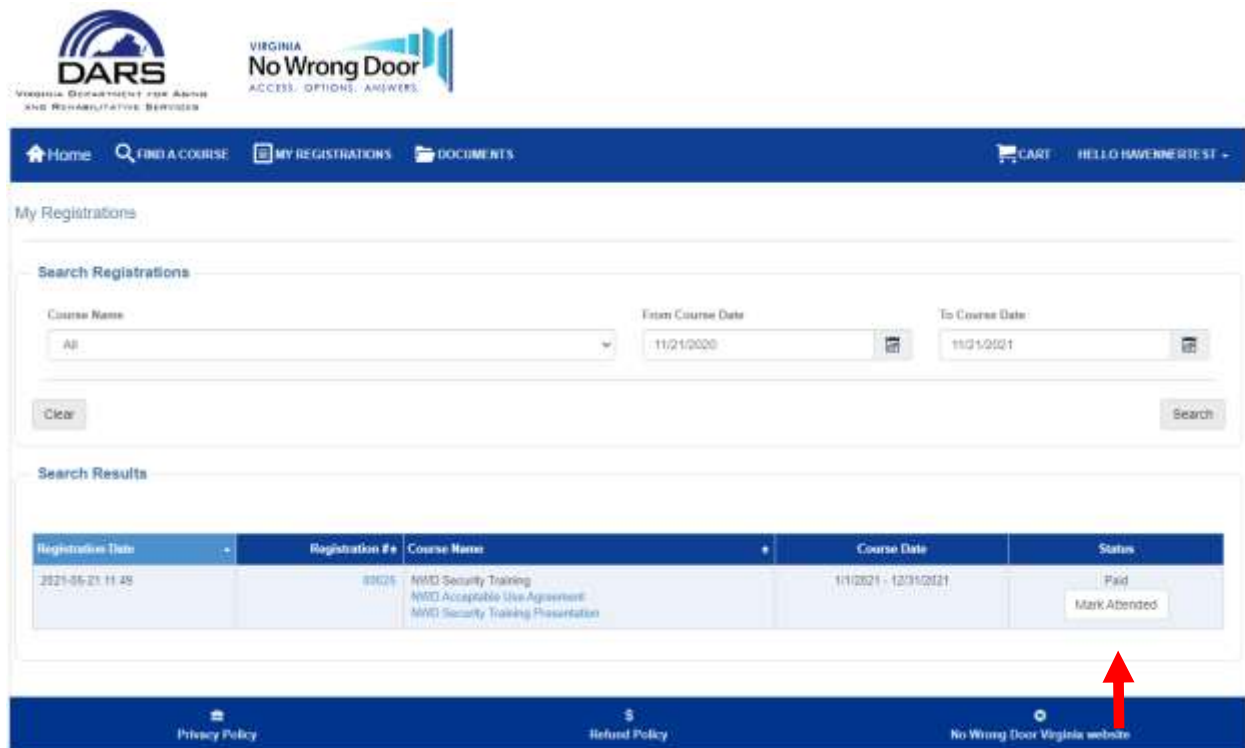


COMPLETING A COURSE and DOWNLOADING CERTIFICATES

1. Once a course is completed click “My Registrations” tab on the Home Page.



2. “My Registrations” page displays. Click “Mark Attended” for the course you just complete.



3. Click **“Start”** to begin the survey/attestation.



4. Answer the questions and check any boxes where appropriate then click **“Submit.”** The following screen displays. Click on **“My Registrations”** to download your certificate.

