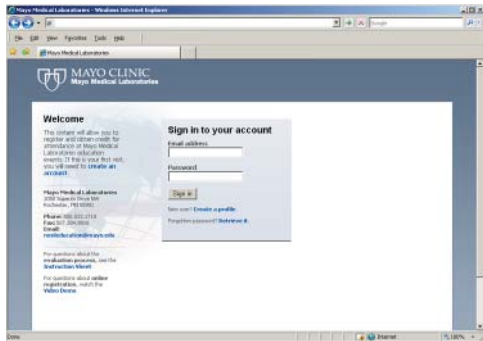


Instructions for Online Evaluation and Certificates of Attendance

This system consists of two parts – the event evaluation, which is completed anonymously, and a login account where you generate and keep track of your certificates.



Step 1 – Sign in to your account

If this is your first time to use the online system, you may not have a login account needed to generate certificates. Click the link under the login box to fill out your profile. Once you've set up a profile, you can sign in with your email address and the password you selected. Passwords should be between 6 and 32 characters and must include at least one letter and one number. Passwords are case sensitive.



Step 2 – Begin an evaluation

After attending the event, you should have received an email message containing a link to the evaluation. Once you've signed in, you will begin the evaluation process.



Step 3 – Complete the evaluation

Respond to each question. If you need to leave and return later, make a note of the code in the upper left corner of your screen. When you click the evaluation link again, you can enter this code instead of your email address to pick up where you left off.



Step 4 – Review your responses

You may review each page of the evaluation to be sure that you're satisfied with the responses. Once the evaluation is finalized, you will not be able to make changes or complete it again.



Step 5 – Finalize the evaluation

When you click the “finalize” button, your responses will be recorded and you will be able to generate your certificates of attendance.



Step 6 – Record your attendance

Enter your actual hours of attendance for each day or session of the program, up to the specified maximum.



Step 7 – Generate certificates

After recording your attendance, you may generate a certificate for each type of credit that is applicable to you. These certificates will be created as PDF files, pre-filled with your personal information. You may save or print as many certificates as needed. If you need to return later to retrieve a previous certificate, just log in to your account and click the “My Events” tab.