



Managing My Personal Account

Task 1 – Updating Personal Profile Information

1. Click the Update Your Profile! link
2. Click the Change... link to update your supervisor information
3. Enter Supervisor's Name and click the Search button
4. Click the Select button
5. Enter Email Address
6. Click the Submit button to save updates
7. Click the Close button

Task 2 - Viewing the Learning History

1. Click the Learning link
2. Click the Learning History Sub-Menu link
3. Click item title to view History Details
4. Click item title on History Details screen to view Item Details
5. Click Back link to go back to History Details screen
6. Click Back link to go back to Learning History screen

Task 3 - Revisiting Course Content(s) after Completion

1. Click the Learning link in the Main Menu
2. Click the Learning History Sub-Menu link
3. Click the Review Content button (if available)
4. Click on the link for the content you wish to review
5. Click Close [X] button to close content window
6. Click Return to Content Structure button
7. Click the Learning History Sub-Menu link to return to the Learning History screen

Task 4 - Printing Completion Certificates

1. Click the Learning link in the Main Menu
2. Click the Learning History Sub-Menu link

3. Click Print Completion Certificate button
4. Click the Printer icon in the certificate window to print
5. Click the OK button in the Print window
6. Click the Close [X] button to close the certificate window

Task 5 - Personal Training Reports

1. Click the Reports link in the Main Menu
2. Click the desired report link
3. Enter desired report settings
4. Click the Run Report button
5. Print or Save the file as desired
6. Click Close [X] button to close the report window
7. Click the Back to Browse Reports link

This completes the task.