Frequently Asked Questions (FAQs)

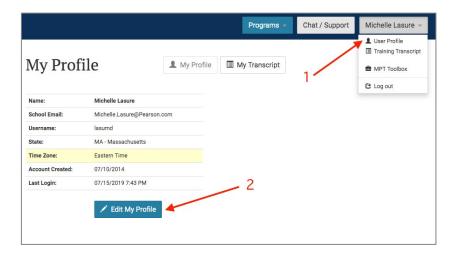
Q: I registered on the site, but did not receive an Activation email.

A: The activation email likely went to a SPAM folder, or was deleted automatically, because your email software saw it as junk mail. Check your Spam or Junk folder, or talk to your local system administrator.

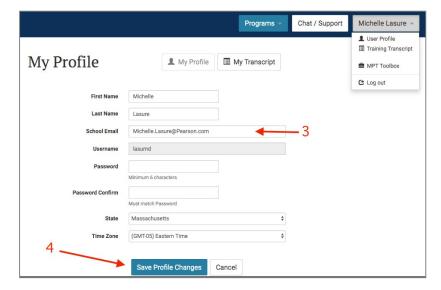
Q: How do I change my account email address?

A: Access your User Profile to make changes to your account information.

- 1. Log in to the site and select **User Profile** from the menu displaying your name.
- 2. Then click Edit My Profile.



- 3. Update the **School Email** field with your new email address.
- 4. Click **Save Profile Changes** to save the new information.



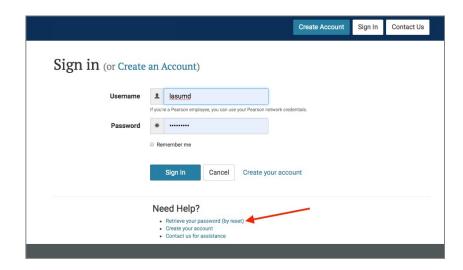
Last updated: 6/27/21

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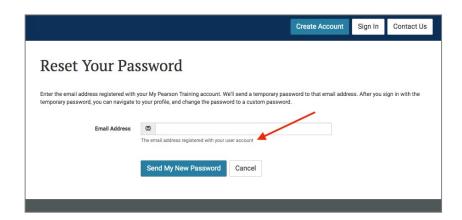
Q: I forgot my password. How can I reset it?

A: Use the Reset Password link to reset your password via email.

1. On the login screen, click **Retrieve your password (by reset)** under the **Need Help?** heading.



 Enter the email address associated with your account, and click Send My New Password. You will receive an email with a link to reset your password. If you don't receive an email, check your Spam folder.



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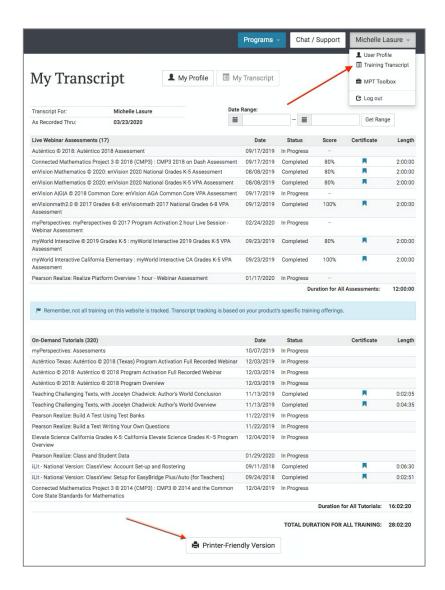
Q: How do I view my transcript and print certificates?

A: Log in to the site and select **Training Transcript** from the menu displaying your name.

Most training **In Progress** or **Completed** will display by default, or use the **Date Range** to filter your view. Asynchronous courses only display on the transcript once 85% of the course has been completed.

Click the blue ribbon icon to print certificates for completed training. You may need to select the **Print Background Images** option to print your transcript.

Click the **Printer-Friendly Version** button at the bottom of the page to print your entire transcript.



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