

User Guide for Post Assessment and Certificate

To take required post-assessment:

- Close course window by clicking on the red X in the right hand corner.
- Go to the TRAIN home page by clicking on Home in the green ribbon.
- Look at *My Learning Record* in the right hand blue box.
- Click on *My Learning*.
- Select the M (Manage) to the right of the title.
- Select *completed*.
- Select *assessment*.
- You must correctly answer 5 out of the 5 questions to complete the course.

To get a certificate:

- Go to TRAIN home page.
- Go to *My Learning Record* and click on *certificate* in right hand column and print.