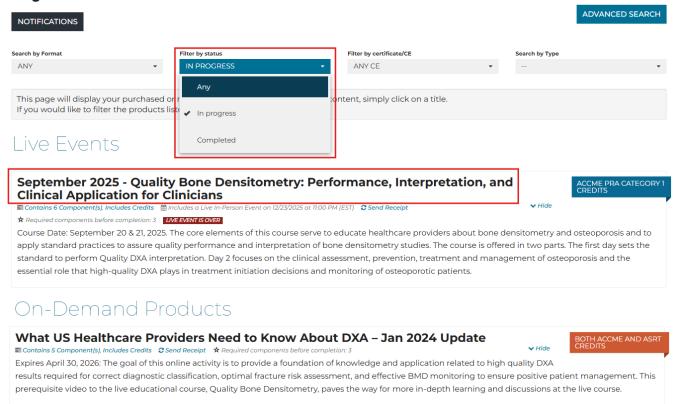


How to Claim your Credits and Print your Certificate

- 1. Log into your ISCD Learning Dashboard
- 2. On your Dashboard, locate your course. This will be under either "Live Events" or "On-Demand Products" (you may have to scroll down to see On-Demand Products). Click on the title of the course you completed.

 *You may need to change the second drop-down menu to "Any" to find a live course from the past.

My Dashboard



3. Under the tab **Course Access**, all of the sections you have already completed will display a green check-mark. If there is a Quiz, you must complete the Quiz. Then you will be able to access the **Activity Survey**. Click the "Fill out Survey" button, answer all questions, then click the "Finish" button when you are done with the survey.

Note: Make sure all survey questions are answered! If any are left unanswered, when the FINISH button is clicked a pop up will appear showing what question(s) have not been answered; you must go back and answer them then click FINISH again.

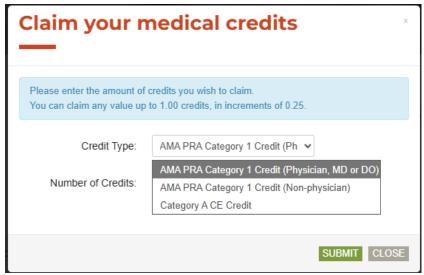




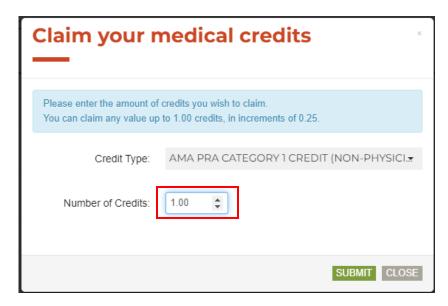
How to Claim your Credits and Print your Certificate

4. Once the survey is completed, a pop-up will appear thanking you for completing it. Click OK and then you will be automatically brought to the screen to claim your Credits. Choose the Credit type you would like, and then click the **SUBMIT** button.

Note: If you click **SUBMIT** without selecting the credit type from the drop down, the credit type default is AMA PRA Category 1 Credit **(Physician, MD or DO)**. If you submit the wrong credit type, you will need to contact ISCD to change it.



Note: The amount of credits defaults to the maximum possible, but participants claiming ACCME credits (both types of AMA PRA Category 1 Credit) should only claim credit for the amount of time they engaged with the activity, to the closest .25 hour (i.e. 1 Hour would be 1 credit, 30 minutes would be .5 credits, etc.) ASRT requires participants to complete the entire activity to claim credit, so anyone claiming Category A CE Credit does not have the option to claim partial credit.

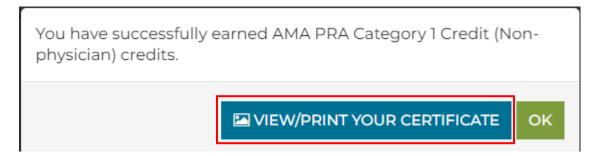




How to Claim your Credits and Print your Certificate

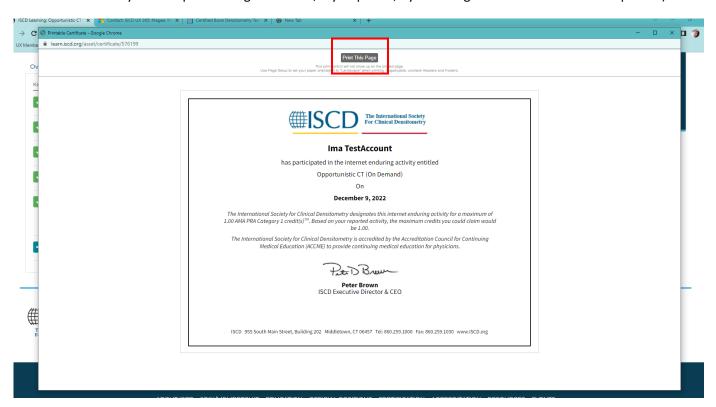
5. Once you've submitted your Credit Choice, you will receive a pop-up stating you can view/print your Certificate.

Note: Make sure to click "View/Print Your Certificate." Clicking "OK" instead will take you back to the Dashboard without viewing your Certificate.



6. You will now get a new pop-up displaying a digital copy of your your Certificate.

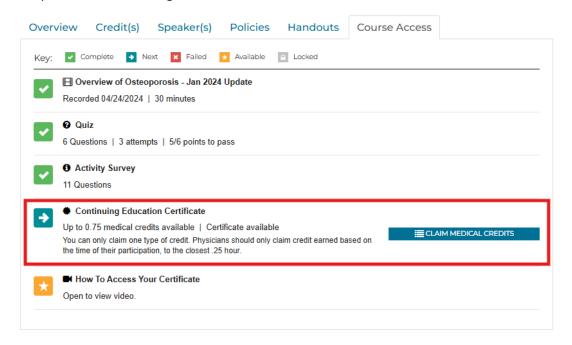
If you click the "Print this Page" button, it will begin the process to print your certificate (or save it to your computer in digital format, if you prefer, by selecting Print to PDF instead of a printer).





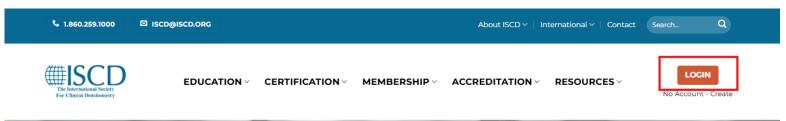
How to Claim your Credits and Print your Certificate

7. You can return to the activity until it expires. Open the Continuing Education Certificate task to print the certificate again.

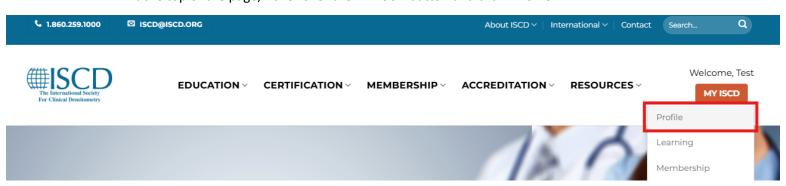


After the activity is no longer available on your Learning Dashboard, you can follow the steps below to reprint your Certificate:

1. Log into your ISCD Profile



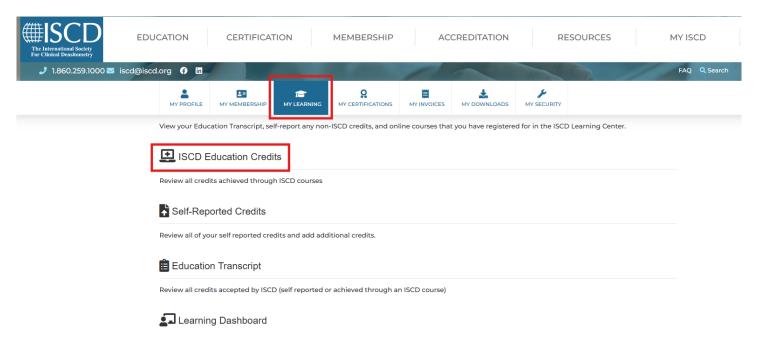
2. At the top of the page, hover over the MY ISCD button and click "Profile"





How to Claim your Credits and Print your Certificate

2. Click MY LEARNING from the menu, then click "ISCD Education Credits"



3. Click on the title of the course you've completed to view/print the Certificate.

