



EXPLANATION: Use My Dashboard to join an event you are registered for to access Zoom link, meeting info, download handout(s), watch a recording, complete the evaluation, and/or print certificate(s).

- To view your personal Dashboard, log in (email and password) and click on My Dashboard.
- Click on the bold title of the event which is a link and opens an expanded window. Options include:
 - Join event no earlier than 15 minutes prior to start time
 - Handouts tab to download PDF
 - Archive / Recording to watch the video (as appropriate)
 - Complete evaluation which opens access to Certificates

Title of Event You Wish to Watch / Link

Note: Certificates are not accessible until Evaluation has been completed.