

Education Catalog Instructions

FIRST-TIME REGISTRATION

1. Click the **“Create A New Account”** link on the [Education Catalog](#)'s homepage. This step must be completed the first time you access the Catalog to create an account and profile.
2. Enter your information on the **“Create an Account”** page and click **“Register New Account.”** The Catalog will then send you a confirmation email.
3. Open the confirmation email sent from the Canvas Catalog, then click the link to set a password for the account. Once you create a password, you can log in to the Education Catalog and enroll in courses.

ENROLLING IN A COURSE

1. Select a course from the [Education Catalog](#)'s homepage and click **“Enroll Now”** to add it to your cart.
2. Once it is in your cart, click **“Enroll”** on the checkout page.
3. Click **“Go to Courses”** to view a list of the courses that you selected.
4. Click **“Go to Course”** below any courses you wish to complete.

ACCESSING YOUR CERTIFICATES OF COMPLETION AND TRANSCRIPTS

1. For the course you have completed, you can download a **“Certificate of Completion.”**
2. In the upper right-hand corner of the [Education Catalog](#)'s homepage, click under your name and then click **“Student Dashboard.”**
 - All courses you enrolled in will be displayed in the three respective tabs: 1) In-Progress, 2) Completed, and 3) Not Completed.
3. To access your Certificates of Completion, click the **“Completed”** tab.
4. Click **“View”** or **“Download”** under the appropriate course, then save the PDF Certificate of Completion to your device.
5. You can download a **“Transcript”** for a list of all the courses you have completed:
 - Navigate to the upper right-hand corner of the [Education Catalog](#)'s homepage, click under your name, then click **“Student Dashboard.”**
 - All enrolled courses will be displayed in the three respective tabs: 1) In-Progress, 2) Completed, and 3) Not Completed.
 - To download a transcript, click the **“PDF Transcript”** button on the right side of the screen, and the PDF transcript will open in a new window. Download the transcript and save it to your device.