



On-Line-Training-Process.

1. Log into assistedlivingstafftraining.com. You know that you are logged in when your name appears at the top of the page. At anytime if you name is not at the top you have been logged out. Log out may occur if the system is left idle for a long period of time.
2. Scroll down to the heading My online Training
3. The courses that you purchased will have a green button. Click the green button to enter the training. View the videos, and take all quizzes associated with that subject.
4. A score of 70% or greater is required to pass the test. At the end of the test if you achieve a 70% or greater click the submit button.
5. If you do not achieve a 70% or better click the try again button.
6. With the success submission of 70% or better you should be taken to the next page, which say thank you for your submission, and you should see a link, which says return to my training. Click the link, which says return to my training.
7. Two things should happen at this point, you should get an email, and a link should appear, if neither of these things happen take test again it may not have been submitted correctly.
8. When you return to the home page scroll down to the heading, which says **certificates**.
9. Under the **certificates** heading you should see a red statement, which says, "**Print Certificates**" **Click Link below:** Below this message should be the links to click to print out your certificates.
10. Click the link for the certificate you want to print. Choose option 2 and save the PDF file to the desktop.
11. After saving the certificate to the desktop you can print the certificate.