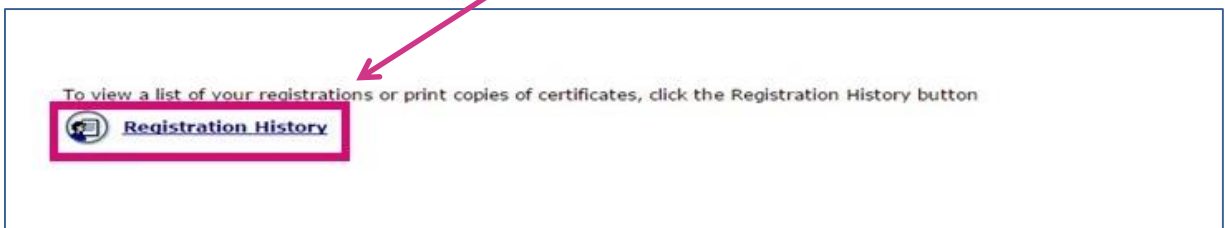


How To Print Your CEU Certificate

1. Please use the following link to access your Profile:
<https://www.123signup.com/profile?Org=nysswa>
2. Enter your email address
 - a. **If you are not able to log in**, try a different email address. Locating your records is based on your email address.
3. Enter password
 - a. (If you do not remember or do not have a password, use the “Forgot Password” link to generate a random password to your email.
 - b. If you copy and paste this password, **please make sure there are no extra spaces** (leading or trailing) during input.)
 - c. Once logged in you can edit profile information as preferred. (including password)
4. Scroll to **the bottom of the page** where there is a **“Registration History”** link available for you to view past registrations and access your receipts and certificates.



5. Find Event that you attended and would like a CEU Certificate.

MEMBERSHIP Member Activity

NYSSWA
79 Stewart Avenue, Bethpage, NY 11714-5310
Fax: 516-750-1452
info@nysswa.org

For best results, please use the Back button within the form below to go back to a previous screen.

Dot Kontak
dkontak1@gmail.com
School Social Worker
Retired NYSSWA Membership

Select a registration date and click the View Details button to review the details of the registration. Click the Print Certificate button to print a copy of your certificate. Use the arrow keys to navigate through the list of transactions. Click Done to return to the profile page.

If you want to view/print/save a receipt, invoice or certificate, you must have Adobe Acrobat Reader software installed on your computer. You must also turn off your pop-up blocker. [Click here](#) to download a free copy of Adobe Acrobat Reader.

Registration History 1-2 of 2

Start Date	Name	Contact Hours
<input checked="" type="radio"/> 04/08/2016	Collaboration and Inspiration: School Social Workers as Leaders, Advocates and Brokers for Change	5.0
<input type="radio"/> 03/28/2016	Trauma Stewardship: An Everyday Guide to Caring for Self While Caring for Others	

View Details Print Receipt Print Certificate Done

6. Click on corresponding bullet.

Select a registration date and click the View Details button to review the details of the registration. Click the Print Certificate button to print a copy of your certificate. Use the arrow keys to navigate through the list of transactions. Click Done to return to the profile page.

If you want to view/print/save a receipt, invoice or certificate, you must have Adobe Acrobat Reader software installed on your computer. You must also turn off your pop-up blocker. [Click here](#) to download a free copy of Adobe Acrobat Reader.

Registration History

Start Date	Name	Contact Hours
<input checked="" type="radio"/> 04/08/2016	Collaboration and Inspiration: School Social Workers as Leaders, Advocates and Brokers for Change	5.0
<input type="radio"/> 03/28/2016	Trauma Stewardship: An Everyday Guide to Caring for Self While Caring for Others	

Navigation: << Prev [View Details] [Print Receipt] [Print Certificate] [Done] Next >>

7. Click on "Print Certificate".

Select a registration date and click the View Details button to review the details of the registration. Click the Print Certificate button to print a copy of your certificate. Use the arrow keys to navigate through the list of transactions. Click Done to return to the profile page.

If you want to view/print/save a receipt, invoice or certificate, you must have Adobe Acrobat Reader software installed on your computer. You must also turn off your pop-up blocker. [Click here](#) to download a free copy of Adobe Acrobat Reader.

Registration History

Start Date	Name	Contact Hours
<input checked="" type="radio"/> 04/08/2016	Collaboration and Inspiration: School Social Workers as Leaders, Advocates and Brokers for Change	5.0
<input type="radio"/> 03/28/2016	Trauma Stewardship: An Everyday Guide to Caring for Self While Caring for Others	

Navigation: << Prev [View Details] [Print Receipt] [Print Certificate] [Done] Next >>

8. **BE SURE** to look for "Pop up" message (very top or bottom of your page) and click "Open" to see or Receipt.

The screenshot shows a web browser window displaying registration details for NYSSWA. The page includes contact information, a registration table for 05/30/2016, and pending payment information. A pop-up message at the bottom asks, "Do you want to open or save Invoice1298243205.pdf (13.9 KB) from s01.123signup.com?". The "Open" button is highlighted with a pink box. A pink arrow points from the "Print Certificate" button in the previous screenshot to this pop-up message.

Registration Details

NYSSWA
79 Stewart Avenue, Bethpage, NY 11714-5310
Fax: 516-750-1452
info@nysswa.org

Name	#	Item	Action	Amount
Dot Kontak		"Supporting Our LGBTQ Youth" by Mary Jane Karger.	Added	US\$ 40.00
				Total: US\$ 40.00

Pending Payment Information

Payment By: Check
Amount: US\$ 40.00
Transaction Number: 6400952

Navigation: << Back [Print Invoice]

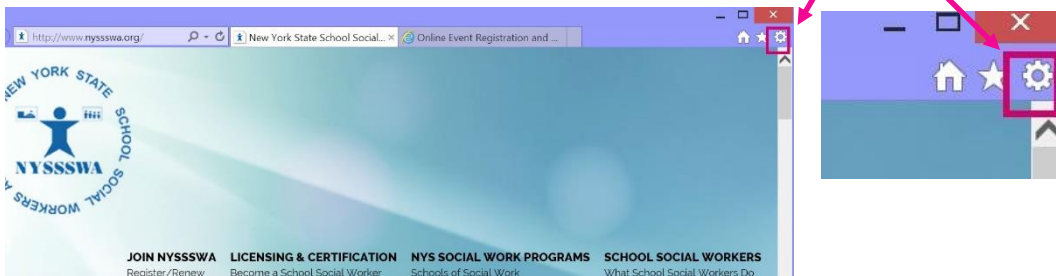
Registration Powered by 123Signup

Do you want to open or save Invoice1298243205.pdf (13.9 KB) from s01.123signup.com? [Open] [Save] [Cancel]

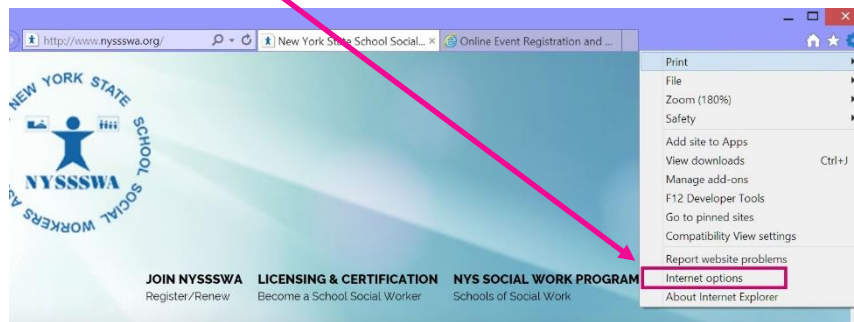
9. Still don't see Certificate? **BE SURE TO "ALLOW POP-UPS"**

Please note that the Certificates will generate as PDF pop-ups. **Please check your browser settings to allow pop-ups from 123Signup.**

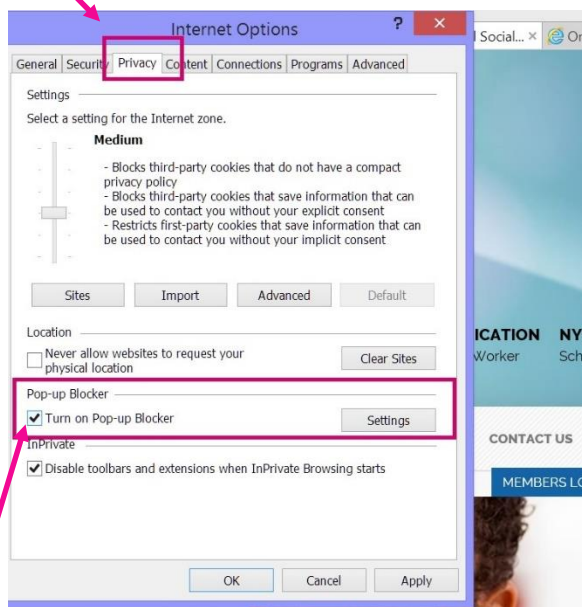
10. **How Do I Do That?** Look at top of your browser page and click on "Settings" icon.



11. Click on "Internet Options"

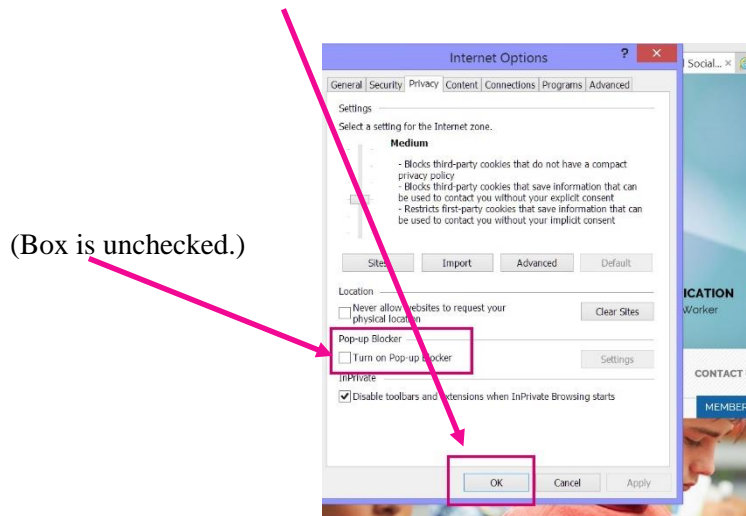


12. Click on "Privacy"



13. **UNCHECK** the "Turn on Pop-up Blocker"

14. Next click "OK" to save your changes.



15. Go back to # 7 and try again to Print Certificate.

You're done! This will be the process to access all future Receipts/Invoices & CEUs from NYSSSWA.

Still having technical problems? Contact info@nyssswa.org or send an email to support@123signup.com for assistance.