

How To Print Your CEU Certificate

1. Please use the following link to access your Profile:
<https://www.123signup.com/profile?Org=nyssswa>
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. BE SURE to “Update Your Profile” to include your New York License # or it WILL NOT appear on your certificate.
5. 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.



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

MEMBERSHIP Member Activity

NYSSSWA
79 Stewart Avenue, Bethpage, NY 11714-5310
Fax: 516-750-1452
info@nyssswa.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 NYSSSWA 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

7. Click on corresponding bullet.

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

8. 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.

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

9. 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 with the URL <https://01.123signup.com/ser/>. The page title is "Online Event Registration an...". The main content area displays "Registration Details" for NYSSSWA, including the address "79 Stewart Avenue, Bethpage, NY 11714-5310" and contact information. A table shows a registration for "05/30/2016" with an item "Supporting Our LGBTQ Youth" by Mary Jane Karger, added for a total of US\$ 40.00. Below this, "Pending Payment Information" shows a payment by check for US\$ 40.00 with transaction number 6400952. At the bottom, there are "Back" and "Print Invoice" buttons. A red box highlights a pop-up message at the bottom of the page: "Do you want to open or save Invoice1298243205.pdf (13.9 KB) from 01.123signup.com?". The "Open" button in the pop-up is highlighted with a green box.

10. 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.**

11. **How Do I Do That?**

a. Google Chrome, Yahoo and Aol Browser Instructions:

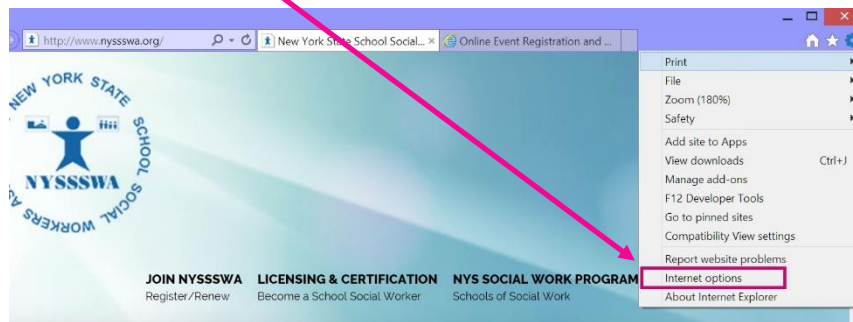
http://www.cengage.com/lms_docs/system_check/popupsfailed/popupsfailed_chrome.htm

12. **Internet Explorer Step by step**

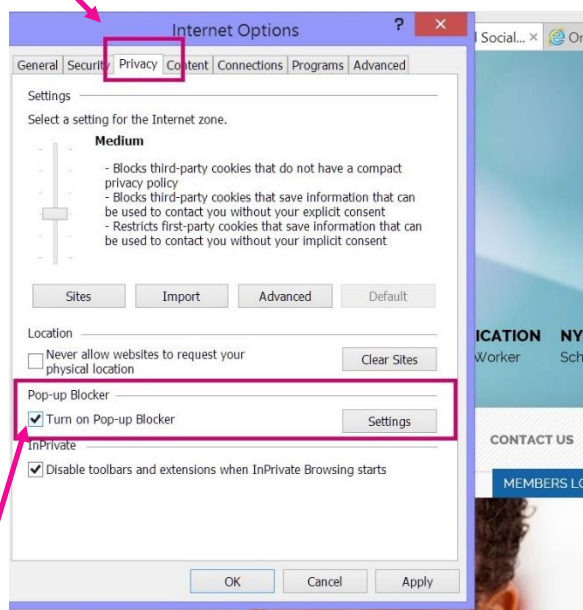
a. Look at top of your browser page and click on "Settings" icon



13. Click on "Internet Options"

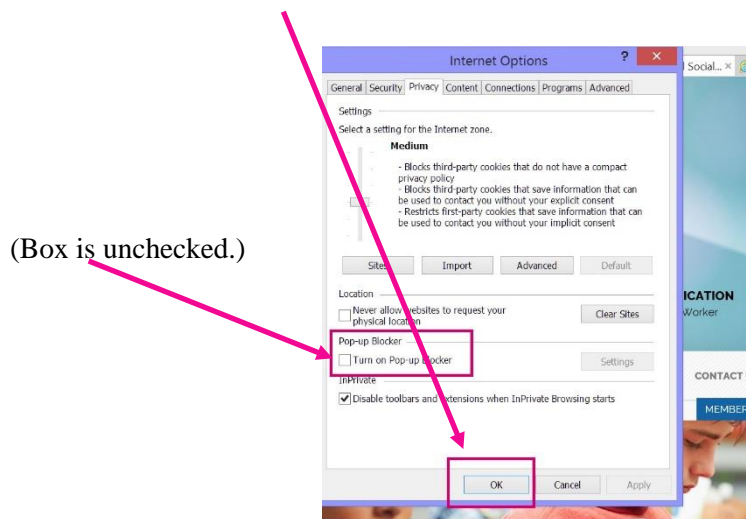


14. Click on "Privacy"



15. UNCHECK the “Turn on Pop-up Blocker”

16. Next click “OK” to save your changes.



17. 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 member.services@nyssswa.org or send an email to support@123signup.com for assistance.