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.

or prin	rint copi	es of certif	ficates, clic	k the Regist	ration Histo	bry button	

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

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7. Click on corresponding bullet.

8.

	/save a receipt, invoice or certificate, you must have Adobe Acrobat Reader software installed on your co g to download a free copy of Adobe Acrobat Reader.		
Start Date	Name Conta	act Hours	1-2 of 2
04/08/2016	Collaboration and Inspiration: School Social Workers as Leaders, Advocates and Brokers for Change	5.0	i.
03/28/2016	Trauma Stewardship: An Everyday Guide to Caring for Self While Caring for Others		
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Click on "Print	Certificate".		
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9. BE SURE to look for "Pop up" message (very top or bottom of your page) and click "Open" to see or Receipt.

(***)		79 Stewart Avenue, Beth	NYSSSWA page, NY 11714-5310 Fax: 516-750-1452	
ATTACA			info@nyssswa.org	
Registration Details		Like	Tweet Share	/
05/30/2016				
	em		Action Amount	
Dot Kontak "S	Supporting Our LGBQT Youth" by Mary .	Jane Karger.	Added US\$ 40.00 Total: US\$ 40.00	
Pending Payment In	formation		Totall Obt Hold	
Payment By:	Check			
Amount:	US\$ 40.00			
Transaction Number:	6400952			
	◄◄ Back ●∑	Print Invoice		
(?) Help		Registration Po	owered by 123Signup	

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

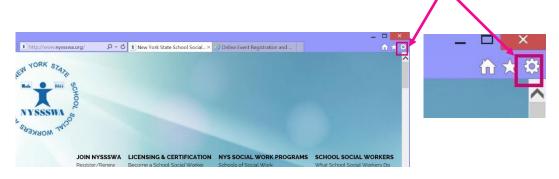
Please note that the Certificates will generate as PDF pop-ups. Please check your browser settings to allow pop-ups from 123Signup.

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

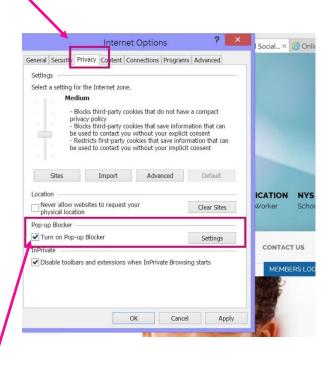
a. Look at top of your browser page and click on "Settings" icon



13. Click on "Internet Options"

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14. Click on "Privacy"



- 15. UNCHECK the "Turn on Pop-up Blocker"
- 16. Next click "OK" to save your changes.

	Internet Options ? 🗙	Social × 遵
	General Security Privacy Content Connections Programs Advanced	
	Settings	
	Select a setting for the Internet zone.	
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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 <u>member.services@nyssswa.org</u> or send an email to <u>support@123signup.com</u> for assistance.