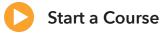
70 | CATALOG HELP



- 1. Click **Catalog** on the left navigation menu.
- 2. Locate the Course Title (see below).
- 3. Click the **Course Title** to see more details about the course. If there are multiple parts to complete, you will have to click which part of the course you wish to take.
- 4. Click Start.

Exit a Course

To exit a course, click the **Exit** link at top right of course or close the course window. Your progress will be saved automatically.

Resume a Course

- 1. To resume the course where you left off, click on the **Course Title.**
- 2. The course may prompt you with a question like "Would you like to resume where you left off?" Click **Yes.**

Find a Course

To find a course, enter the course title or part of the title into the Search field and click **Go**. If you don't see the results you expect, choose a different tab and search again.

Complete a Course Again

If a course is required to be completed every year, one year after you complete the course, the "completion" status will be reset and there will not be a check mark in the Status box. You will need to take the course again to get credit for the course.

On the History page, you will see a completion record (and a certificate) for each time that you complete the Course.

