

INSTRUCTIONS TO ACCESS YOUR Required (RQD) Training Courses in myPSBA

1. Login to myPSBA.org

2. To find your courses, click on **My Transcript**, located at the top center of the screen.

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<u>myPSBA</u>	myPSBA	My Transcript Activity Support/Contact		
PSBA Member Portal	# Home	Position: STAFF (PSBA) (CURRENT) Y		
	P Online Learning			
	My Transcript	Online Learning Transcript		
Password	Act 55	Keep track of all your online learning courses, badges and certificates from this central location. Course enrollments, shows you the		
Remember Mo	A Store/Registration	certificates that you earn can be seen by clicking on the appropriate header. If you wish to see the "open backpack" compatible bad		
163(3)	1 Members	MY COURSES		
Lost your password?	👹 Groups			
+- Back to myPSBA	Discussions	ENROLLED (17)		

3. Once you are in your transcript, your courses will be in your enrolled courses area. (Note: Other courses that you've previously enrolled in, and future enrollments will be here as well.)

Click on the **Open Course** button to begin your selected course.

Keep track of all your online learning courses, badges and certificates from this cent on our training system. All badges and certificates that you earn can be seen by click them on our Badge Viewing Site	tral location. Course enrollments, shows you the status of your online learning courses gives you a direct king on the appropriate header. If you wish to see the "open backpack" compatible badge images for all of
MY COURSES	
ENROLLED (31)	
Course: Academic Requirements and Testing Enrolled: 11/07/2018 Status: Enrolled Completed N/A	Course: Act 93 Enrolled: 11/07/2018 Status: Enrolled Completed N/A
Course: Board's Role in Finance and Budgeting Enrolled: 11/07/2018 Status: Enrolled Completed N/A	Course: Conflicts of Interest and Ethics Act Enrolled: 11/07/2018 Status: Enrolled Completed N/A



4. Once you are in your online course, click **Start course**.

EVALUATION	Academic Requirements and Testing
<u>i</u>	DESCRIPTION
ů 🗠	In this course you will learn how the laws and regulations related to academic standards, assessments and graduation requirements impact the important decisions you make at the local level, and how you can best serve your students. This course is 20 minutes.
Start course	CONTENT
	E Course
	Ø Review
	Survey
	Thank you
	COMPLETION RULES
	IN You must complete the units "Course, Review"
	< return to courses

5. Once completed, your courses will show up in the Completed area, on the **My Transcript** page.

	My Transcript	Activity	Support/Cont
ENROLLED (17)			
COMPLETED (7)			
Course: Academic Requirements and Testing			
Status: Completed			
Completed 08/01/2018			
🗃 Open Course			

6. Once you have completed all your assigned RQD courses, your certificate will appear in **My Certificate Collection**.

PRINTING YOUR RQD CERTIFICATE

1. Login to myPSBA.org.

2. Click on My Transcript at the top of the page.



- 3. Scroll to the very bottom of the page.
- 4. Click on My Certificate Collection.

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Keeş acce imag	o track of all your online learning courses, badges and certificates from this central location. Course enrollments, shows you the status of your o ss the course on our training system. All badges and certificates that you earn can be seen by clicking on the appropriate header. If you wish to see for all of you badges you can find them on our Badge Viewing Site
•	INY COURSES
•	MY BADGE COLLECTION
-	ANY CERTIFICATE COLLECTION
-	

5. Click Open myPSBA Backpack.





6. Click on **RQD – New** or **RQD Advanced** School Director Certificate.



7. In the top left-hand corner, click **[Download Certificate].**



- 8. Your computer will either automatically download the certificate to your downloads folder on your computer or prompt you to open or save the certificate.
- 9. Print.

