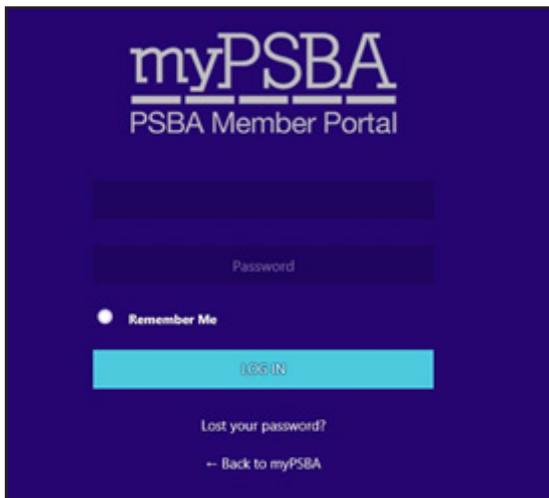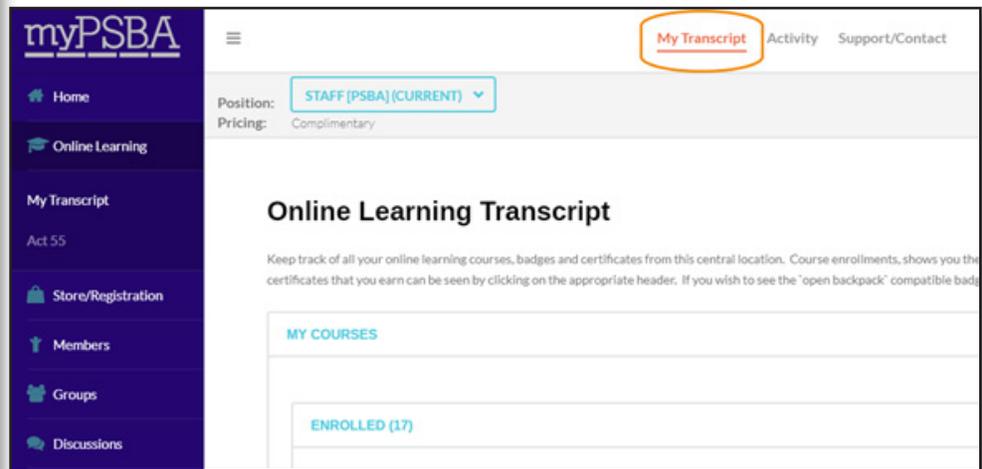# INSTRUCTIONS TO ACCESS YOUR
Required (RQD) Training Courses in myPSBA
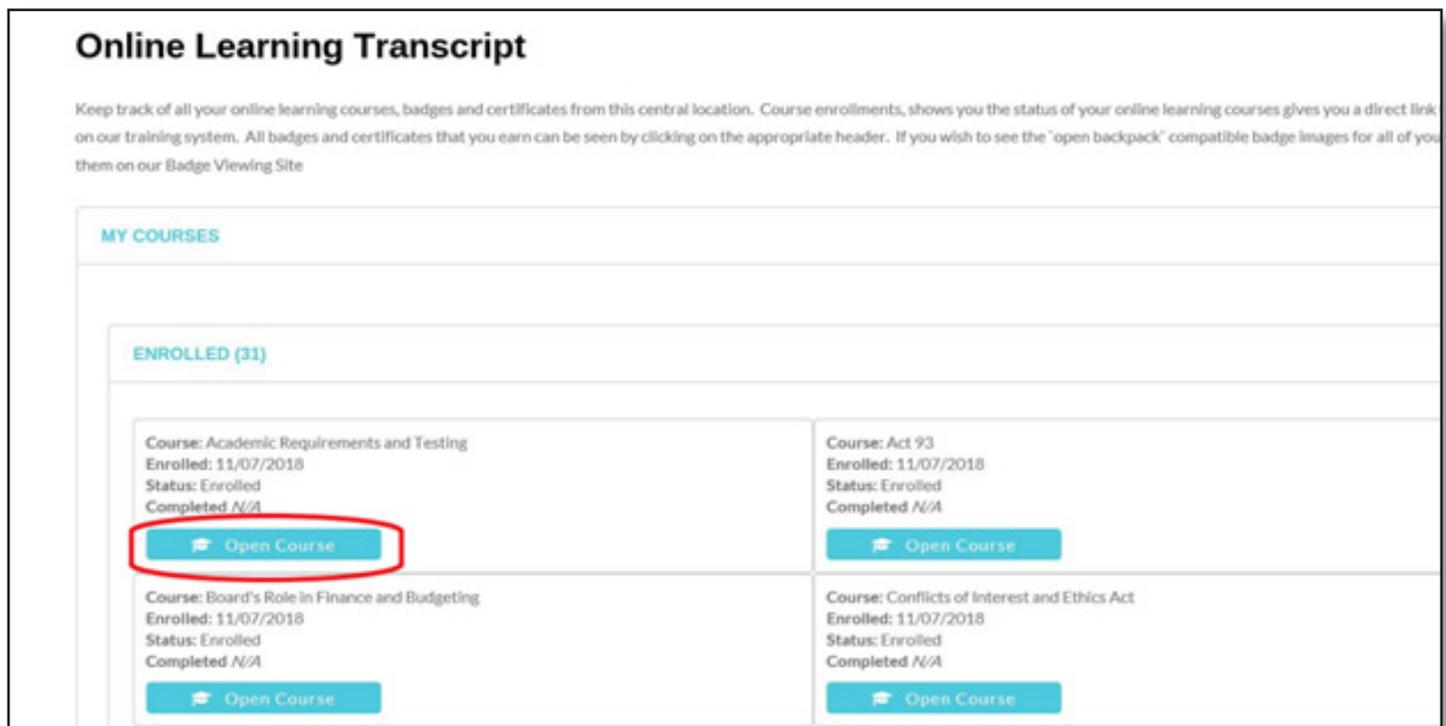
1. Login to myPSBA.org

2. To find your courses, click on **My Transcript**, located at the top center of the screen.
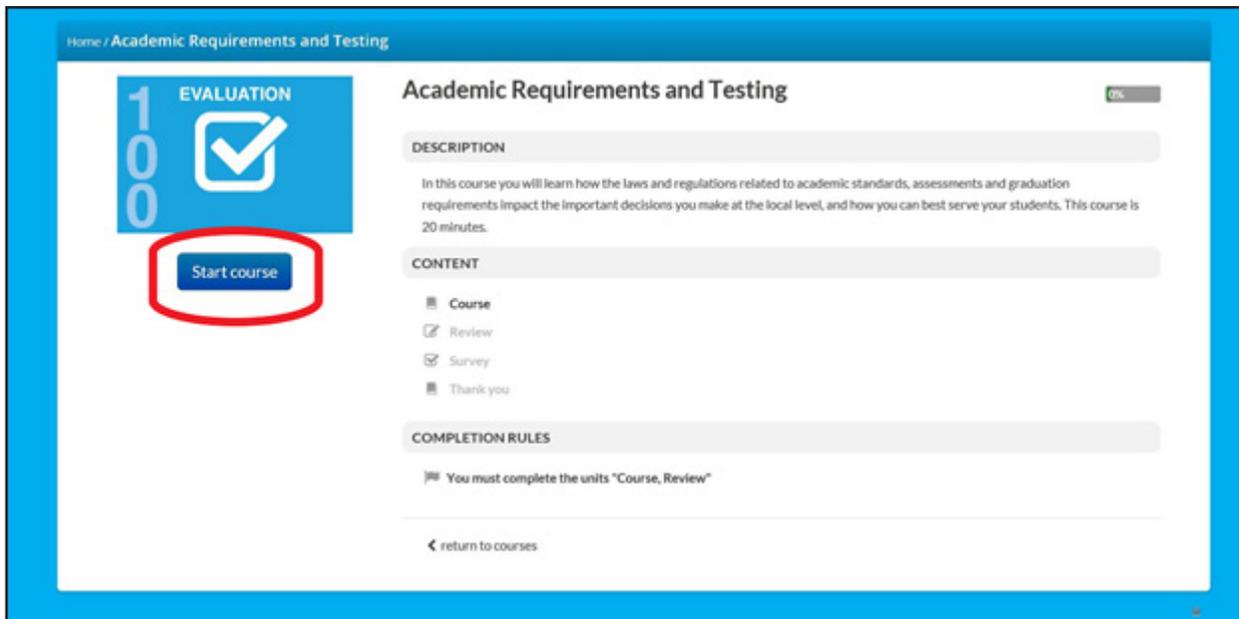
3. Once you are in your transcript, your courses will be in your enrolled courses area. (Note: Other courses that you've previously enrolled in, and future enrollments will be here as well.)
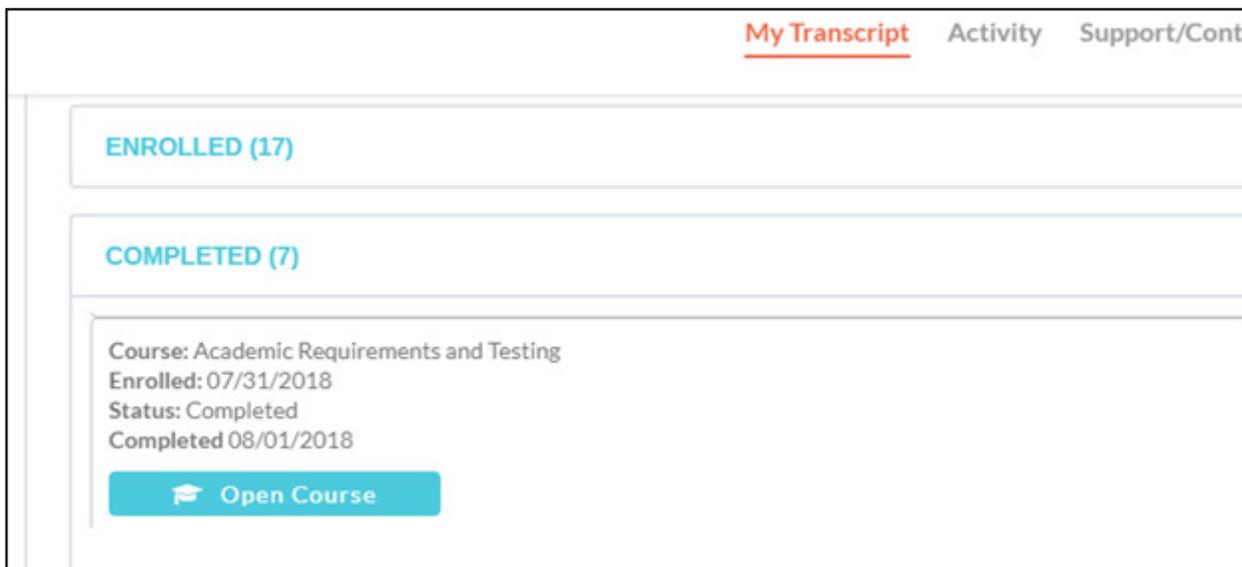
   Click on the **Open Course** button to begin your selected course.

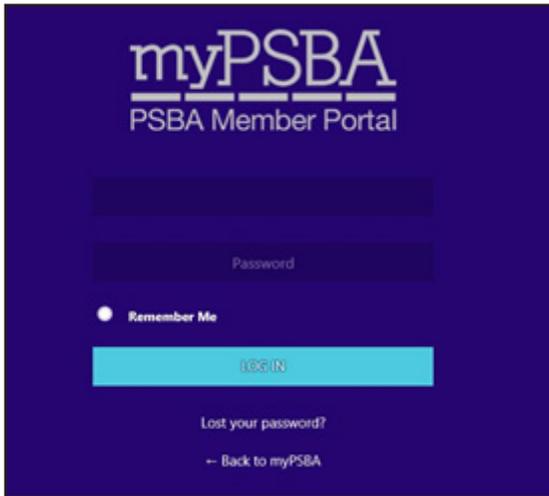4. Once you are in your online course, click **Start course**.

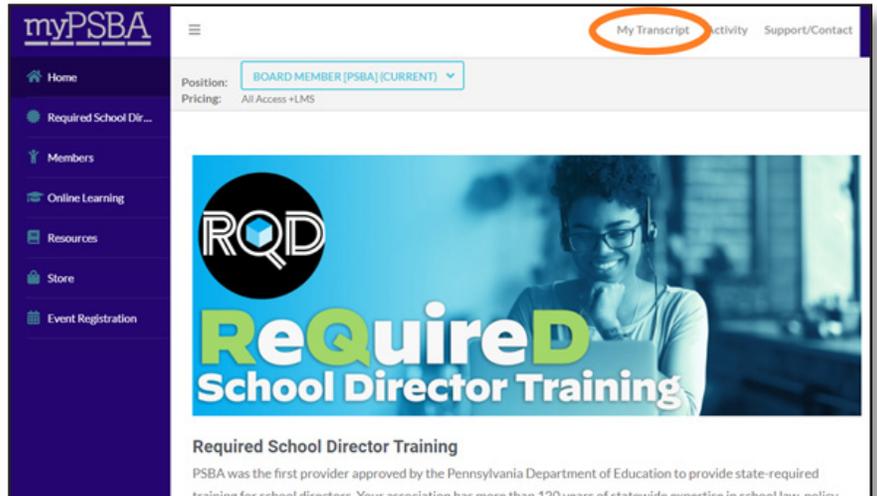5. Once completed, your courses will show up in the Completed area, on the **My Transcript** page.

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

PRINTING YOUR RQD CERTIFICATE
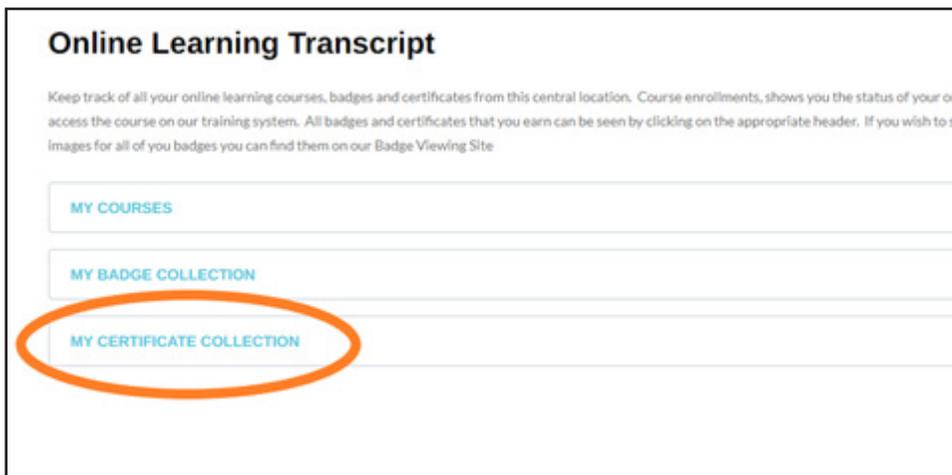
1. Login to myPSBA.org.

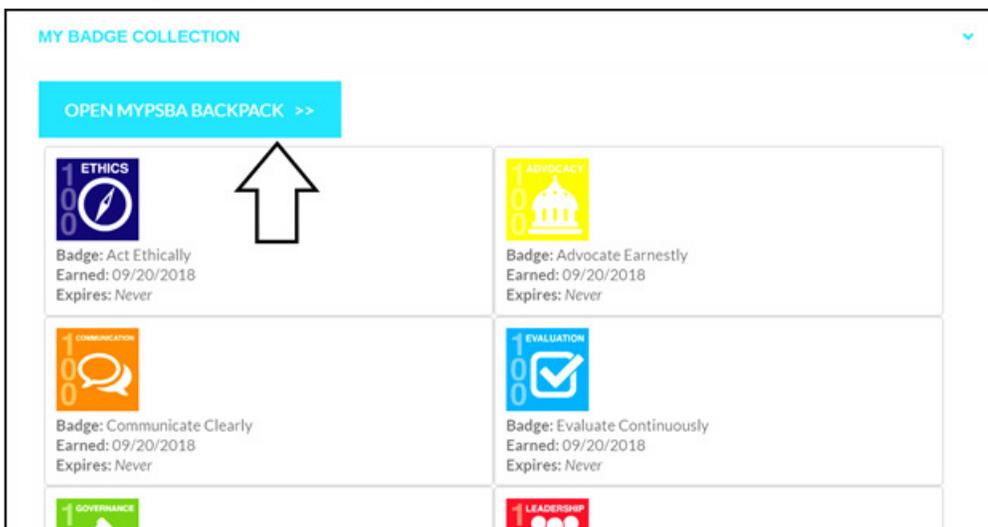2. Click on **My Transcript** at the top of the page.

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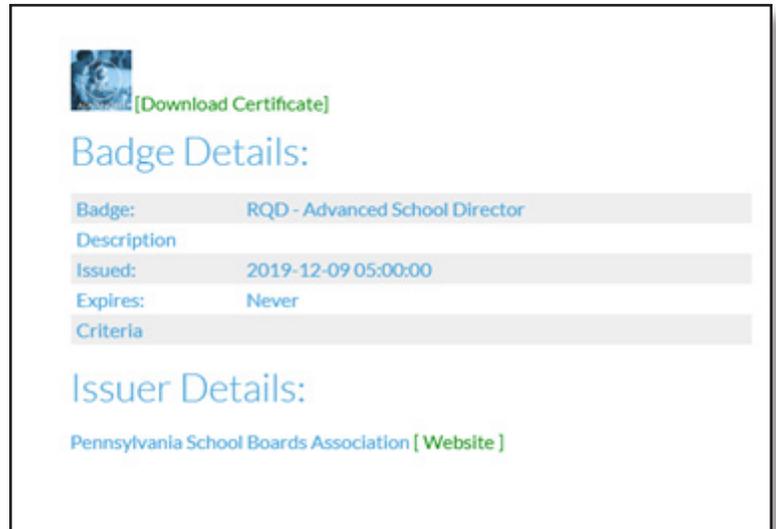4. Click on **My Certificate Collection.**

5. Click **Open myPSBA Backpack.**

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

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.