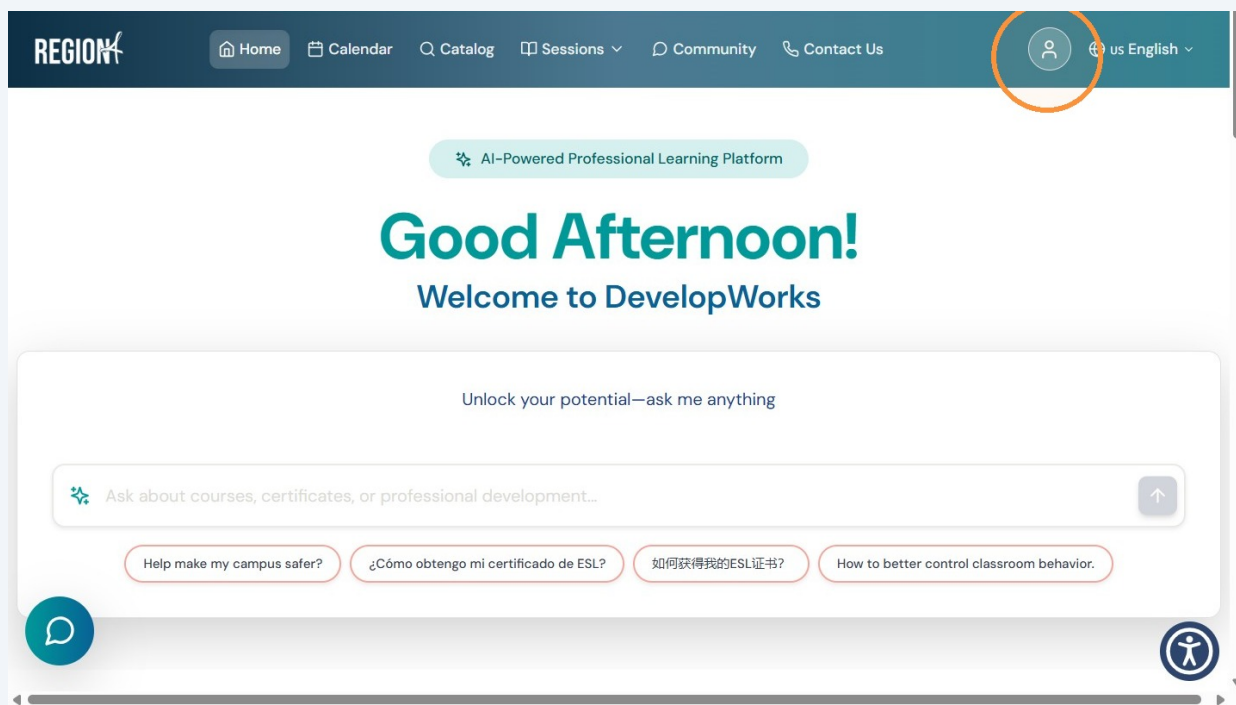


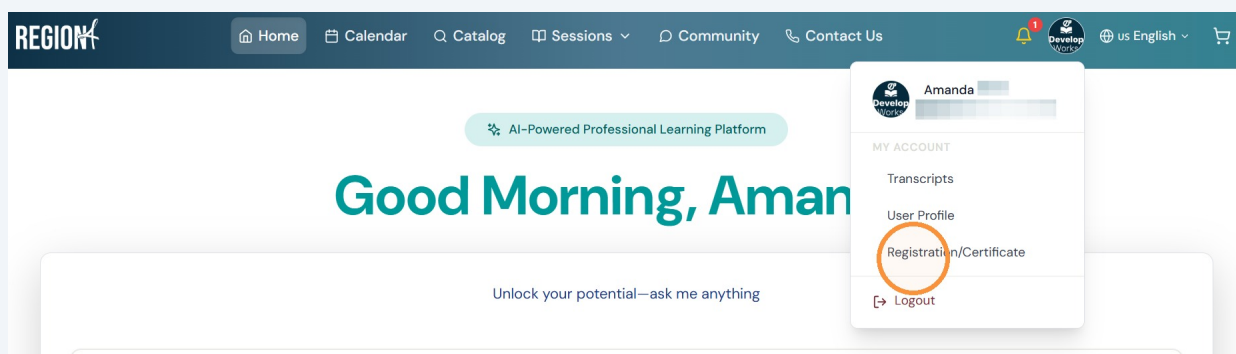
escDevelopWorks™ Participant: View Certificate

This guide explains how to access and download a session attendance certificate on the participant site.

- 1 Navigate to the escDevelopWorks™ Participant Site and click on **User Profile** icon and sign in to the new platform.



- 2 Click on the the user-profile icon at the top right-hand corner of the page and select on **Registration/Certificate** from the drop-down menu.



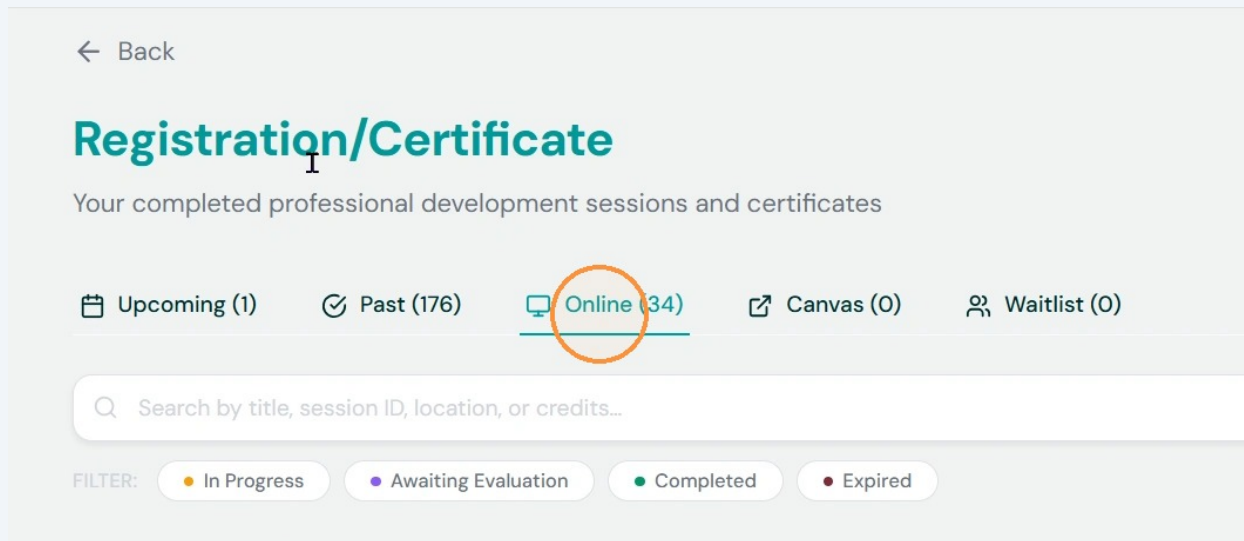
3 Click **Past** to view past completed sessions.

The screenshot shows the REGION4 website's 'Registration/Certificate' page. The navigation bar at the top includes 'Home', 'Calendar', 'Catalog', 'Sessions', and 'Community'. The breadcrumb trail shows 'Home > Registration/Certificate'. A 'Back' link is visible. The main heading is 'Registration/Certificate' with the subtitle 'Your completed professional development sessions and certificates'. Below this, there are tabs for 'Upcoming (1)', 'Past (185)', 'Online (34)', 'Canvas (0)', and 'Waitlist (0)'. The 'Past (185)' tab is circled in orange. A search bar is present with the placeholder text 'Search by title, session ID, location, or credits...'. At the bottom, there is a 'FILTER:' section with buttons for years from 2026 to 2016.

4 Click **Complete Evaluation** to complete an evaluation of a session. Once you have submitted the evaluation, you will be able to view the certificate.

The screenshot shows the 'Awaiting Evaluation' section of the website. It lists three sessions, each with a 'Complete Evaluation' button circled in orange. The first session is '#1812441 Creating and Facilitating Effective Presentations and Training' with a session date of Thursday, March 28, 2024, and 1 credit. The second session is '#1812367 Winning with One-on-Ones' with a session date of Wednesday, January 31, 2024, and 1 credit. The third session is '#1534804 Summer Evaluation Institute (SEI) 2020' with a session date of Friday, June 12, 2020, and 24 credits (CEU, Clock Hours, CPE, NASP, TSHA).

- 5 Click **Online** to view certificates for online sessions.



- 6 Click **Download Certificate** to view the PDF of your certificate. With these steps, you are now able to access and download a session attendance certificate on the escDevelopWorks™ participant site.

