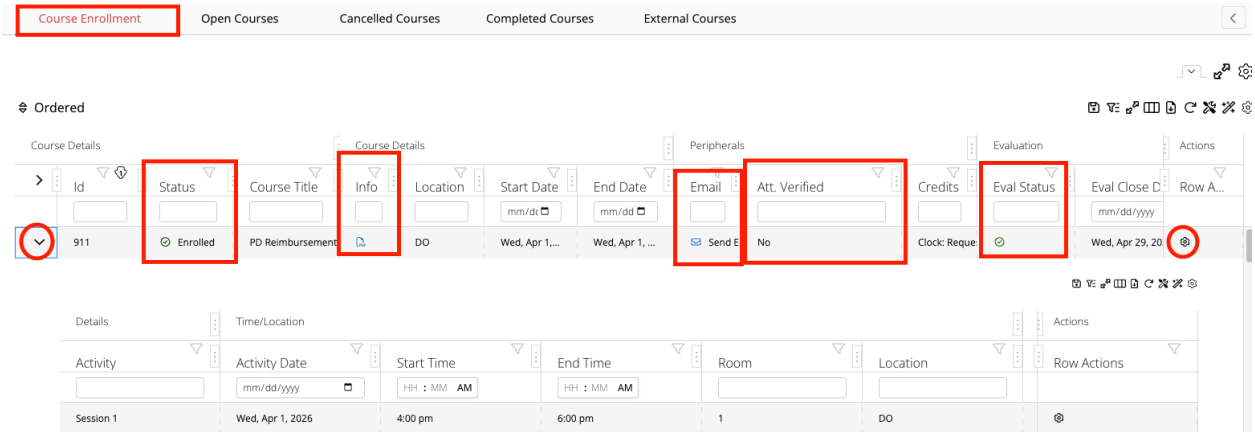


## View All the Courses You Are Associated With

1. Start under **My Courses** in the left navigation menu.
2. The **subpage tabs** at the top provide filtered lists based on each course's current status.
  - a. **Course Enrollment, Open Courses, Canceled Courses, Completed Courses, External Courses**



- i. To search for courses, use the **filters** or enter keywords in the field at the top of each column.
- ii. Click the **arrow** on the far left of a course row to see specific session details and to check in to a session.
- iii. **Icons** in the columns indicate your **enrollment status**, **evaluation status**, and whether **attendance** has been verified.

Enrollment Status	Evaluation Status	Attendance Verified
Enrolled	Complete	Yes/No
Cancelled	Canceled  No Eval	
Waiting	Waiting to Complete	

- iv. To download additional details about the course, click the icon in the **Course Info** column.
- v. To email the course instructor, click the **email icon** in the **Course Email** column.
- vi. Use the **Row Action gear** to:
  1. **View Enrollment**
  2. **View Evaluation**
  3. **Request Reimbursement**
  4. **Add Sessions**
  5. **Sign Supplemental Contract**
  6. **Print Certificate of Attendance**
  7. **Print Clock Hour Certificate.**