As we continue with the implementation of *eduphoria! Workshop*, you will periodically receive tips for successfully using the system.

How do I receive credit and a certificate after completing a course?

To complete a course survey:
1. Once a class has completed, go into **MY PORTFOLIO** in left column.

2. Click on the course for which you wish to receive credit.

3. Click the **Survey** tab and complete the survey. **This survey is Confidential—no identification is attached to the survey results**.

4. Click the **Submit Survey** button at the bottom of the survey. If a survey is required, you will automatically receive credit when you submit.

To print your certificate:

5. Once a survey has been completed and you receive credit for a course, clicking the **Reports** menu under the course details will enable you to print your course certificate.