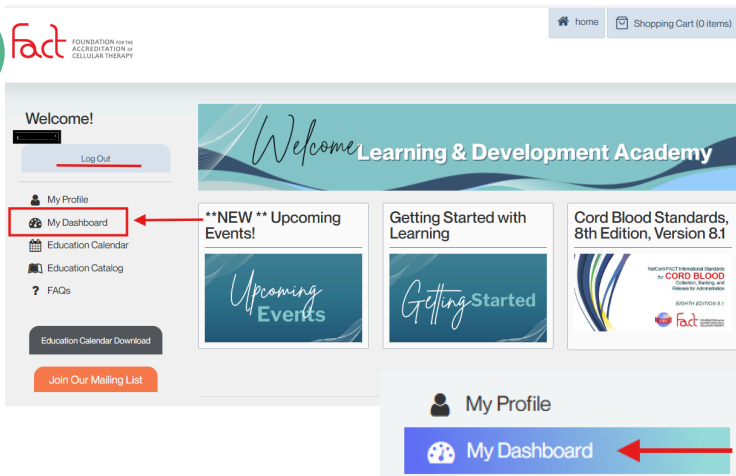


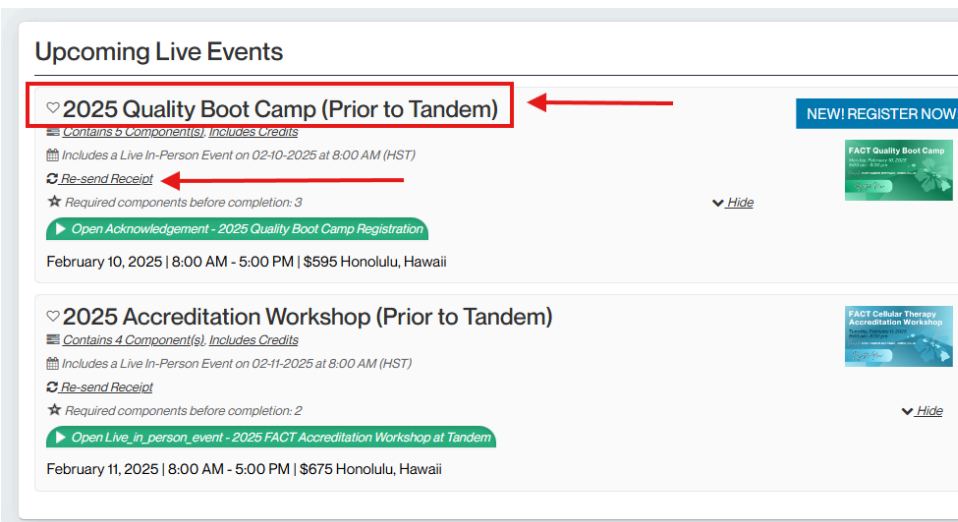
# HOW DO I... COMPLETE AN EVALUATION & OBTAIN A CERTIFICATE

1



- Use your browser to navigate to **<https://learn.factglobal.org>**.
- Make sure you are logged in to the system. If you have never logged in, use the email (username) and password you used for previous purchases through the factglobal.org site.
- If **YOU NEVER** purchased anything in the past and have never logged in to a FACT system. Use the username/password provided to you or create a new account.
- Click on **My Dashboard**

2



- On the My Dashboard page, locate the event you are looking for and click on the link.
- You can also print a receipt from this page by clicking "Resend Receipt."

3

- The event page will have all the information you need for the event.
- If it is a live event, your attendance will be documented when the event is over, and you will be asked to complete the remaining components on this page to obtain your credits or certificate.

4

Click on the Evaluation module as soon as you see it is open (not locked) to complete the evaluation. Once the evaluation is complete, the certificate will automatically appear. For credit certificates, be prepared with your NPI #.

