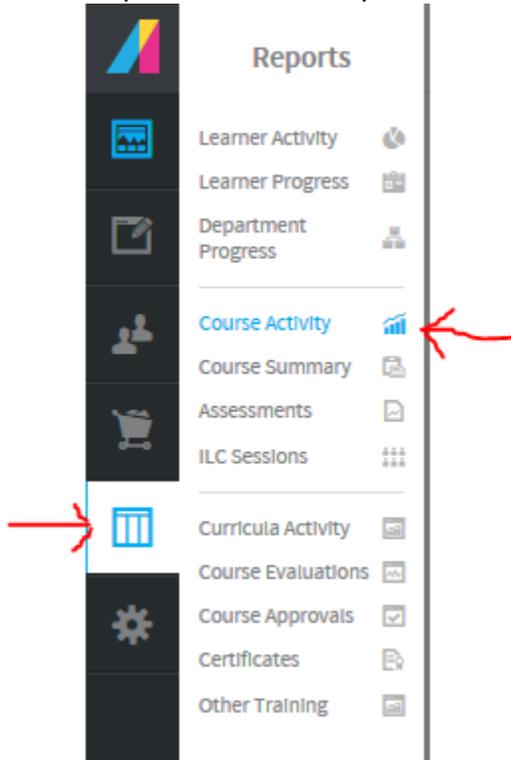


AL Certificate of Completion Steps:

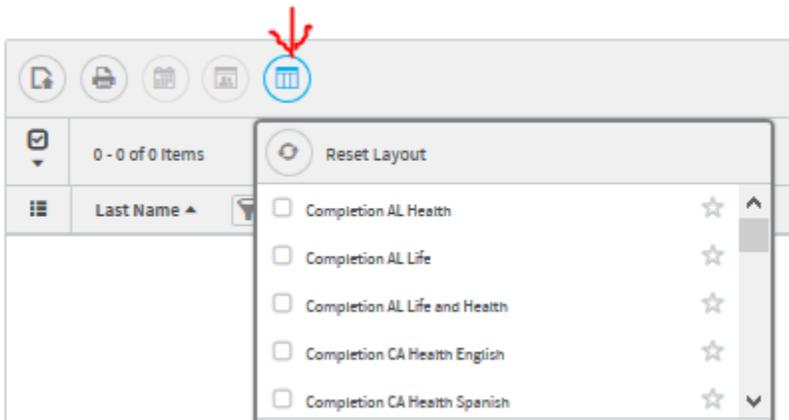
Sign In: <https://xceltestingsolutions.myabsorb.com/Admin/login/>

1. Open Course Activity

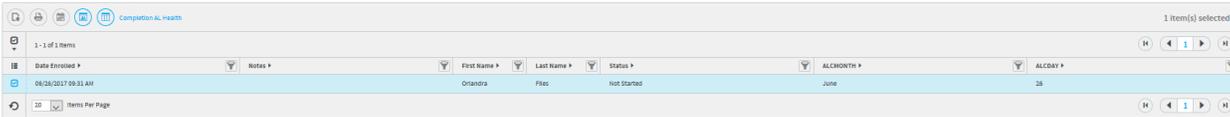


2. Find the completion report you are trying to complete

- "Completion AL Health"
- "Completion AL Life and Health"
- "Completion AL Life"

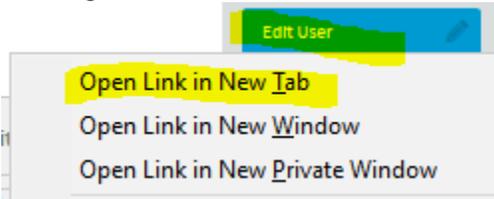


3. Any student on this list needs their certificate issued. Select one student at a time.

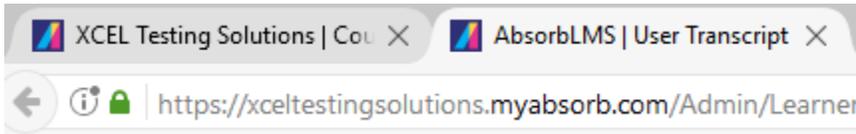


Date Enrolled	Notes	First Name	Last Name	Status	ALCDAY	ALCMONTH
06/26/2017 09:31 AM		Oriandra	Files	Not Started	June	26

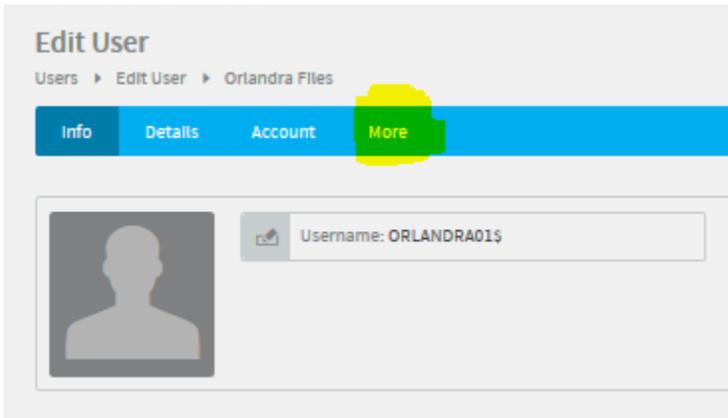
4. “Right click” on Edit User and “left click” on Open Link in New Tab.



5. Move to next tab



6. Click on More



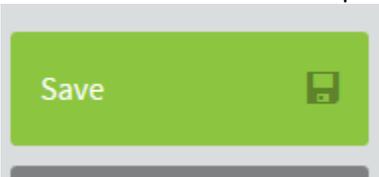
7. Enter today’s number day in ALCDAY field and today’s month in ALCMONTH field.



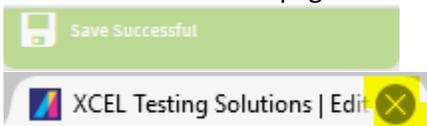
ALCDAY

ALCMONTH

8. Hit Save off to the top right



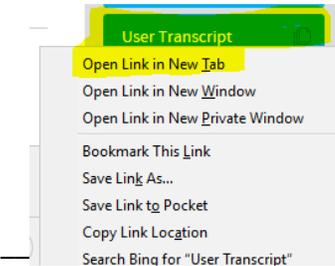
9. Close tab once page refreshes and displays “Save Successful”



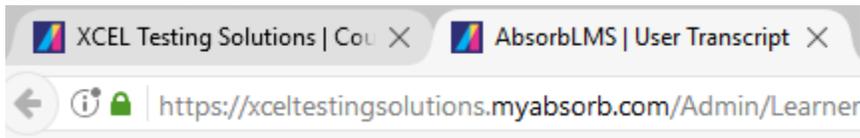
10. Select SAME STUDENT in list.

Date Enrolled	Notes	First Name	Last Name	Status	ALCMONTH	ALCDAY
06/26/2017 09:31 AM		Orlando	Felix	Not Started	June	26

11. "Right click" on User Transcript and "left click" on Open Link in New Tab.



12. Move to next tab



13. Scroll down to course enrollment and select appropriate Alabama Certificate Course

Name	Status	Credits	Score	Enrollment Date	Completion Date	Time Spent (min)
Alabama Certificate - Life and Health Insurance	Not Started			06/26/2017 09:35 AM		0

14. Scroll down to Course Completion Certificate and select the pencil



15. Select Completed then Continue

Lesson Activity

Chapter: Course Completion Certificate

Status: Not Completed Completed Failed

Score: % Adjust current lesson score. Enter score in a percentage (1-100)

Passing Score: % Passing Score

Maximum Attempts: # Adjust current lesson maximum number of attempts.

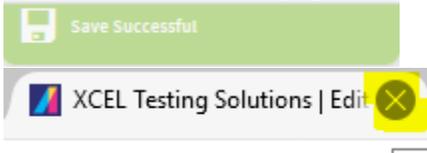
Current Attempts: 17 # Current Attempts

Remaining Attempts: 0 # Remaining Attempts

16. Hit Save off to the top right



17. Close tab once page refreshes and displays “Save Successful”



18. Repeat steps 3-17 for each student who has satisfied the hours requirements for that report.

19. Repeat steps 2-17 to for each of the 3 completion reports listed above twice each day Monday-Friday (9am and 3pm).