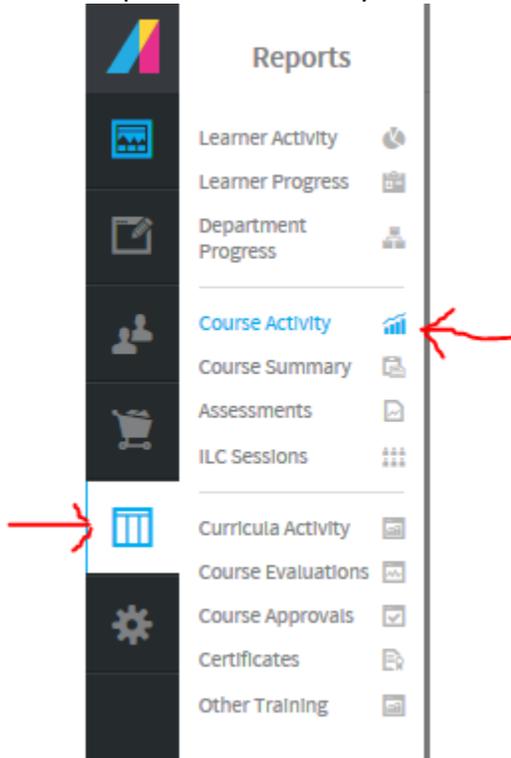


CA/MN/NC/WA Certificate of Completion Steps:

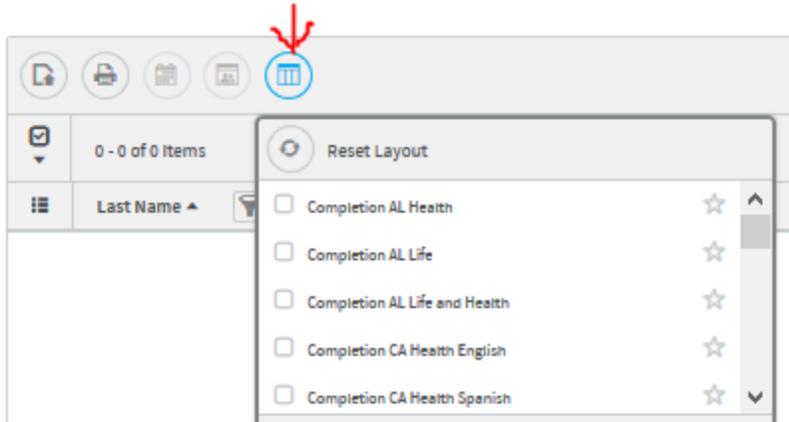
Sign In: <https://xceltestingsolutions.myabsorb.com/Admin/login/>

1. Open Course Activity



2. Find the completion report you are trying to complete

- "Completion CA Health English"
- "Completion CA Health Spanish"
- "Completion CA Life and Health English"
- "Completion CA Life and Health Spanish"
- "Completion CA Life English"
- "Completion CA Life Spanish"
- "Completion MN Health English"
- "Completion MN Health Spanish"
- "Completion MN Life English"
- "Completion MN Life Spanish"
- "Completion NC Health English"
- "Completion NC Life and Health English"
- "Completion NC Life and Health Spanish"
- "Completion NC Life English"
- "Completion WA Health English"
- "Completion WA Health Spanish"
- "Completion WA Life English"
- "Completion WA Life Spanish"



3. Identify student who met hours requirement

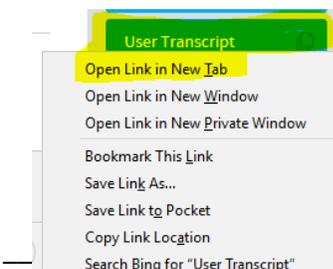
- CA Health – 1920 minutes
- MN Life – 1200 Minutes
- NC Life & Health 2400 Minutes
- CA Life – 1920 Minutes
- NC Life – 1200 Minutes
- WA Life – 1200 Minutes
- CA Life & Health 3120 Minutes
- NC Health 1200 Minutes
- WA Health – 1200 Minutes
- MN Health – 1200 Minutes

ID	Notes	Time Spent (min)	First Name	Last Name	Department	Status	Score(%)	Progress(%)
6/23/17	Switched from L/H to A/H - L/H not started -Robert	1137	Josie	Colins	NAA - Adam Johnson Group	In Progress	73.00	95.18
6/26/17	Hours - 1200 needed completed 1237 for Life, 1200 needed completed 438 for health - student will continue to study health	662	Samuel	Pryor	NAA - Eric Bettaire Agency	In Progress	74.00	95.18
		222	Kate	Swerdfeger	GENERAL - NO COUPON	In Progress	87.00	95.18

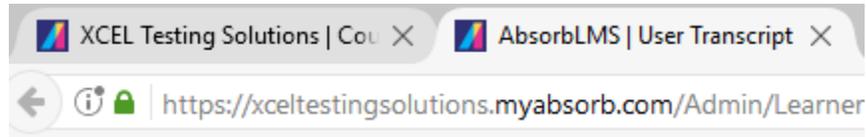
4. Select one student at a time.

ID	Notes	Time Spent (min)	First Name	Last Name	Department	Status	Score(%)	Progress(%)
6/23/17	Switched from L/H to A/H - L/H not started -Robert	1137	Josie	Colins	NAA - Adam Johnson Group	In Progress	73.00	95.18
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		222	Kate	Swerdfeger	GENERAL - NO COUPON	In Progress	87.00	95.18

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



6. Move to next tab



7. Scroll down to course enrollment and select appropriate Pre-licensing Education Course

Course Enrollments (Online and Instructor Led)						
Name	Status	Credits	Score	Enrollment Date	Completion Date	Time Spent (min)
California Pre-licensing Education - Accident and Health Insurance	Complete		71	06/03/2017 08:12 PM	06/12/2017 11:47 AM	3492

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



9. 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)

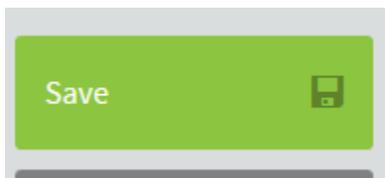
Passing Score
% Passing Score

Maximum Attempts
Adjust current lesson maximum number of attempts.

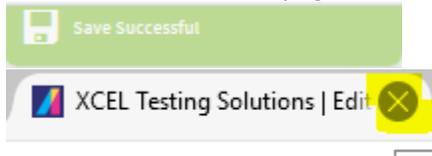
Current Attempts
17 Current Attempts

Remaining Attempts
0 Remaining Attempts

10. Hit Save off to the top right



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



12. Repeat steps 3-11 for each student who has satisfied the hours requirements for that report.

13. Repeat steps 2-11 to for each of the 18 completion reports listed above twice each day Monday-Friday (9am and 3pm).