<table>
<thead>
<tr>
<th></th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>My Tasks: Drop-down list of your in-progress courses and the test and feedback assigned. Also in the Trainings tab.</td>
</tr>
<tr>
<td>2</td>
<td>Tabs: You will see two tabs – Training, and Response (your responses to tests).</td>
</tr>
<tr>
<td>3</td>
<td>Reports: Course Completion is a report of all courses you have completed.</td>
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<tr>
<td>4</td>
<td>My Trainings: This is where you can see all of the trainings you have been assigned. These areas are called infoports.</td>
</tr>
<tr>
<td>5</td>
<td>Course: This is the name of the course assigned.</td>
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<tr>
<td>6</td>
<td>Type: This indicates the type of course – media-based, hands-on, self-paced, or instructor-led.</td>
</tr>
<tr>
<td>7</td>
<td>Due Date: Indicates which date the course is due to be completed. Red means past due date. Orange are past validity date and are being reassigned.</td>
</tr>
<tr>
<td>8</td>
<td>Curriculum/Ad Hoc: The name of either the curriculum or the Ad Hoc training course used to assign the course.</td>
</tr>
<tr>
<td>9</td>
<td>Status: The status will show Not Started, In Progress, or in the case of an instructor-led training, Scheduled or Not Started depending on whether or not you have been assigned an instructor-led training session.</td>
</tr>
<tr>
<td>10</td>
<td>Actions: The Start link indicates that you need to start the course. If the course is In Progress, Assigned, or if it is part of a curriculum where you have to complete the courses in sequence and you haven't completed previous courses yet, this field is blank.</td>
</tr>
<tr>
<td>11</td>
<td>Pending Course Feedback: If feedback is associated with a course and you agreed to complete it, it will display here once the course is submitted.</td>
</tr>
<tr>
<td>12</td>
<td>Pending Tests: If a test is associated with a course, it will display here once the course is submitted.</td>
</tr>
</tbody>
</table>
To Complete a Course:

1. Log into comply.nd.edu
2. From the Training tab, click **My Trainings**.

![My Trainings](image)

3. Click **Start** in the **Action** column.

   **NOTE:** Some trainings may need to be taken sequentially. The **Start** link only appears for the course that needs to be completed first. Once you completed that particular course, the **Start** link appears for the next course in the sequential order.

4. The Course Assignment form is generated and displayed. This is where you will complete the course.

   1. A message will appear which reads: “Generating Course Assignment, please wait.”

   **NOTE:** The status of the assignment changes to “In Progress” and the “Start” link is made unavailable. If you want to access the Course Assignment form again, click the Course Name in the Course column.
2. Follow the instructions to complete the course.

   **Note:** In order to complete a course, you must read all of the documents and click all of the links associated with that course. If the course is a self-paced course, you must complete the computer-based training associated with the course.

3. If the course requires you to certify that you completed the course, you must click **Yes** or **No** before you can submit the course.

   **Note:** If you need to submit documentation for the course, you can attach the document to this form. You can also make comments.

4. Click ✓ to submit information.

   **NOTE:** If you need to get out of a course before it is completed, click the **Save and Close** button to save what you have completed so far.

5. Click **Continue** to accept confirmation message.

   **NOTE:** When a course is completed, it is no longer displayed in the *My Trainings* infoport. It will then be listed in the *Course Completion* report

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**To Complete Course Test:**
If a test is associated with a course it will be assigned once you submit the course. The link for the test will be in the **Pending Test** section. You will also receive an email with a link to the test.

1. Click the link to begin the test.
2. Complete the test following the directions on the form.
3. Different types of questions require different actions. For example:
   - A multiple choice question may either have radio buttons you can click, a dropdown list to choose from, or you may need to click a notebook icon to open a window where you can choose the correct answer.
   - Check box allows you to choose multiple answer.
   - Some questions may require you to type in the answer.
4. Before you submit the form, in the **Action (on Form Submission)** section, must select the **Task Complete** in the **Action** dropdown. This is a required field.
5. Click ✔️ to submit information.
6. Click **Continue** to accept confirmation message.
To Complete Course Feedback:

If course feedback is associated with a course, and you selected that you wanted to provide feedback about the course, it will be assigned once you submit the course. The link for the feedback will be in the Pending Course Feedback section. You will also receive an email with a link.

1. In the course form, you may see a checkbox allowing you to choose to provide feedback about the course. If you check that box, the feedback form will be assigned to you when you submit the course.
2. Click the link to open the feedback form.
3. Complete the feedback following the directions on the form.
4. Before you submit the form, in the Action (on Form Submission) section, must select the Task Complete in the Action* dropdown. This is a required field.
5. Click ✔️ to submit information.
6. Click Continue to accept confirmation message.
To View Completed Courses:

When you have completed a course, the course will no longer appear in the **My Trainings** infoport. Instead, it is listed in the **Course Completion Report**.

1. To view **Course Completion Report**, click the **Course Completion** link.
2. This report show all of the courses you have completed. It includes the name of the course and other relevant information such as whether you passed or failed the test and the date the course expires (if applicable).
3. If you want to see a specific course, you can search for the course using the search filters. Click on the small down arrow in the middle of the report header to open the search filters.

**NOTE:** When searching, use the wildcard character % before and after your search term for best results.
To Print a Certificate of Completion

If you need a printed copy of a certificate, you can print from the **Course Completion** Report.

1. Search for the course associated with the certification in the Course Completion Report.
2. Click **Submit**.
3. Scroll to the right until you see the **Print Certificate** column.
4. Click **Print**.
5. This action downloads the certificate file to your computer, and you will have to print the document like you would any other document.

For more information, go to comply.nd.edu.