

## Webinar Attendance Verification and CPE Certificate Retrieval Process

1. Download the attendance verification worksheet [HERE](#). All attendees will use this sheet for recording six randomly generated codes that will be announced at various times during the webinar. The codes will not be part of the presentation but shown randomly on the screen. (Polling questions will NOT be utilized as attendance verification, therefore it is not required to answer any polling questions.)
2. The attendance verification worksheet will be for the participants' use only. DO NOT SUBMIT THESE SHEETS TO NASACT.
3. At the end of the webinar, ALL attendees will log into the NASACT website to verify attendance and receive a CPE certificate. If you do not have an account on our website, call (859) 276-1147 to create one.
  - a. Go Bookmarks → CPE Attendance Verification → View All Available Quizzes → Take Exam Now (beside the appropriate session.)

The screenshot shows the NASACT website interface. The top navigation bar includes links for About Us, Training, News & Publications, Resources, Federal Relations, Technical Responses, and Member Content. A search bar is located in the top right corner. The main content area is titled "CPE Attendance Verification" and includes a "View All Available Quizzes" link circled in red. A red arrow points to the "CPE Attendance Verification" link in the left-hand navigation menu, which is also circled in red. Other links in the menu include Points of Contact, My Profile, My Organization, My Associates, Committees & Groups, Events & Registrations, Online Directory, CPE Certificates, Account Details, and My Invoices. A "Logout" button is at the bottom left.

The screenshot shows the "Available Exams" page on the NASACT website. The page title is "Available Exams" and the breadcrumb is "Home > Available Exams". The main content area lists the "Webinar Attendance Verification" exam. The "Take/Purchase Exam" link is circled in red. Below the exam title, there is a "Take Exam Now" link also circled in red. The page includes a "User Login" section with a welcome message to Kathleen and links for "Your Account" and "Logout". The exam details include: Exam Price: \$0.00, Multiple Attempts: Allowed, and CEU Credit: 2.

b. Enter the codes as recorded on your attendance verification worksheet:

The screenshot shows the NASACT website interface. At the top, the logo for NASACT (National Association of State Auditors, Comptrollers and Treasurers) is visible. Below the logo is a navigation menu with links for About Us, Training, News & Publications, Resources, Federal Relations, Technical Responses, and Member Content. The main content area is titled "Take Exam" and includes a "User Login" section on the left. The exam content is titled "Getting Ready for Infrastructure Change" and is a NASACT Webinar from January 25, 2017. There are six questions, each worth 1 point, with input fields for codes #1 through #6. Red arrows point to each input field. At the bottom, the "Submit Answers" button is circled in red.

c. Once correct codes are entered, hit "Submit Answers." The system will advise if the correct codes have been entered and that the certificate is under your member record, or that incorrect codes have been entered and you need to try again:

This screenshot shows the "Take Exam" page after a successful submission. The message reads: "Congratulations! Your CPE certificate is now on your member record." There is a "Print This Page" link in the top right corner.

This screenshot shows the "Take Exam" page after an unsuccessful submission. The message reads: "You did not enter in the correct codes. Please check your attendance verification worksheet and try again." There is a "Print This Page" link in the top right corner.

4. To find your CPE certificate, go to Your Account → Bookmarks → CPE Certificates → Print Certificate:

The screenshot shows the NASACT website interface. On the left, a 'User Login' box contains a welcome message for Kathleen and links for 'Your Account' and 'Logout'. A red arrow points to 'Your Account'. The main navigation bar includes 'About Us', 'Training', 'News & Publications', 'Resources', 'Federal Relations', 'Technical Responses', and 'Member Content'. Below this, a 'My Certifications' section is visible, with a red arrow pointing to 'CPE Certificates' in the 'Bookmarks' menu. The main content area shows a table of certifications with columns for Certification Name, Additional Information, Date Completed, Course Number, CEU Value, Status, and Options. The first row shows 'Getting Ready for Infrastructure Change' with a status of 'Active' and a 'Print Certificate' button circled in red.

5. The certificate will come up in a browser. You can right click to print a hard copy or print to PDF to save an electronic version.
  - a. The certificate will also remain under your member record for retrieval as needed.



**This process will be applicable for all participants of the webinar, whether you attend as part of a group or as an individual (sign-in sheets are no longer needed.) If you are participating as part of a group and do not have a profile, please call our office at (859) 276-1147.**

**The verification will be available for seven (7) calendar days after the webinar is held, then will fall off of the "available quizzes" list after that time. Please be sure to complete this process within seven days.**