



INSTRUCTIONS FOR PULLING COURSE COMPLETION REPORTS

1. We highly recommend using the [Google Chrome browser](#) because there are known compatibility issues with both Internet Explorer and Safari.
2. Log-in to your account where you access your online learning programs.
3. Once logged in, click the "Reporting" icon which looks like a bar graph on paper on the left-side. Use the drop-down menu to select "Course Status". If you do not see bar graph icon on the left-hand side of your dashboard, please contact support@beingplaid.com to gain admin rights.
4. Begin by selecting the course that you would like a status report on. Examples:
 - a. **Mew Member Education (2021-2022)**
 - b. **Officer Training Course (2021-2022)**
5. Once you have selected a course, you may click on 'Reporting Group' to select which group of students you would like to pull the report for.
6. You then have the option of selecting a date range.
7. Click the submit button and an Excel spreadsheet will download or appear with the status of your student's completion.
8. Email support@beingplaid.com if you have trouble creating an account, enrolling in the courses or completing the required courses.