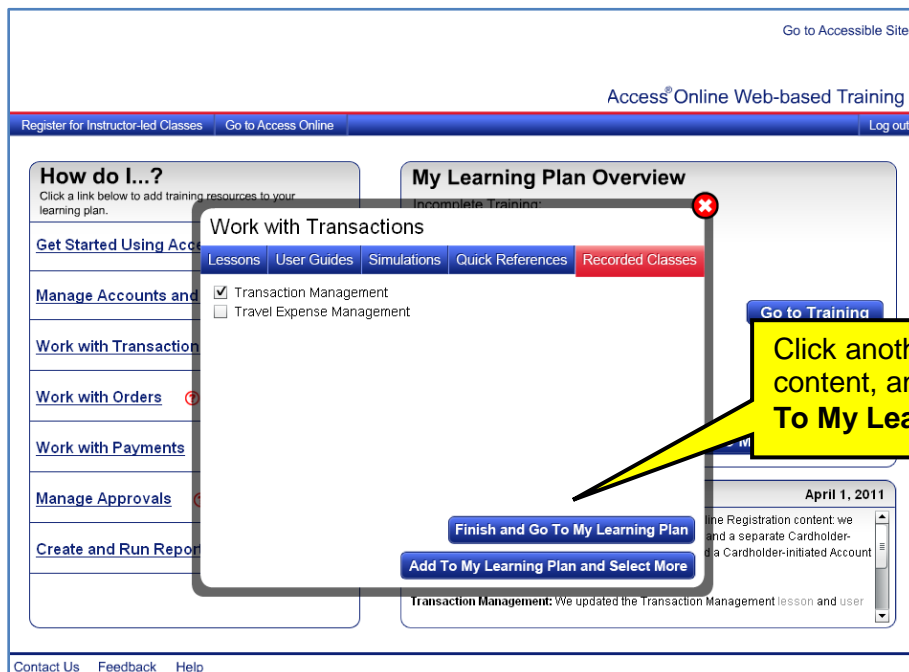
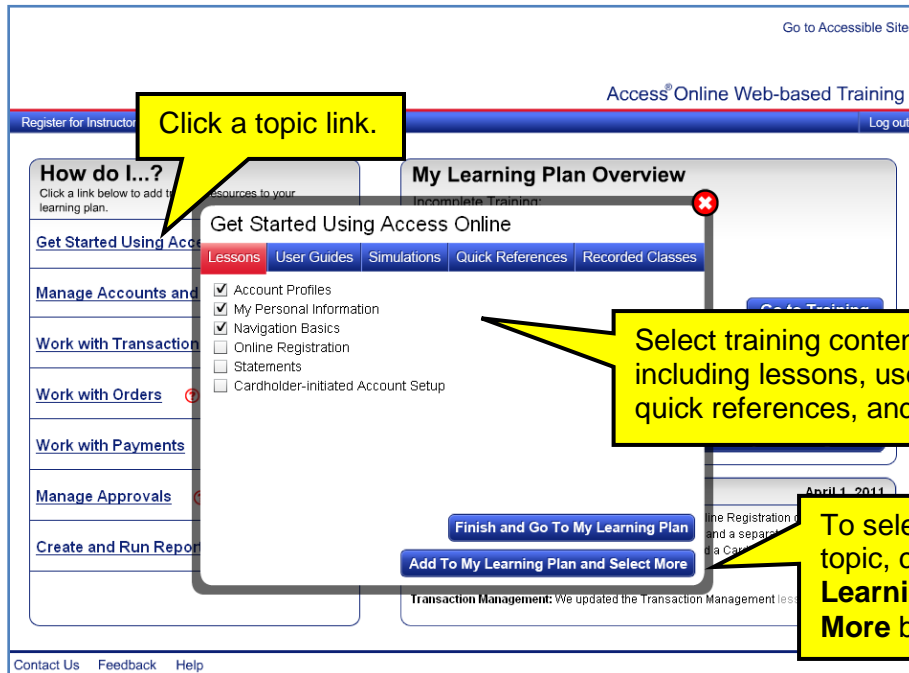
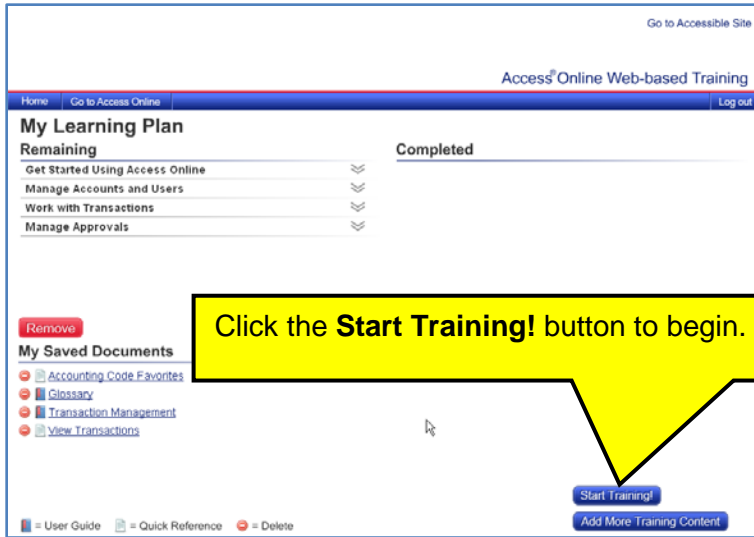


How do I create a learning plan and become certified?

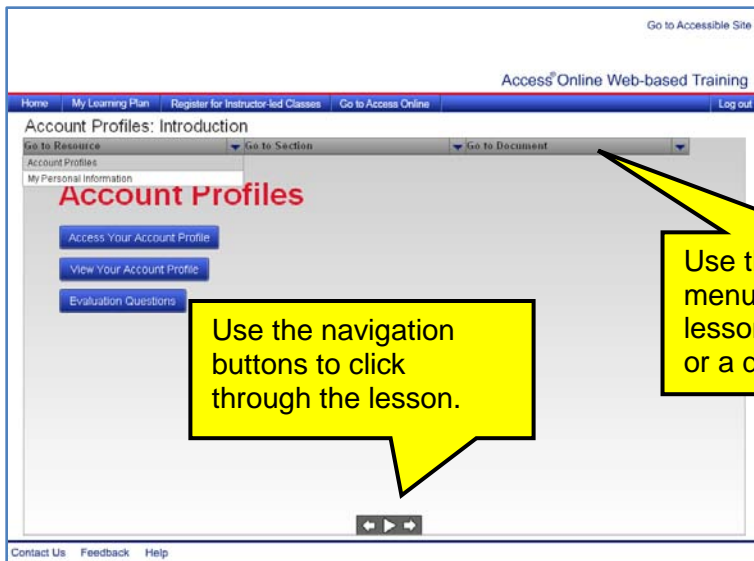
You must register on the web-based training site and then log in as a registered user to create a learning plan. A learning plan keeps track of all the training content you have selected and completed. A summary of your most recent activity displays in the *My Learning Plan Overview* area as soon as you log in. Your complete plan displays when you click the **Go to My Learning Plan** button.



Access® Online: Create a Learning Plan *Quick Reference*

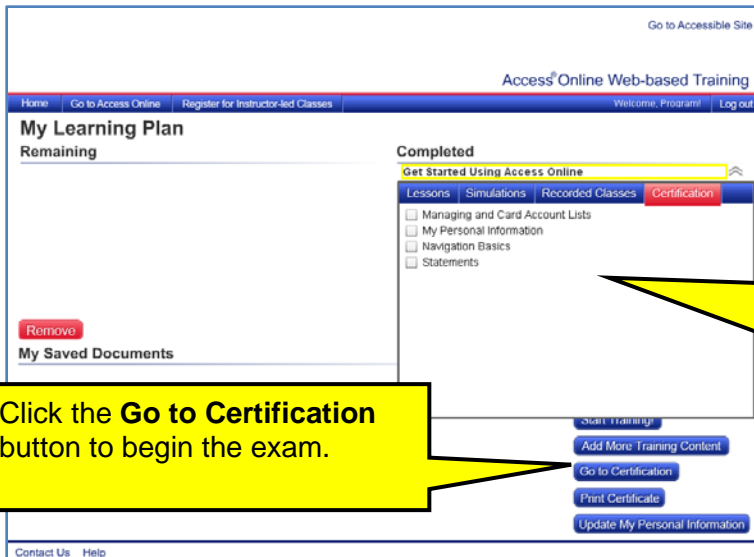


Click the **Start Training!** button to begin.



Use the navigation buttons to click through the lesson.

Use the drop-down menus to go to another lesson, another section, or a document.



Click the **Go to Certification** button to begin the exam.

When you are ready to take the certification exam, select the topics in the *Completed* area on the *Certification* tab. Each lesson you selected has a certification topic.