

**Saving Your Training Certificate:** Follow these instructions for saving your Certificate to your computer after successfully completing your training through Adobe Acrobat Reader.

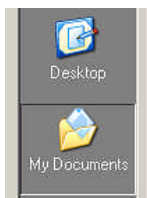
1. After the certificate opens in Adobe Acrobat Reader.



2. Click on the **Save** icon in the Adobe toolbar.



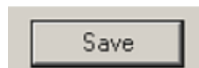
3. When the Save window opens, Click either on **“My Documents” button or the Desktop” button** on the left hand side, depending on your preference.



4. Name the document as follows so you are able to identify the file and submit it online through MyLearning Connection for credit on your Transcript: **ClassNameLastNameFirstName** – for example:

File name:

*Do not use spaces, dashes and underscores when naming the document.*



5. Click the **Save** button.

Make sure you make note where you saved your certificate on your system for easy retrieval for submission through MyLearning Connection for Transcript credit. The document can be saved in either your My Documents or Desktop areas.

**Access your Transcript and Request Credit:** Follow these instructions for uploading your Certificate to MyLearning Connection and requesting credit for documentation in your online transcript.

1. Go to <http://www.my.missouristate.edu> and log in to My Missouri State with your Bear Pass Login and Password.
2. Click the top **Profile** tab in My Missouri State.



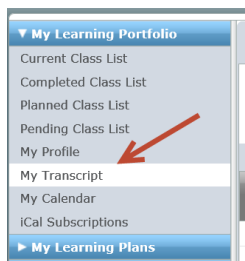
3. Locate the **Professional Development** channel (you may have to scroll down to view)



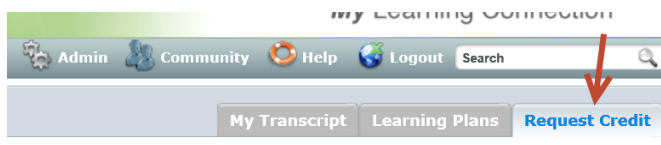
4. Click on **My Learning Connection** – The Avatar Learning Platform window will open and welcome you to My Learning Connection.
5. Click the blue **My Learning Portfolio** button located on the left navigation bar.



6. Select the **My Transcript** link.



7. Click the **Request Credit** tab located on the upper right side of the screen to view the information for requesting credits for your transcript and provide the following four (4) required items: **Class Code, Class Name, Completion Date, and Upload Certificate.**



- Enter the information for the **Class Code** and **Class Name** as shown below. Select the **completion date** that corresponds with completion date on your Certificate that you will upload in the next step.

Please enter the same information in both the **Class Code** and **Class Name** fields.

The recommended format for the NIMS/ICS courses are as follows:

- IS100HE** for Introduction to the Incident Command System for Higher Education
- IS700A** for National Incident Management System (NIMS) an Introduction
- IS200B** for Single Resources and Initial Action Incidents
- IS800B** for National Response Framework, an Introduction
- ICS300** for Intermediate Incident Command System
- ICS400** for Advanced Incident Command System

- Upload your certificate for proof of completion. Click on the **Browse** button to locate the saved file in your My Documents folder or Desktop. Select the file and Post it by clicking the Open button

- Click the **Save As New** button to save and submit the data through My Learning Connection for approval to be added to your online transcript. HR Employee Development will enter the Earned Credit fields as applicable for the course.

- The class will be displayed in your online transcript in My Learning Connection **once it has been approved by HR Employee Development and Performance**. You can access your online transcript under the My Learning Portfolio area. If you have questions or need assistance, please contact HR Employee and Performance at 836-5779/4592.