

iCEV TUTORIAL

# ADDING A CERTIFICATION TO YOUR “MY COURSES” PAGE



# STEP 1

## Add New Certification

Click the "+Add New Course/Certification" button on right side of your "My Courses" page.

# STEP 2

## Select Certification

Click the "Certification Playlist" tab on the right side of the menu.

Next, select the certification you would like to add. Once selected, the certification button will turn green.

## STEP 3

### Name the Certification

With the certification selected, type the title of the certification in the "Course Title" text box. What is typed in this box is what the certification will be listed as in your "My Courses" page.

**NOTE:** You do not have to type the full certification title. If you prefer, you can use a shortened version of the certification title.

Step 5: Once all courses have been entered, click the Finished button.

**Add Course** **Finished**

Course Title:  Course Subject:

Course Playlist:

### Select a Course Playlist

AMSA Culinary Meat Selection & Cookery Certification	AMSA Food Safety & Science Certification	AMSA Meat Evaluation Certification
Bayer CropScience Plant Science Certification	Benz School of Floral Design Principles of Floral Design Certification	Center for Financial Responsibility Personal Financial Literacy Certification
EETC Principles of Small Engine Technology Certification	Elanco Fundamentals of Animal Science Certification	Elanco Veterinary Medical Applications Certification
Express Employment Professionals Career Preparedness Certification	National Horse Judging Team Coaches Association Equine Management & Evaluation Certification	NCLCA Principles of Livestock Selection & Evaluation Certification
<b>Southwest Airlines Professional Communications Certification</b>		

## STEP 4

### Add to Course

Once you have typed your preferred title of the certification, scroll to the top of the screen and click the "Add Course" button. The certification will then appear under "Courses Added." To complete the process, click "Finished."

**NOTE:** If you would like to add multiple certifications at once, repeat Steps 2 and 3 before clicking "Finished."

## Enter a Course Title & Select a Course Playlist [Create a Custom Course](#) | [Cancel](#)

Step 1: Enter a Course Title for the course playlist you select. [?](#)

Step 2: Choose a Course Playlist to add to your "My Courses" page. [?](#)

Step 3: Click the Add Course button.

Step 4: Repeat the process to add each course you are teaching for the semester/year.

Step 5: Once all courses have been entered, click the Finished button.

**Add Course** **Finished**

Courses Added

Southwest Airlines Professional Communications Certification [\(remove\)](#)

Course Title:  Course Subject:

Course Playlist:

### Select a Course Playlist

AMSA Culinary Meat Selection & Cookery Certification	AMSA Food Safety & Science Certification	AMSA Meat Evaluation Certification
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## NEED ADDITIONAL HELP?

**Contact Our Dedicated Customer Support Team**

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800.922.9965