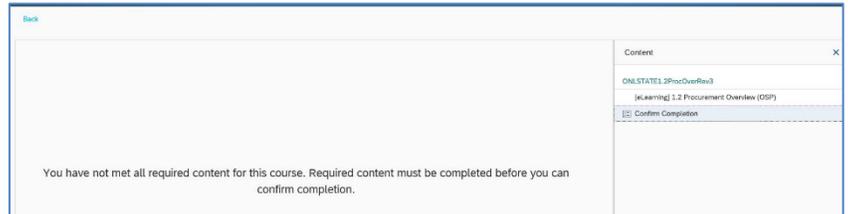




MYARCAREERS Complete an eLearning Course Job Aid

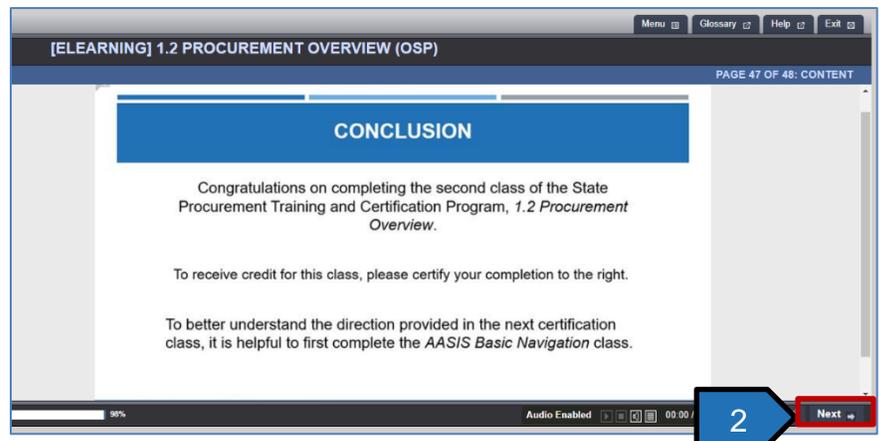
Purpose: Use this job aid to complete an eLearning course to receive credit.

1. After completing an eLearning course, the user clicks **Confirm Completion** and this message appears. This shows the end user did not complete the course.

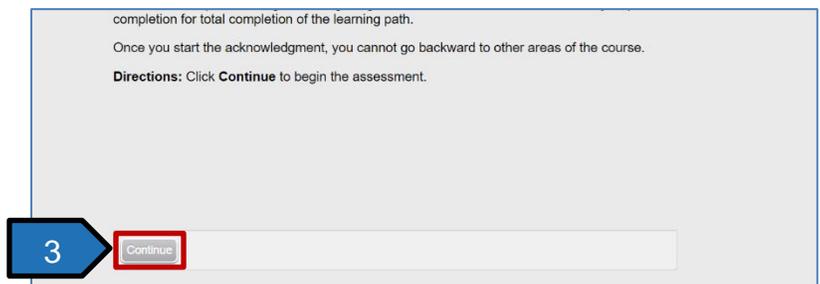


How to Complete an eLearning course

2. The Conclusion page appears at the near the end of the course. Click **Next**.



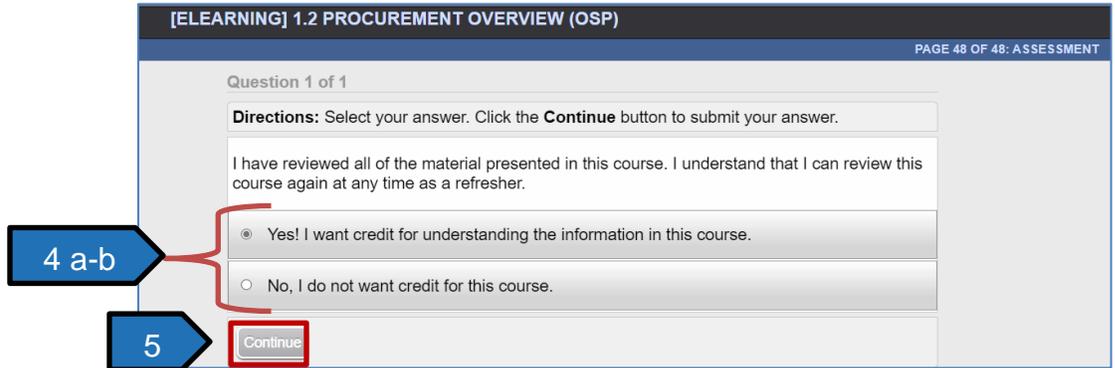
3. The **Course Material Acknowledgement** appears. **Important:** The end user must click **Continue**. Scroll down to locate the **Continue** button.



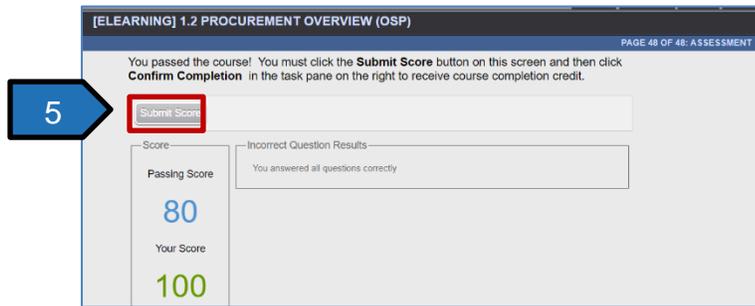


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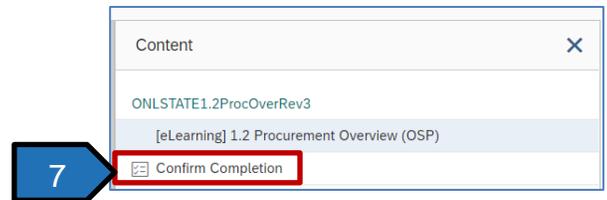
4. Select an answer.
 - a. Select **YES!** The end user **RECEIVES** credit for completing the course.
 - b. If **NO**, then the end user **DOES NOT** receive any credit for completing the course.
5. Click **Continue**.



6. This screen appears. Click **Submit Score**.



7. Click **Confirm Completion**.



8. The end user completes the course and receives credit for completing it.

