Use this process to complete your Mandatory (Certification) Activities in MLearning.

1. Locate the listing for the activity in My Learning Plan.
2. To view and complete all requirements in your mandatory, click on the title of the Certification.
3. Locate and click on the green Register button (complete one module at a time).
4. To launch the Code of Conduct Attestation, locate and click on the green Launch button.

5. Check the radio button if you agree.

6. Click the green Submit button which will complete the Attestation module.
7. To launch the web based training content, locate and click on the green **Launch** button.

8. Click on **Next** at the top right of the screen until you reach the quiz.
9. When you have completed the web based training content, launch the quiz by locating and clicking on the green **Quiz** button.

10. Your submitted score will appear at the top of the quiz result screen. Click the green **Continue to finish** button.

11. Status Screen: Here you have three choices:
   a. If you have a passing score, click the green button that is labeled Send my Score! I'm done!
   b. If you are not finished with the quiz or not ready to submit your current score, click the red button that is labeled Save progress achieved so far and finish later.
   c. If you would like to try taking the quiz again, click the blue button that is labeled Try Again?.