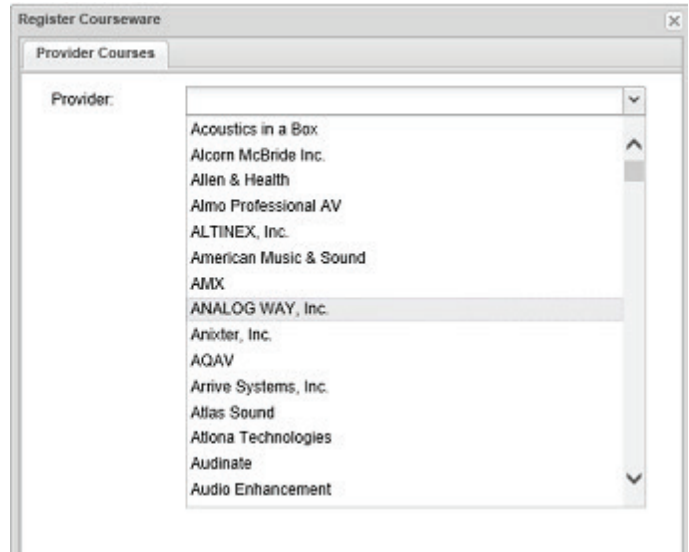


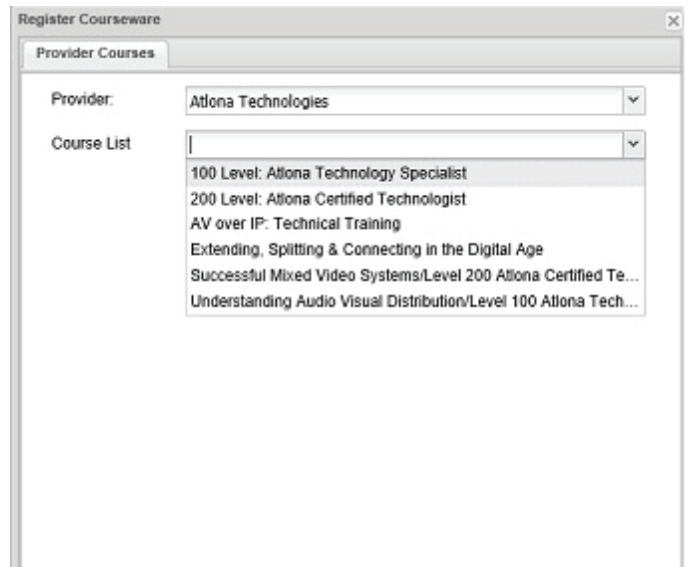


Adding RU Provider Credit to Your Transcript

1. Have your training certificate of completion handy
2. Login to <https://login.avixa.org>
3. Go to your **CTS Transcript** tab
4. On the far right you will see the **Add Courses** button, select it.
5. The **Register Courseware** box will open.



6. Select the Provider, then the course list will open.





Adding RU Provider Credit to Your Transcript *(continued)*

7. If you hover your mouse over the title, the entire title will appear. Select the course and a calendar selector will appear. Select the correct date of the training completion.

Register Courseware

Provider Courses

Provider: Atlona Technologies

Course List: Audio Visual Distribution/Level 100 Atlona Technology Specialist

Date: December 2017

S	M	T	W	T	F	S
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Today

8. After selecting the date, select the **Add Courses** button

Register Courseware

Provider Courses

Provider: Atlona Technologies

Course List: Audio Visual Distribution/Level 100 Atlona Technology Specialist

Date: 12/28/2017

Add Courses

9. After adding the course, you will have to upload your certificate of completion, click the **File Upload** button

Select Course

Understanding Audio Visual Distribution/Level 100 Atlona Techn...

Unenroll File Upload

Lessons

Track Your Progress

0% undefined

Date Enrolled

Average Rating

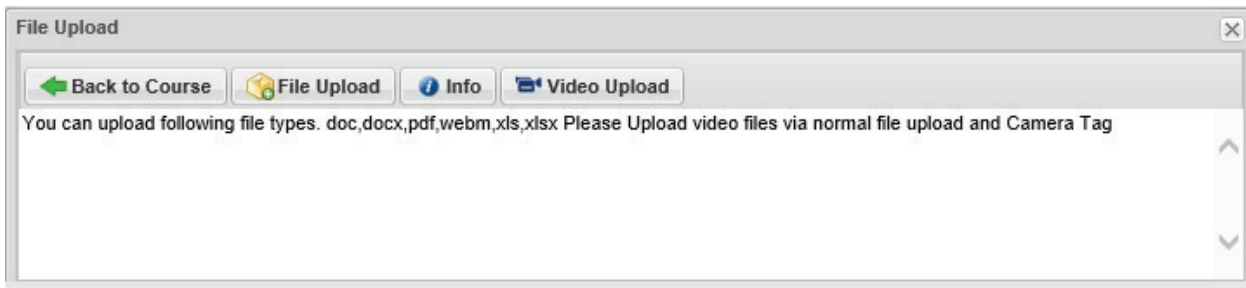
Your Rating

Requirements for Completion

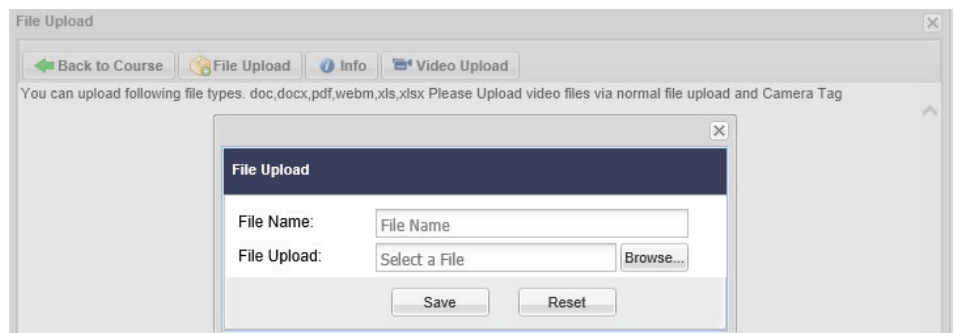


Adding RU Provider Credit to Your Transcript (continued)

10. You are now at the File Upload search selector, click the **File Upload** button.



11. This window will allow you to search for your certificate. You must add a value to the **File Name** field, however it doesn't matter what you name it, this label won't show on your transcript.



12. Selecting the **Browse...** button will open a search window, navigate to your certificate of completion and select that file, then select the **Open** button.
13. Click the **Save** button.



14. Close the File Upload and Course windows. Check your **CTS Transcript** tab, you should see the course and RU credits associated with it. If you see the credits, then you have completed recording your RU Provider credits. If not, there is no need to start the process over.



Adding RU Provider Credit to Your Transcript *(continued)*

15. If you do not see the course and associated RU credits, then go to your **Education History** tab.

See at the bottom of the list, how there is no Date Completed or Score. Simply click into the course and the File Upload window will open.

Course Group	Date Completed	Type	Score	Course Enrollment date
Free Member Courses : Version 4		Course Group		
ANSI/INFOCOMM 10:2013 <i>Course Over</i>		Course		6/14/2017
ANSI/INFOCOMM 1M-2009		Course		6/14/2017
Membership Model Quiz 2018		Course		8/16/2017
Quick Start to the AV Industry Online <i>Course Over</i>	6/16/2015	Course	100%	2/8/2014
Successful Mixed Video Systems/Level 200 Attona Certified Technologist		Course		12/28/2017

Repeat steps #9 through #14 and if your RU Provider course and credits do not show up on your CTS Transcript tab, email: learningsupport@avixa.org