



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 the **Transcript** tab
4. On the far right you will see the **Add RUs** button, select it.

Add RUs

5. The **Register Courseware** box will open.

Register Courseware

Provider Courses

1. Make sure you have saved your certificate prior beginning this process.
2. If you have initiated this process, are interrupted, and then can't find the course in the drop down menu, look at your Education History. If the course is there, click on it and the Certificate Upload dialog box will open.
3. Courses completed the day of your renewal will not be allowed to carry over to your next renewal.

Helpful links

[Overview of the renewal process](#) [Renewal FAQs](#) [CTS RU Providers](#) [Adding your RUs](#)

Provider:

Course List:

Date:

Add Courses

AVIXA
CTS **RU** Provider

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

Provider:

Course List:

Date:

HDBaseT Master Program
HDBaseT Master Program (Level 1)
HDBaseT Master Program (Level 2)

Add Courses





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 select the calendar icon. Select the correct date of the training completion.

Provider:

Course List:

Date:

October 2024						
S	M	T	W	T	F	S
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	7	8	9

Today

Add Courses

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

Provider:

Course List:

Date:

Add Courses

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

TRANSCRIPT

HDBaseT Master Program

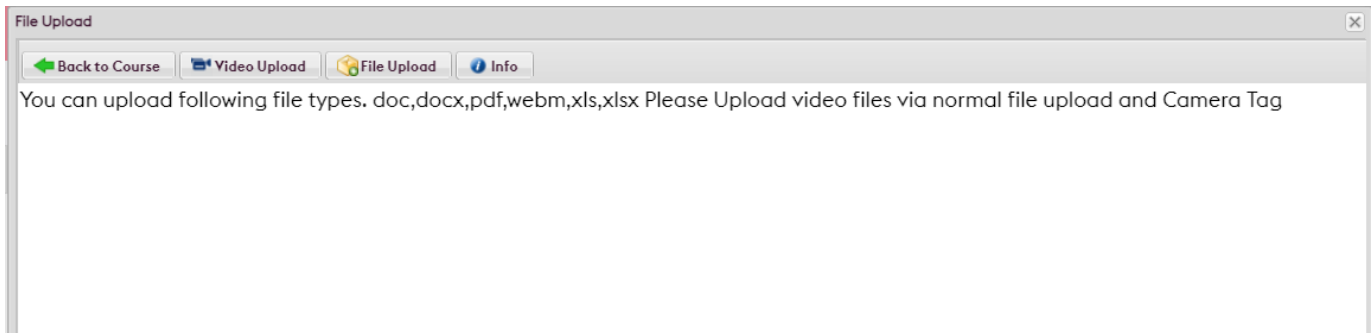
File Upload Your Rating

File Upload Your Rating

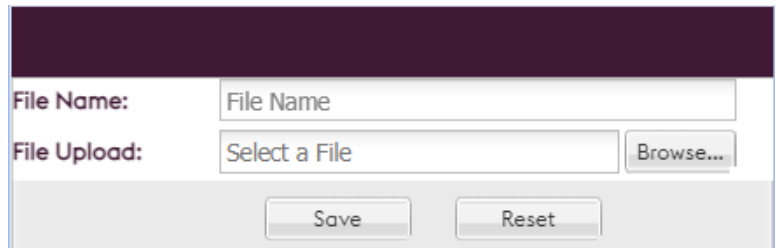


Adding RU Provider Credit to Your Transcript *(continued)*

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.

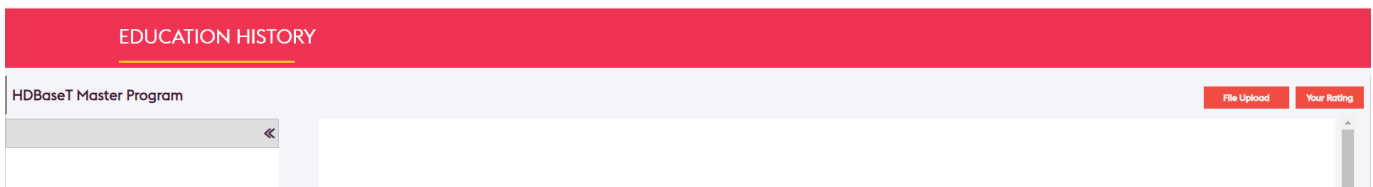
14. Close the File Upload and Course windows. Check your **Transcript** tab, you should see the course and RU credits associated with it. If you see the credits, then you have completed recording your RU Provider credits. If not, there is no need to start the process over.



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. Simply click into the course and the File Upload window will open.

HOME TRAINING **EDUCATION HISTORY** TRANSCRIPT PROFILE



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