

Accessing Personal Info and Certificates on EI Modules

Every REGISTERED user has his/her own personal "homepage." This page stores all information about modules taken, number of attempts, scores AND CERTIFICATES. Please follow these steps to access your own information:

1. Go to website at <http://www.eitraining.vcu.edu/>
2. Log in using your username and password (you MUST create this yourself when you register as a user)
3. Look in upper right corner of screen and double click on "Account Control." This is your personal homepage.
4. Scroll about 3/4 down the page until you see "Course Statistics." This provides info on the modules you have taken, number of attempts, scores, certificates, etc
5. To print your certificate, you need Adobe Reader. You can install by clicking the Adobe Reader icon if you do not have Adobe Reader already on your computer.
6. Click "Save certificate as PDF for printing" and print or save to your own folder. The information is ALWAYS stored here on your personal homepage.

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