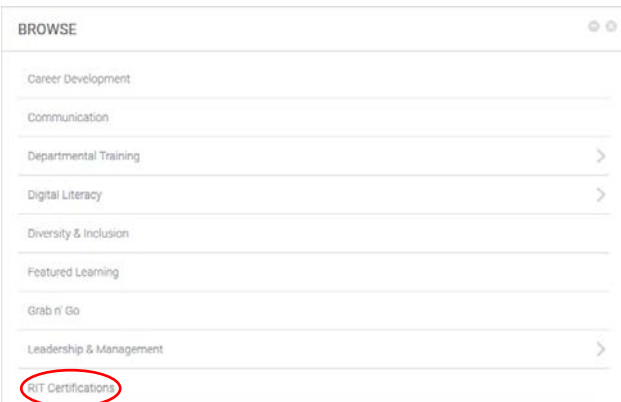
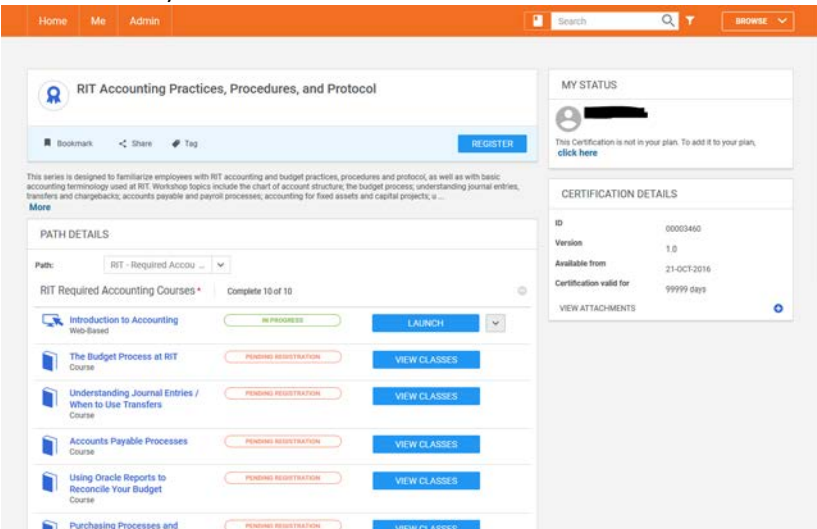
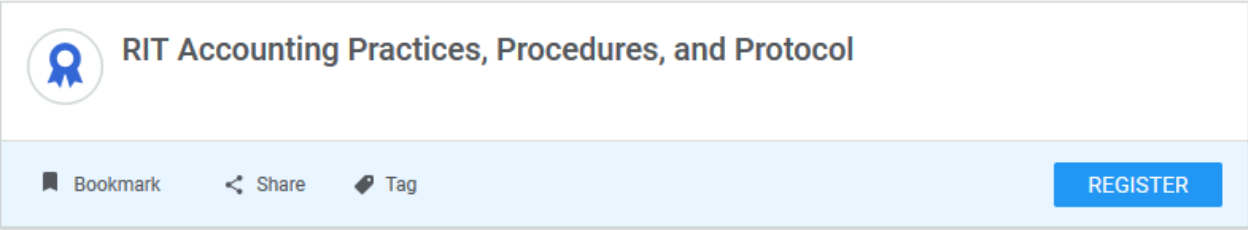
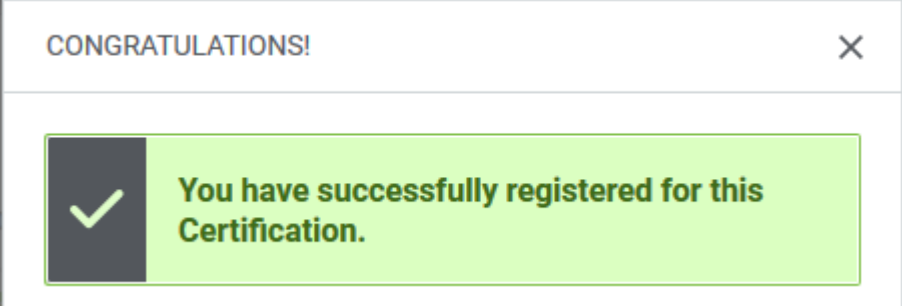


How to Register For and Monitor Progress of a Certification in RIT's Talent Roadmap



Example Certification for this Job Aid: RIT Accounting Practices, Procedures, and Protocol

1.	Log in to RIT's Talent Roadmap
2.	<p>On the home tab page you will find the "Browse" section:</p> 
3.	Click on the "RIT Certifications" folder in the "Browse" section to view all available RIT Certifications.
4.	<p>Click on the name of the certification you would like to view. (Ex.: "RIT Accounting Practices, Procedures, and Protocol").</p>  <p>Here you will be able to view: courses required in the certification that you have completed successfully, courses you still need to complete in order to obtain certification, and upcoming classes you can register for that will count toward your certification. You can also register for the certification on this page.</p>
5.	<p>If there are "Path Details" for the specific certification select the most appropriate option. If there are no path details, skip this step.</p> <div style="text-align: center;"> <h3>PATH DETAILS</h3> <hr/> <p>Path: RIT - Required Accou ... ▼</p> </div>

6.	<p>You can click “view classes” VIEW CLASSES to see upcoming dates for a class you still need to complete.</p>
8.	<p>To register for certification, click the “Register” button:</p>  <p>The screenshot shows a page header with a ribbon icon and the text "RIT Accounting Practices, Procedures, and Protocol". Below the header is a light blue bar containing "Bookmark", "Share", and "Tag" icons. A blue "REGISTER" button is located in the bottom right corner of the page.</p>
9.	<p>Once all of the certification requirements are complete, click: COMPLETE REGISTRATION</p> <p>This message will appear:</p>  <p>The screenshot shows a notification box with the title "CONGRATULATIONS!" and a close button (X). The main message reads: "You have successfully registered for this Certification." with a green checkmark icon on the left.</p>
10.	<p>After you complete your registration, click PRINT CERTIFICATE to view or print your certificate*.</p> <p>*Please note that CPD will no longer be mailing certificates of completion, they will all be accessible through RIT Talent Roadmap.</p>