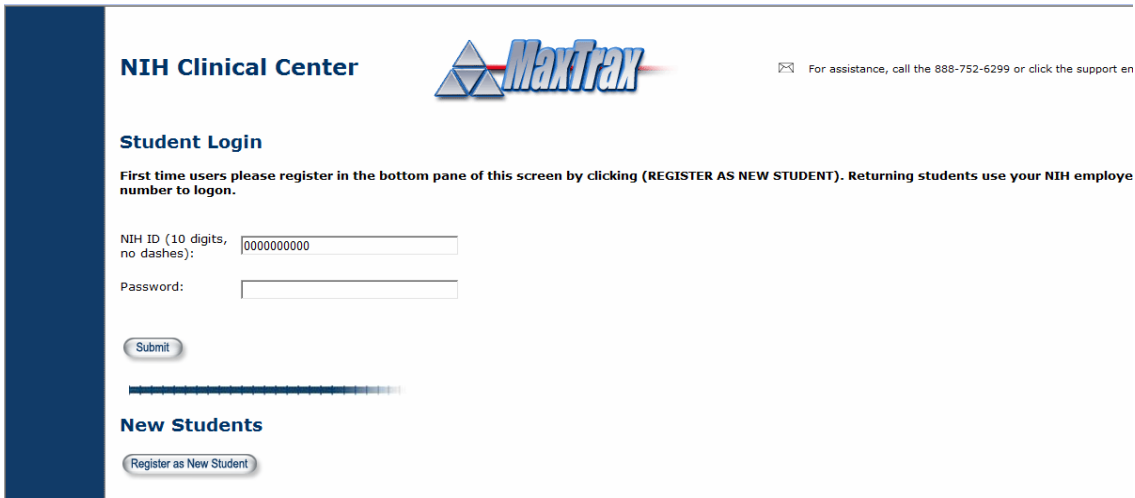


To Print Certificate:

1. Go to logon screen. Type in your Login (or ID) and Password, then hit the "Submit" button.



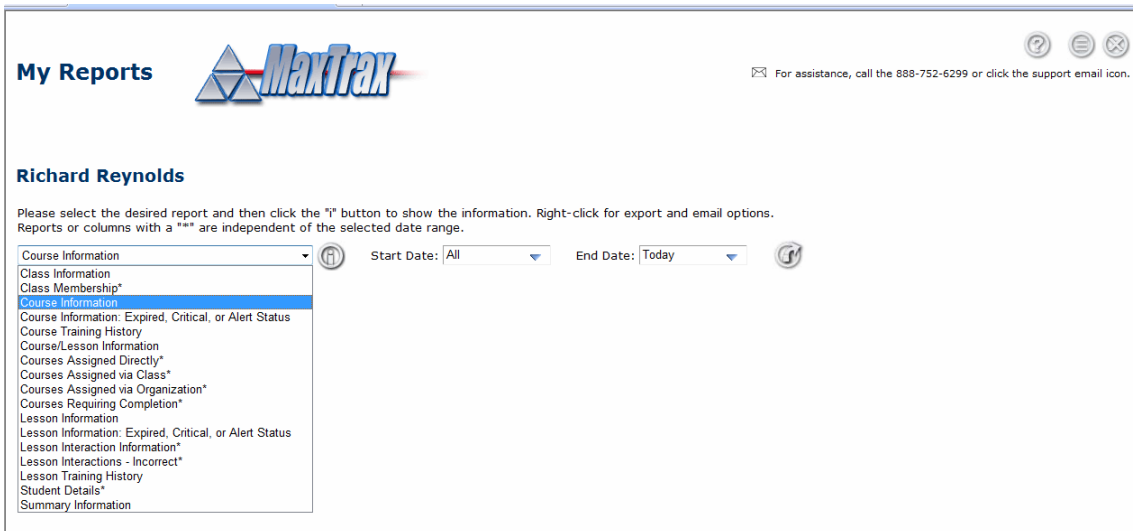
The screenshot shows the NIH Clinical Center MaxTrax Student Login interface. At the top left is the NIH Clinical Center logo, and at the top right is the MaxTrax logo. A help icon and text "For assistance, call the 888-752-6299 or click the support en" are visible. The main heading is "Student Login". Below it, a message states: "First time users please register in the bottom pane of this screen by clicking (REGISTER AS NEW STUDENT). Returning students use your NIH employe number to logon." There are two input fields: "NIH ID (10 digits, no dashes):" with the value "0000000000" and "Password:". A "Submit" button is located below the fields. At the bottom, there is a "New Students" section with a "Register as New Student" button.

2. The next screen is the "Options" screen:



The screenshot shows the NIH Clinical Center MaxTrax Options screen. At the top left is the NIH Clinical Center logo, and at the top right is the MaxTrax logo. A help icon and text "For assistance, call the 888-752-6299 or click the support email icon." are visible. The main heading is "Options". Below it, the user's name "Richard Reynolds" is displayed. A list of menu items is shown: "My Courses", "My Reports", "My Information", "Administrator", and "Reporter". The "Reporter" item is currently selected, indicated by a checkmark icon.

3. Click "My Reports" from the Options menu and you will get the "My Reports" Screen. Use the pull down arrow in the first box to find "Course Information" then double click.



The screenshot shows the NIH Clinical Center MaxTrax My Reports screen. At the top left is the NIH Clinical Center logo, and at the top right is the MaxTrax logo. A help icon and text "For assistance, call the 888-752-6299 or click the support email icon." are visible. The main heading is "My Reports". Below it, the user's name "Richard Reynolds" is displayed. A message states: "Please select the desired report and then click the 'T' button to show the information. Right-click for export and email options. Reports or columns with a '*' are independent of the selected date range." There are two date range input fields: "Start Date: All" and "End Date: Today". A dropdown menu is open, showing a list of report options. The "Course Information" option is highlighted. A "T" button is visible to the right of the dropdown menu.

- Click on the "i" circle icon next to the pull down menu (it will say "show selected report" if you mouse over it) and the following screen will appear:

My Reports For assistance, call the 888-752-6299 or click the support email icon.

Display Options: Filter Certificate* Grid Paging 20 items per page

Richard Reynolds

Please select the desired report and then click the "i" button to show the information. Right-click for export and email options.
Reports or columns with a "*" are independent of the selected date range.

Course Information Start Date: All End Date: Today

Course Information

Course Name*	Description*	Status*	Completion Date*	Most Recent Completion Date*	Number of Sessions	Cumulative Time	Earliest Date	Most Recent Date	Certificate*
Age-Specific Care	This course is a department specific requirement for NIH Clinical Center Personnel.	(Completed)	11/30/2007	11/30/2007	1	00:01:54.84	11/30/2007	11/30/2007	
Body Mechanics	This course is a department specific requirement for NIH Clinical Center Personnel.	(Completed)	11/9/2007	11/16/2007	3	00:08:33.69	11/9/2007	11/16/2007	
Emergency Procedures	This course is an annual requirement for all NIH Clinical Center personnel.	(Completed)	11/15/2007	11/15/2007	3	00:02:53.15	10/24/2007	11/15/2007	

- Locate the certificate icon for the course you completed (icon is on the far right of table and looks like a yellow rectangle). Double click the certificate icon.
- Your certificate should now be displayed:

Tracker.Net: My Reports - Windows Internet Explorer

Tracker.Net - Certificate - Windows Internet Explorer

http://nih.performax3.com/maxtraxV35/LMSCertificate.aspx?id=course_11/30/2007_11/30/2007_no%20score_Age-Specific%20Care&name=Richard%20R

My Reports

Display Options: Filter Certificate* Grid Paging 20 items per page

Richard Reynolds

Please select the desired report and then click the "i" button to show the information. Right-click for export and email options.
Reports or columns with a "*" are independent of the selected date range.

Course Information

Course Information

Course Name*	Description*	Status*	Completion Date*	Most Recent Completion Date*	Number of Sessions	Cumulative Time	Earliest Date	Most Recent Date	Certificate*
Age-Specific Care	This course is a department specific requirement for NIH Clinical Center Personnel.	(Completed)	11/30/2007	11/30/2007	1	00:01:54.84	11/30/2007	11/30/2007	
Body Mechanics	This course is a department specific requirement for NIH Clinical Center Personnel.	(Completed)	11/9/2007	11/16/2007	3	00:08:33.69	11/9/2007	11/16/2007	
Emergency Procedures	This course is an annual requirement for all NIH Clinical Center personnel.	(Completed)	11/15/2007	11/15/2007	3	00:02:53.15	10/24/2007	11/15/2007	

Certificate of Completion

NIH Clinical Center
Awarded To
Richard Reynolds

For the Course
Age-Specific Care

Completed On
11/30/2007

- Click the blue "Print" button in the lower left corner to print your certificate.
- Your certificate is now printed. Follow these steps for each certificate you need to print.