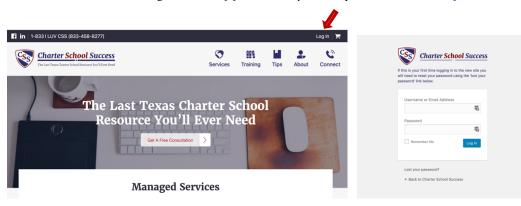


## How to Take Your Online Course

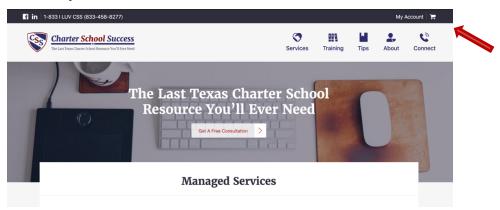
## When you are ready to take your online course, follow these steps.

If you need additional assistance, you can always contact Charter School Success at (833) 458-8277.

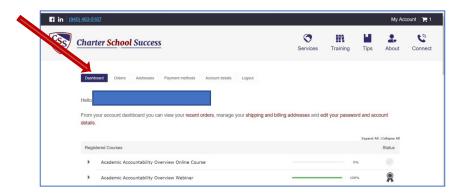
Login to your account at <u>www.charterschoolsuccess.com</u>. Your username is your email address. Use the same log in information you used to purchase your course. If you do not remember your password, you can reset it by clicking the "Lost Password" link on the log-in screen. *If you have any issues, please email us at <u>info@charterschoolsuccess.com</u>.* 



2. Click on "My Account."

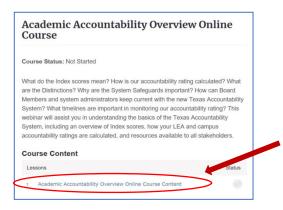


3. Go to the **Dashboard** in your account.

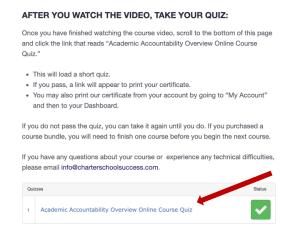




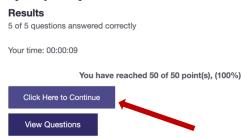
- 4. Click on the course name of the course that you want to take.
- 5. Once in the course, scroll down and click on the **Online Course Content** link:



- 6. After clicking the **Online Course Content** link, scroll down and **click on the video you see on the screen to start your webinar.**
- 7. After watching the webinar, you will need to take the course quiz to receive credit for the course. To take the quiz, scroll to the bottom of the screen and click on the **Online Course Quiz** link. You must pass the quiz with a 70% to receive credit, but you may take it as many times as you need to in order to pass.



8. After you pass your quiz, click on the Click Here to Continue link.





**9.** At this point, you will need to **print your certificate** and send it to the person on your campus responsible for keeping certificates on file for compliance purposes.

Academic Accountability Overview Online Course Status: Completed INIT YOUR CERTIFICATE What is new for accountability in 2019? How will the A-F rating affect your campus/district ratings? What timelines are important in monitoring our accountability rating? This webinar will assist you in understanding the basics of the New Texas Accountability System, including an overview of how your accountability ratings are calculated, and what resources are available to all stakeholders. Curse Content Academic Accountability Overview Online Course Content

## **ACCESSING YOUR CERTIFICATE from your account**

You can also access your certificate any time in the Dashboard of your account OR at the bottom of the Dashboard screen under My Certificates.

From your account dashboard you can view your recent orders, manage your shipping and billing addresses, and edit your details.	r password and account	
	Expand All   Collapse All	My Certificates
Registered Courses	Status	Academic Accountability Overview
Course Category		A roduonnio roccuntability eveniow
All categories		
Academic Accountability Overview Online Course	100%	

## **Questions? We are here to help!**

Please email info@charterschoolsuccess.com or call 1-833- I LUV CSS (833-458-8277)