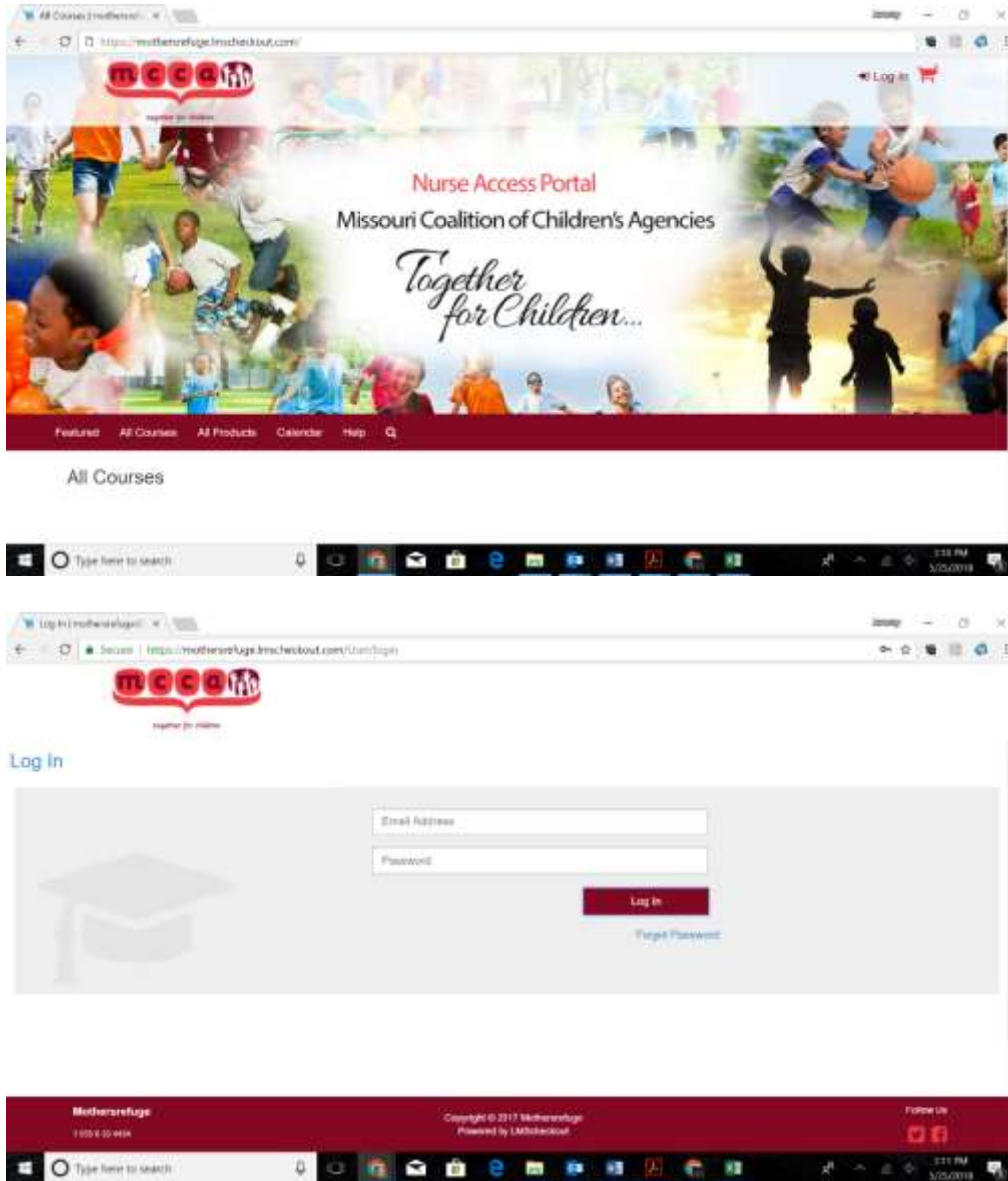


First, open a web browser and go to your organization’s learning-management system (LMS) site. Most of these are located at [https://\[your-organization-code\].lmscheckout.com](https://[your-organization-code].lmscheckout.com). If you do not know the location of your site, please contact the MCCA office at 800-942-0326.

Once at the site, in the upper-right corner, is the log in link. Click it. Enter your username and password ...



Next, click “Admin Panel”, if you are not there already.

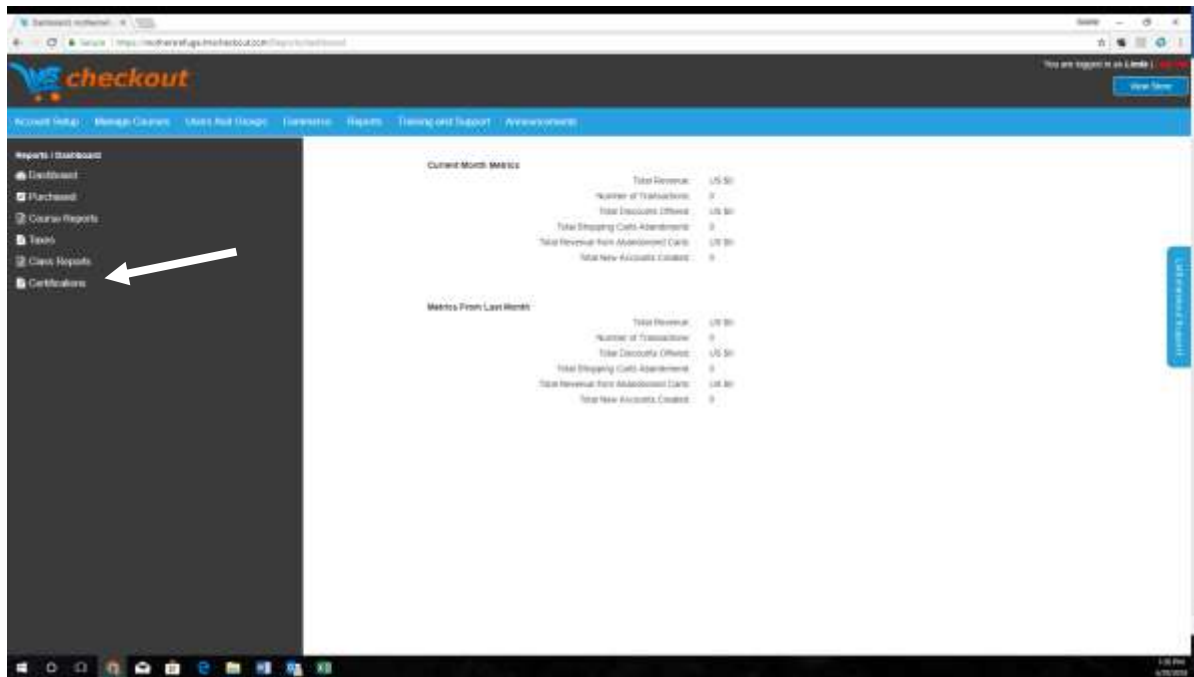
Reports:

The screenshot shows the MS checkout Reports dashboard. The 'Reports' menu item in the top navigation bar is circled. The dashboard is divided into a left sidebar and a main content area. The sidebar contains a 'Reports / Dashboard' section with sub-items: Dashboard, Purchased, Course Reports, Taxes, Class Reports, and Certifications. The main content area displays two sections: 'Current Month Metrics' and 'Metrics From Last Month'. Each section contains a table of key performance indicators (KPIs).

Current Month Metrics	
Total Revenue	US \$0
Number of Transactions	0
Total Discounts Offered	US \$0
Total Shipping Cart Abandonment	0
Total Revenue from Abandoned Carts	US \$0
Total New Accounts Created	0

Metrics From Last Month	
Total Revenue	US \$0
Number of Transactions	0
Total Discounts Offered	US \$0
Total Shipping Cart Abandonment	0
Total Revenue from Abandoned Carts	US \$0
Total New Accounts Created	0

Certifications:



Here you will see a list of issued certificates from this organization. Use the box with the word "Search ..." in it to search by name.

Certifications Report

Entries per page: 10

	User Name	Certification Status	Expiration
+	[Redacted]	Current	06/19/2019
+	[Redacted]	Current	05/27/2019
+	[Redacted]	Current	05/27/2019
+	[Redacted]	Current	05/27/2019
+	[Redacted]	Current	05/27/2019
+	[Redacted]	Current	05/27/2019
+	[Redacted]	Current	05/27/2019
+	[Redacted]	Current	05/27/2019
+	[Redacted]	Current	05/27/2019
+	[Redacted]	Current	05/27/2019
	User Name	Certification Status	Expiration

Once you have found the student whose certification you wish to check, click the plus sign next to the student record. You will see all the logged certification dates for that student.

IMPORTANT: The report table is currently designed to show the date in the future nearest to the current date at the top of the record (and in the un-expanded record). That means you could potentially have students listed in the main table who re-certified recently, but the old expiration date is still showing. **BOTTOM LINE:** Always expand the record by checking the plus sign to ensure you are getting all the information about that student.

Certifications Report

Entries per page: 10 ▾

Search...

	User Name	Certification Status	Expiration
⊖	[REDACTED]	Current	06/19/2019
↑	Every Child's Hope (ech)	Current	06/19/2019
	Assigned by admin	Expired	09/15/2017
+	[REDACTED]	Current	05/27/2019
+	[REDACTED]	Current	05/27/2019