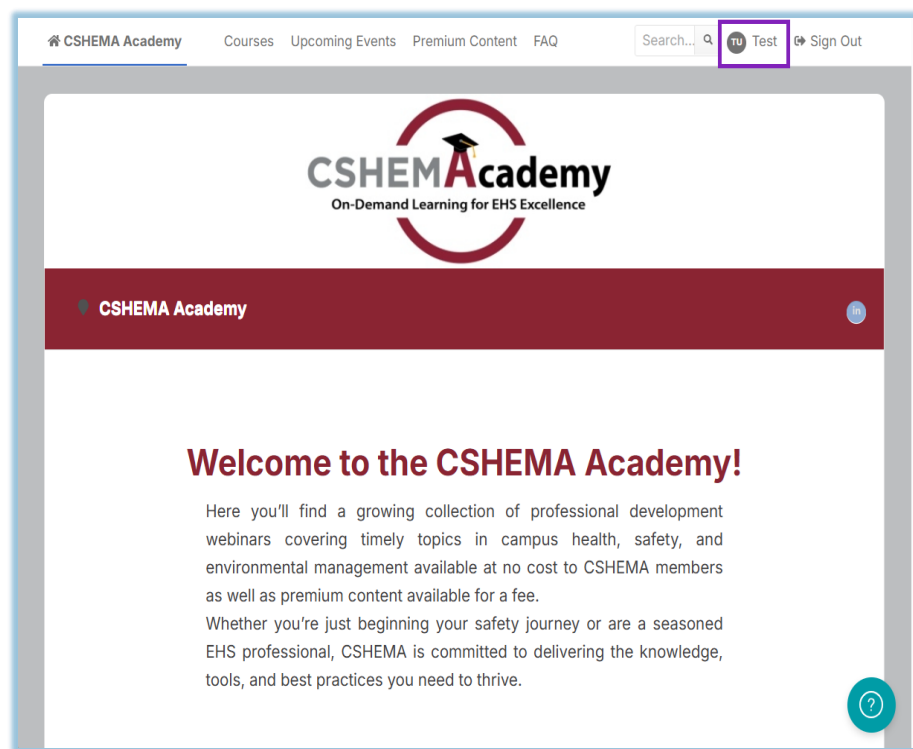


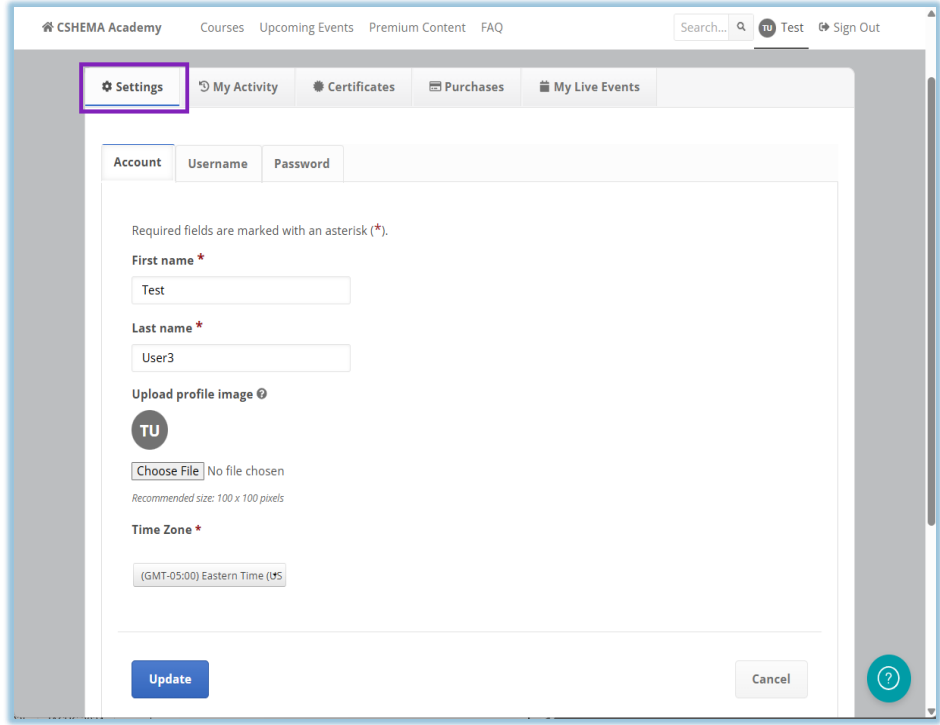
# Student Guide: How to access your user profile

**Summary:** This user guide walks a student through how to access the features in their student profile page.

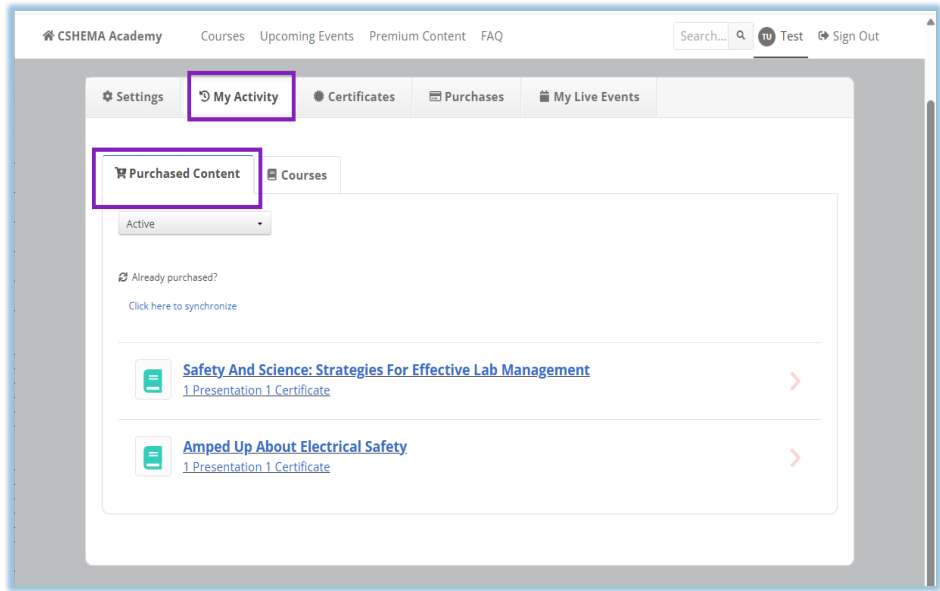
1. In CSHEMA Academy, click your user name in the upper right hand corner (“Test” in this example):

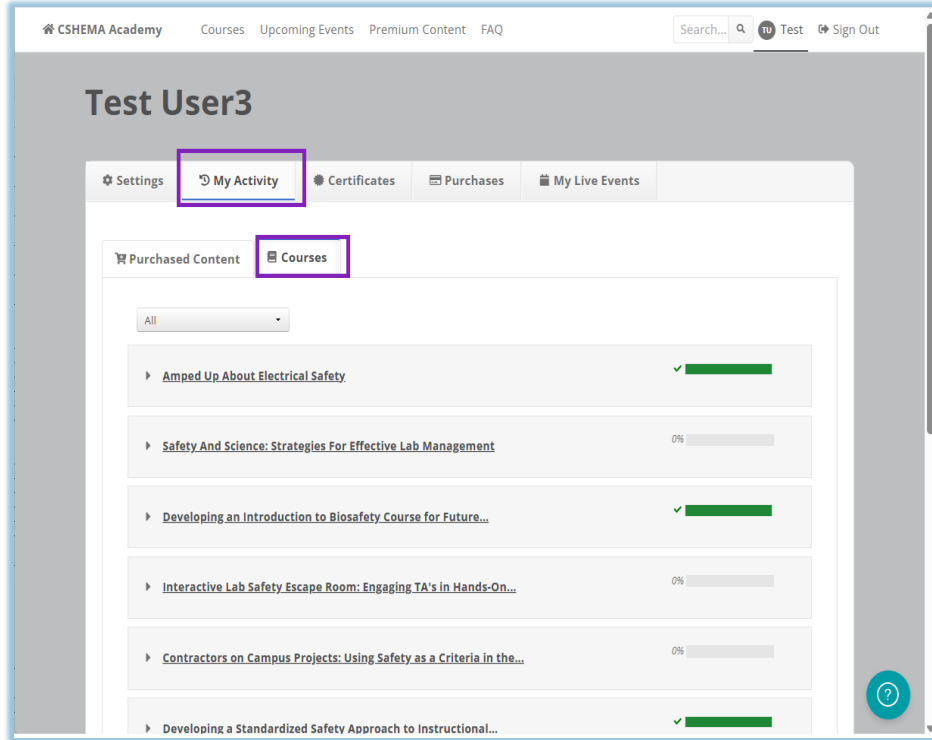


2. The “Settings” tab will allow you to view your account settings, choose a profile image, and update your Time Zone. Please note: your name, username, and password are carried over from your CSHEMA membership. Any changes will be overwritten unless you also make changes from your profile on the CSHEMA webpage.

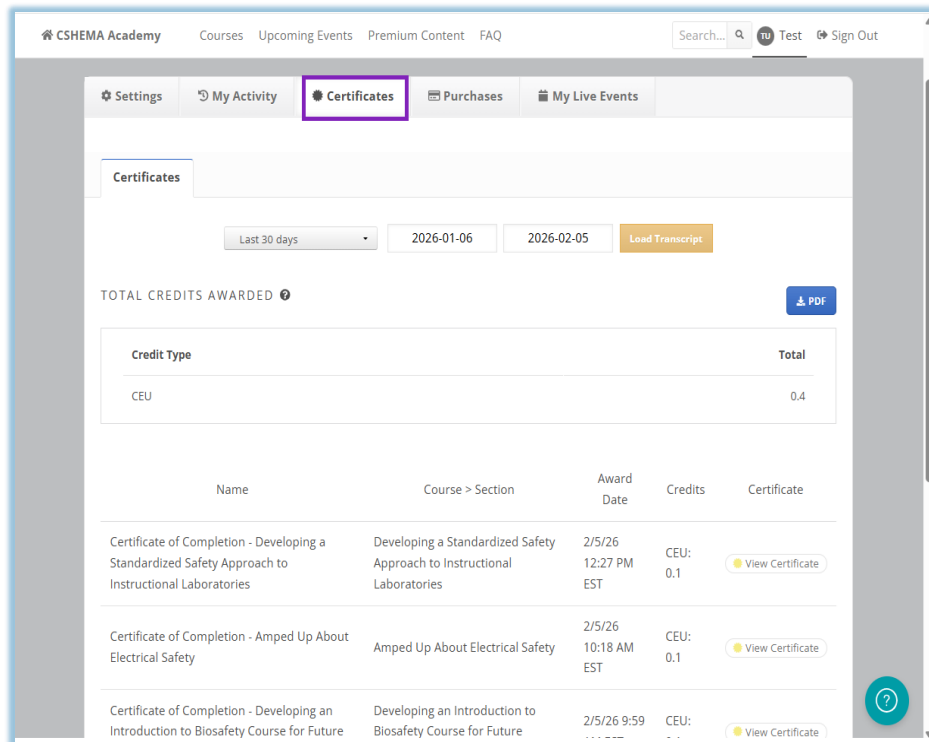


3. The “My Activity” tab will show you any courses you have purchased under the purchased content tab. The courses tab will show you any courses you have started along with your progress. You can navigate directly to a course using either tab.





4. The “Certificates” tab allows you to quickly see and access certificates from courses you have completed.



- a. You can also search for specific time frames using the search functions, either a preset time from the drop down menu or a specific time range using the calendar fields (start and stop dates). Click the Load Transcript button to update the page.

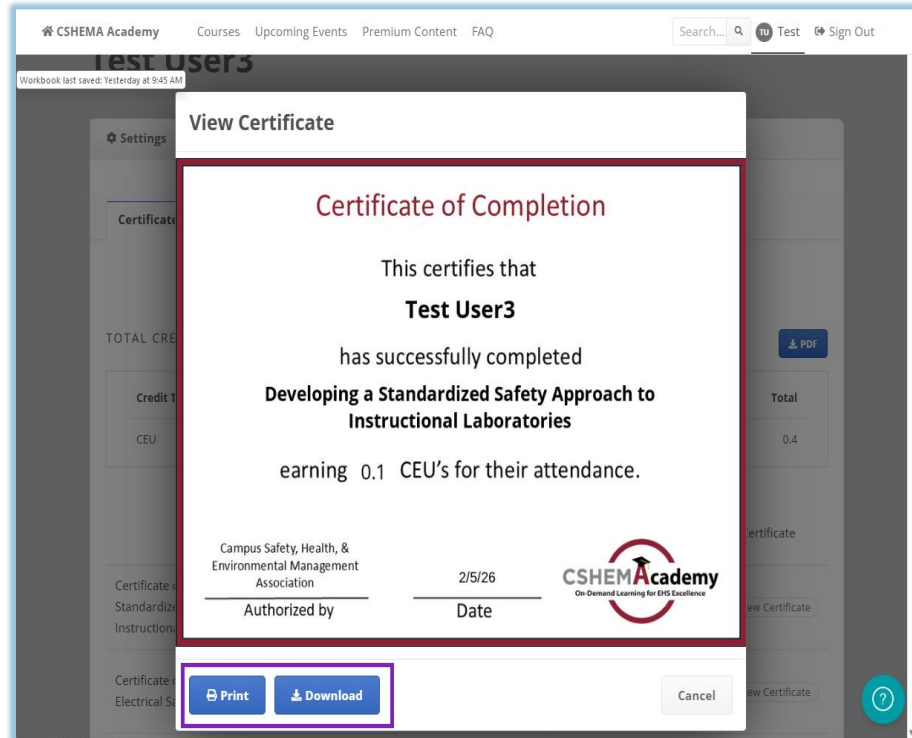
The screenshot shows the 'Certificates' page in the CSHEMA Academy system. The navigation bar includes 'Settings', 'My Activity', 'Certificates', 'Purchases', and 'My Live Events'. The 'Certificates' section has a search area with a dropdown menu set to 'This year', two date input fields (2026-01-06 and 2026-02-05), and a 'Load Transcript' button. Below this, a table shows 'TOTAL CREDITS AWARDED' for 'CEU' as 0.4. A table of certificates is displayed below, with the first row highlighted.

Name	Course > Section	Award Date	Credits	Certificate
Certificate of Completion - Developing a Standardized Safety Approach to Instructional Laboratories	Developing a Standardized Safety Approach to Instructional Laboratories	2/5/26 12:27 PM EST	CEU: 0.1	<a href="#">View Certificate</a>

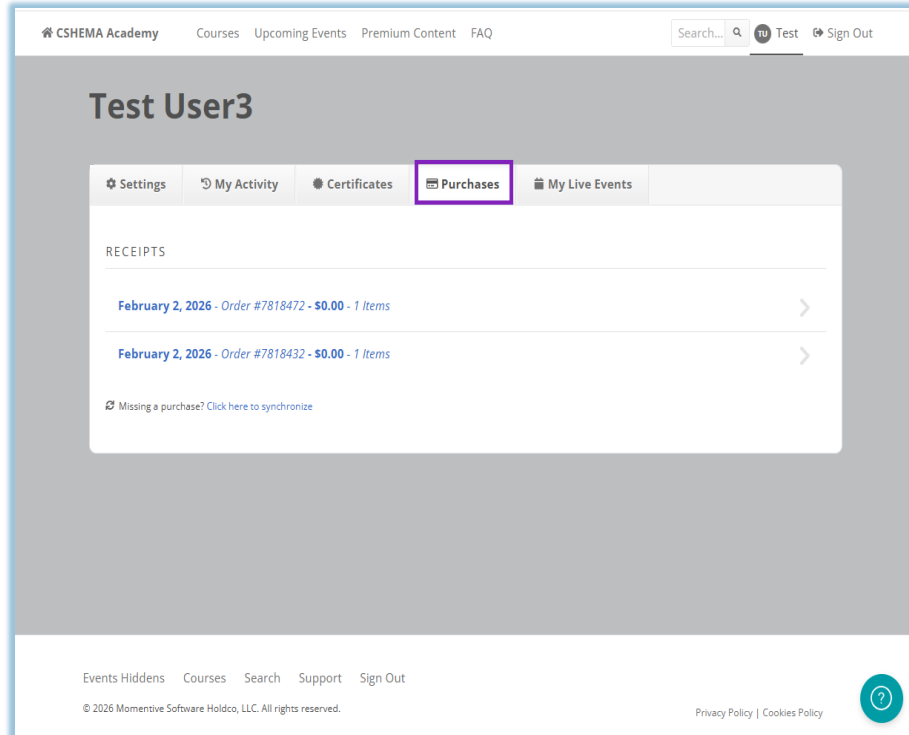
- b. Click “Viewing Certificate” to print or download that certificate:

The screenshot shows the 'Certificates' page with the search filters updated to 'This year' and dates '2026-01-01' and '2026-02-05'. The 'TOTAL CREDITS AWARDED' for 'CEU' is 0.4. The table of certificates now shows two rows, with the 'View Certificate' button for the first row highlighted.

Name	Course > Section	Award Date	Credits	Certificate
Certificate of Completion - Developing a Standardized Safety Approach to Instructional Laboratories	Developing a Standardized Safety Approach to Instructional Laboratories	2/5/26 12:27 PM EST	CEU: 0.1	<a href="#">View Certificate</a>
Certificate of Completion - Amped Up About Electrical Safety	Amped Up About Electrical Safety	2/5/26 10:18 AM EST	CEU: 0.1	<a href="#">View Certificate</a>



5. The “Purchases” tab allows you to see and access your purchases:



6. The “My Life Events” tab is not in use as CSHEMA uses a different platform to manage life events.