

GFOA FALL CONFERENCE CEU INSTRUCTIONS 2019

To obtain your continuing education credits for GFOA's 2019 Fall Conference, please make sure to follow these instructions:

1. Click on the PDF file entitled Fall Conference CEUs 2019.
2. Click on the magnifying glass located in the tool bar on the top left side of your screen. It's next to email and printer icons.
3. In the "Find" box that appears on the top right side of your screen, enter your name as follows: "Last name, First name."
4. Once your name and courses appear, click on the print icon located in the tool bar on the left side of screen. It's next to the email and magnifying glass icons.
5. Please make sure to only print the "Current Page" or you will print 328 pages.

If you would like to save your certificate without printing, it's a little tricky so please make sure to follow these instructions.

1. Follow steps 1-3 above.
2. Once your name and courses appear, click on "Edit" located on the left side of your screen.
3. Scroll down to the camera icon and "Take a Snapshot."
4. Using the mouse, point the cross icon to the top left side corner of the document.
5. Click on the mouse and drag the shadowy blue line to the bottom left side corner of your document.
6. Don't let go yet.
7. With your finger still on the mouse's clicker, drag the shadowy blue line to the bottom right side corner of the document so the entirety your information is highlighted.
8. Now you may let go of the mouse's clicker as you've just taken a picture of your certificate.
9. Open a word document and paste accordingly.

I hope you find these instructions helpful, and please do not hesitate to contact us with any questions or concerns.