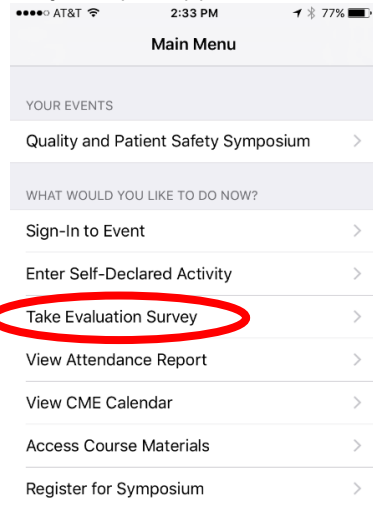
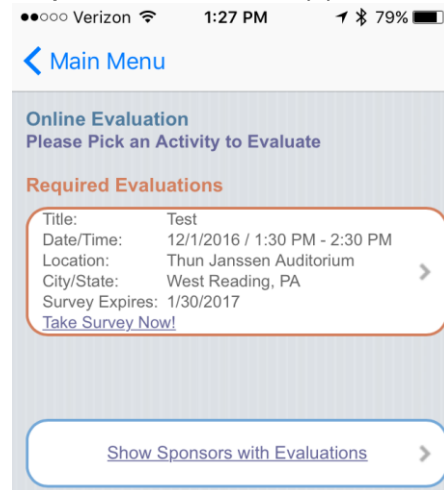


How to Complete an Evaluation and Claim Credit Using the eeds App

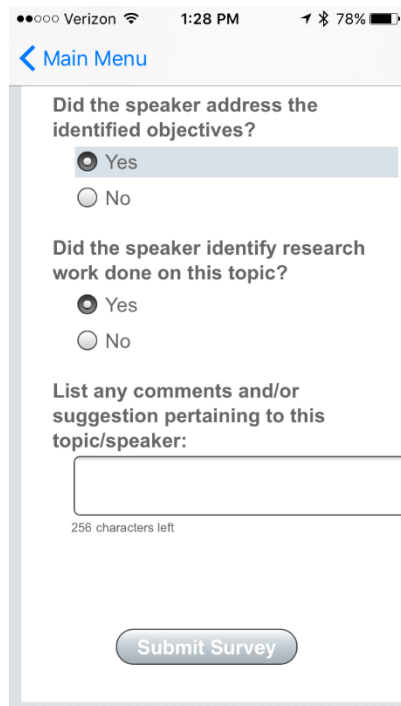
Step 1: Open app and select "Take Evaluation Survey"



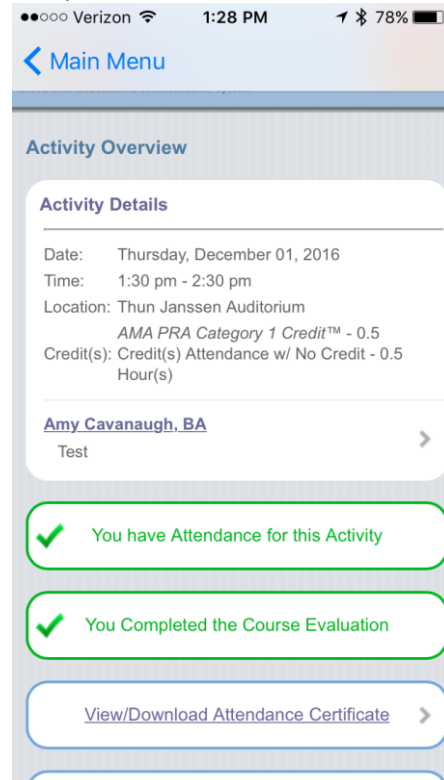
Step 2: Select the Activity you would like to evaluate



Step 3: Complete the evaluation and select "Submit Survey"

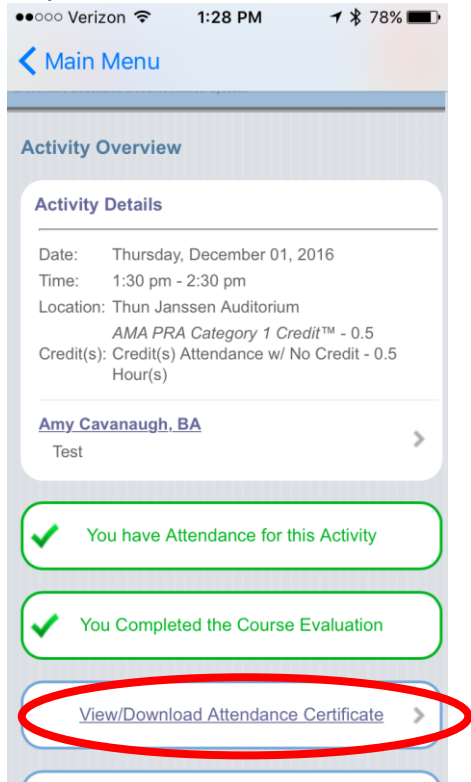


Step 4: You will receive verification that your evaluation is complete. You can now claim credit.

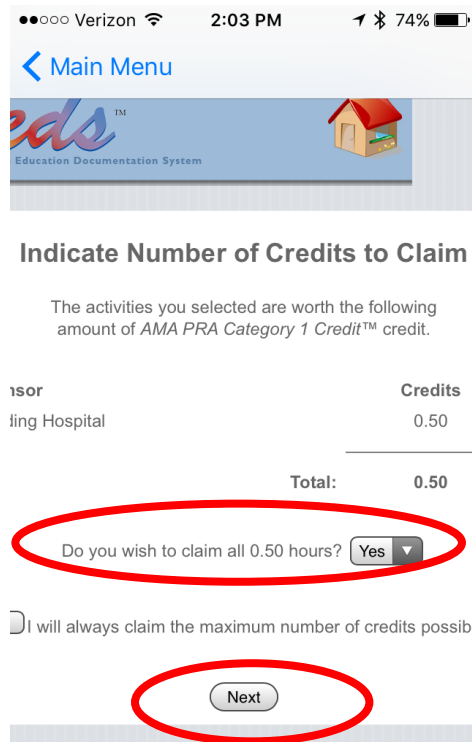


How to Complete an Evaluation and Claim Credit Using the eeds App

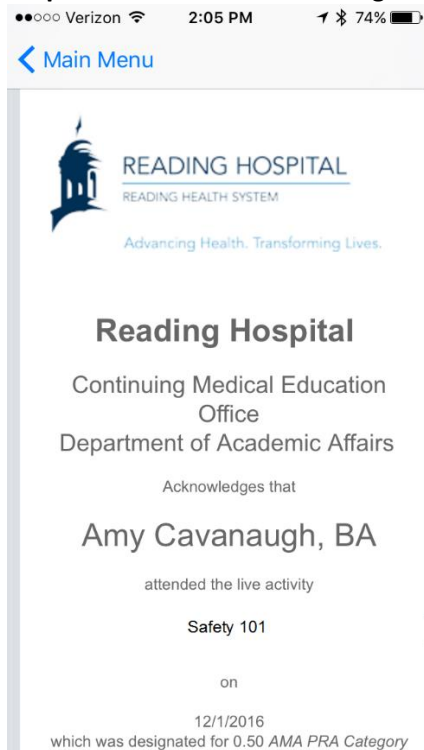
Step 5: Select View/Download Attendance Certificate”



Step 6: Indicate the number of credits you are claiming. Select “Next”



Step 7: Your certificate will be generated



Note: You can view, export the certificate to a PDF and print your certificate at any time by (1) Selecting the event from the Main Menu (2) Selecting Certificates

