

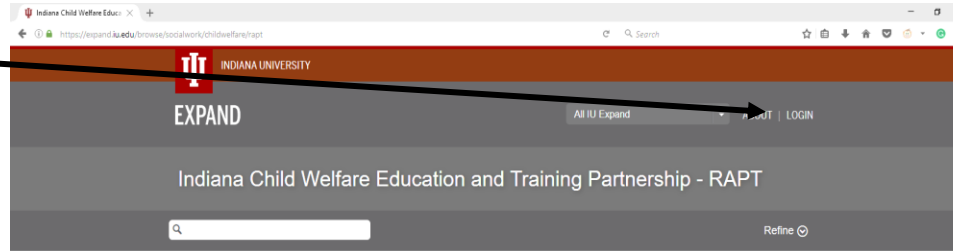
Accessing your Completion Certificate

1. Visit the RAPT online course catalog

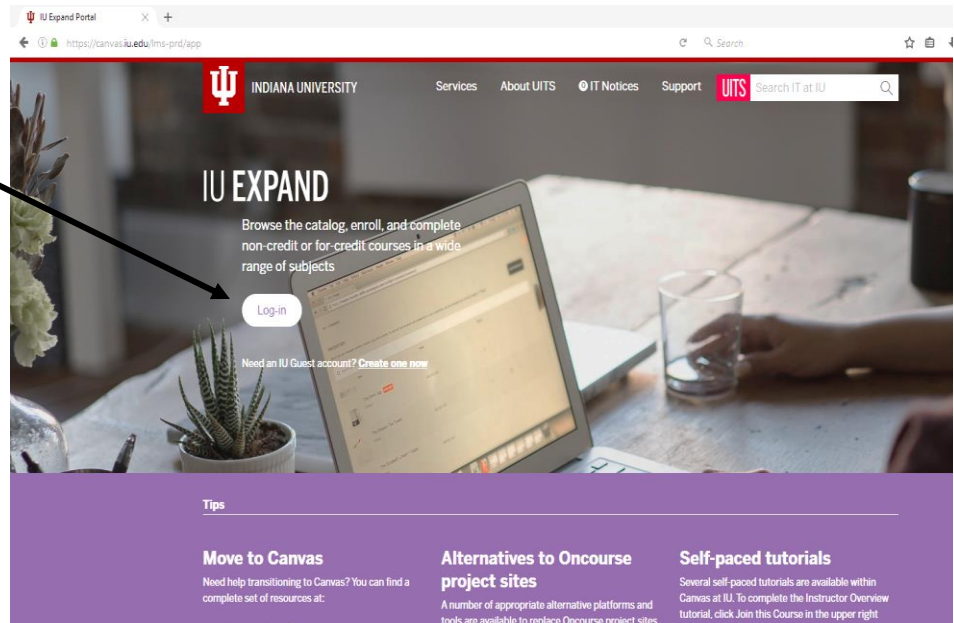
RAPT online course catalog link:

<https://expand.iu.edu/browse/socialwork/childwelfare/rapt>

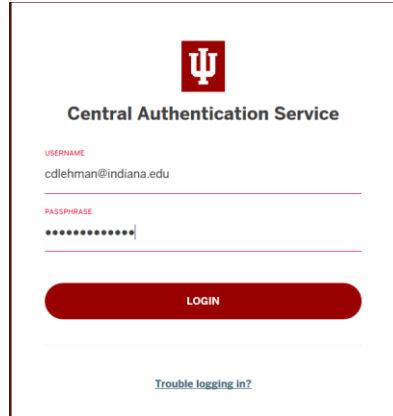
2. Click “Login”



3. Click “Log-in”

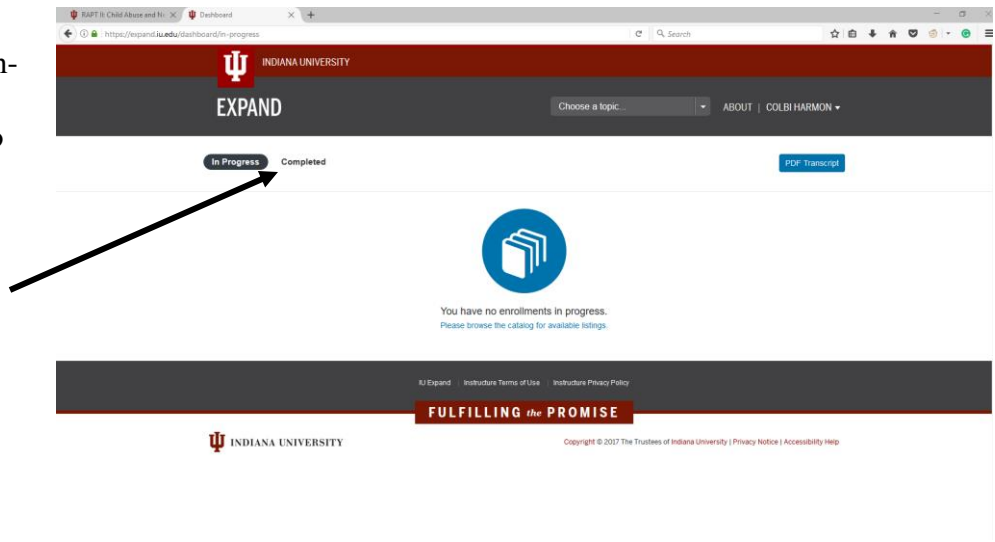


4. Log-in using your e-mail and Password.

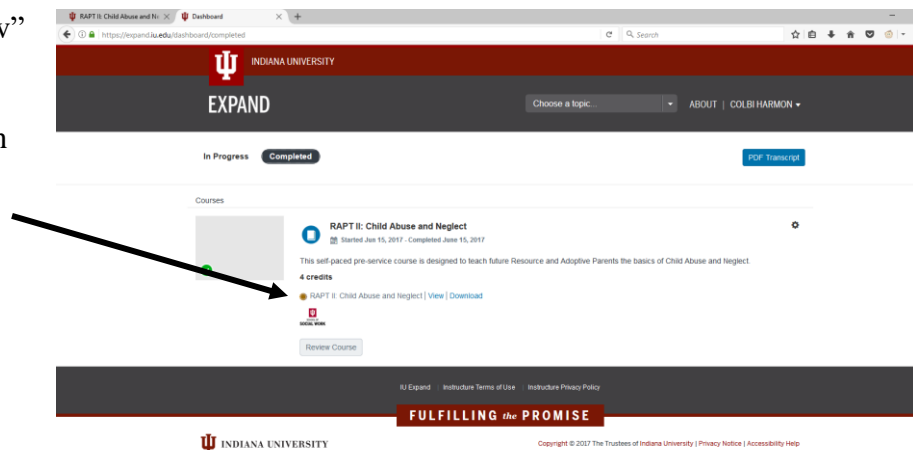


The image shows a login form for the Central Authentication Service. At the top is the Indiana University Psi logo. Below it, the text "Central Authentication Service" is centered. There are two input fields: "USERNAME" with the value "cdlehman@indiana.edu" and "PASSPHRASE" with a masked password "*****". A red "LOGIN" button is positioned below the fields. At the bottom, there is a link for "Trouble logging in?".

5. Your dashboard will default to the “In-progress” courses. Click “completed” to view those that you have completed.



6. You will see “view” and “download” link options. Click “download” to obtain a PDF version of the certificate.



7. Once you have downloaded your certificate of completion for the course, you can either print your certificate and take it to your local office or e-mail it to your Foster Care Specialist.

