

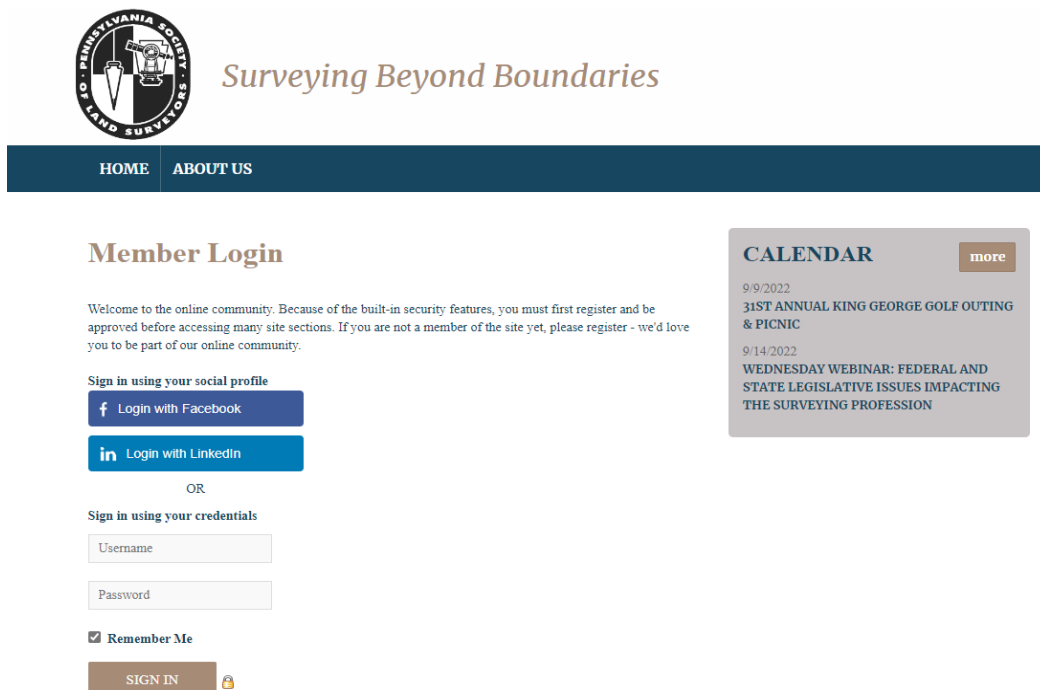
## PSLS WEBSITE TIPS AND TRICKS: CERTIFICATES

### How to Access Your Certificates/Credits from PSLS Webinars, Conferences, and Events

- 1) In order to view your certificates, you need to first log into your PSLS online account. Go to [www.psls.org](http://www.psls.org). To get to the login screen, you can hover over the tab [MORE] at the far right end of the navigation menus, as pictured below. Then you need to click “Members Only” when it appears. Non-member accounts can be accessed here too.



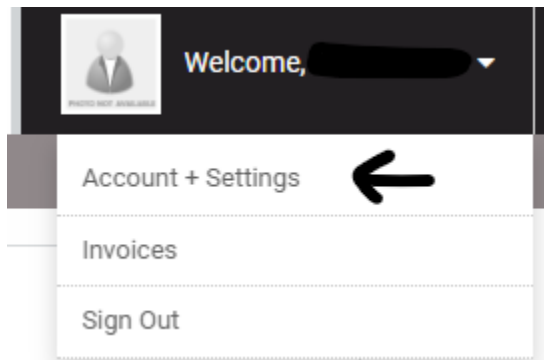
- 2) Sign in using your login credentials you used to register for the event and then click the [SIGN IN] button. If you need your credentials, call the PSLS office at 717-412-1946 or email [psls@psls.org](mailto:psls@psls.org).



3) Once you log in, you should be directed to a page that looks like this.

The screenshot shows a user profile page. At the top, there is a navigation bar with a logo on the left, a search bar, and a user profile dropdown on the right. Below the navigation bar, there is a sidebar with a 'Profile' tab selected. The main content area is divided into two sections: 'Profile' and 'About'. The 'About' section is currently active and displays a 'Profile Completeness' bar at 32%. Below this, there are two main sections: 'Account Information' and 'Personal Information'. The 'Account Information' section includes fields for 'Your Personalized URL', 'Username', 'Password', 'E-Mail Address', and 'Confirm E-Mail', each with a '(change)' link. The 'Personal Information' section includes a 'Gender' dropdown (with 'Male' and 'Female' options), a 'Title' dropdown (with an example '(Example: Mr, Ms, Dr, etc.)'), and a 'Full Name' field.

If you are not on this page, you can always get here by clicking on the top right corner where it says, “Welcome, (Your Name)”. From there, you can click on [Account + Settings] and it will direct you to this page.




- 4) To view your certificates, from the profile page we see, you can click on [Professional Development], as shown below. If you don't see the tabs to the left including the Professional Development tab, you may need to click a link under the "Profile Completeness" bar that says, "Increase Your Score" and then the tabs should appear.

The screenshot shows a user profile page. On the left, there is a sidebar with tabs: Profile, Information & Settings, Payments & History, Content & Features, and Professional Development. The Professional Development tab is highlighted with a blue arrow. The main content area shows the 'About' section with a 'Profile Completeness' bar at 32%. Below this, there are sections for 'Account Information' and 'Personal Information'. The 'Account Information' section includes fields for 'Your Personalized URL', 'Username', 'Password', 'E-Mail Address', 'Confirm E-Mail', and 'Email Preference'. The 'Personal Information' section includes fields for 'Gender', 'Title', and 'Full Name'.

- 5) Next, you should see a screen that looks like below. This page will list every certificate you have earned, whether it be from attending sessions from past conferences or from attending webinars. To view and print these certificates, simply locate and click the blue printer icon as shown below under "Options."

The screenshot shows the 'Certifications/Programs' page. On the left, there is a sidebar with tabs: Profile, Information & Settings, Payments & History, Content & Features, and Professional Development. The Professional Development tab is highlighted with a blue arrow. The main content area shows a filter section with dropdowns for 'Status', 'Certification/Program', and 'Credit Type', and input fields for 'From' and 'To' dates. Below the filter section is an 'Apply Filter' button. Under the filter section, there are links for 'Export Entries (Unicode)', 'Print Transcript', 'Print Filtered Entries', and 'Email Transcript'. Below these links is a table with columns: Options, Status, Entry Date, Details, Credits, Expires, and Score (%). The table contains one row of data for a certificate titled 'Latent Ambiguities and Other Evidentiary Problems Locating a Boundary'.

| Options   | Status   | Entry Date | Details  | Credits | Expires | Score (%) |
|---|----------|------------|--|---------|---------|-----------|
|  | Approved | 8/25/2022  | Latent Ambiguities and Other Evidentiary Problems Locating a Boundary<br>Attended Event: Latent Ambiguities and Other Evidentiary Problems Locating a Boundary | 2       | Never   | N/A       |

- 6) When you click on the blue printer icon, a new window will open. This new window will display the certificate you have selected. If you wish to save it as a .pdf or print it, you can click on the [PRINT] button at the top left side of the window.

PRINT

CLOSE



## Pennsylvania Society of Land Surveyors

### CERTIFICATE OF COMPLETION

This is to certify that

[REDACTED]

*has been awarded*

2 Professional Development Hour (PDH) for the completion  
of the following webinar

#### **Latent Ambiguities and Other Evidentiary Problems Locating a Boundary**

Presented by: Dr. Knud Hermansen

August 25, 2022

12:00 PM to 2:00 PM

A handwritten signature in blue ink, appearing to read "Scott Reeser", is written over a horizontal line.

Scott Reeser, PLS  
PSLS Education Committee Chair