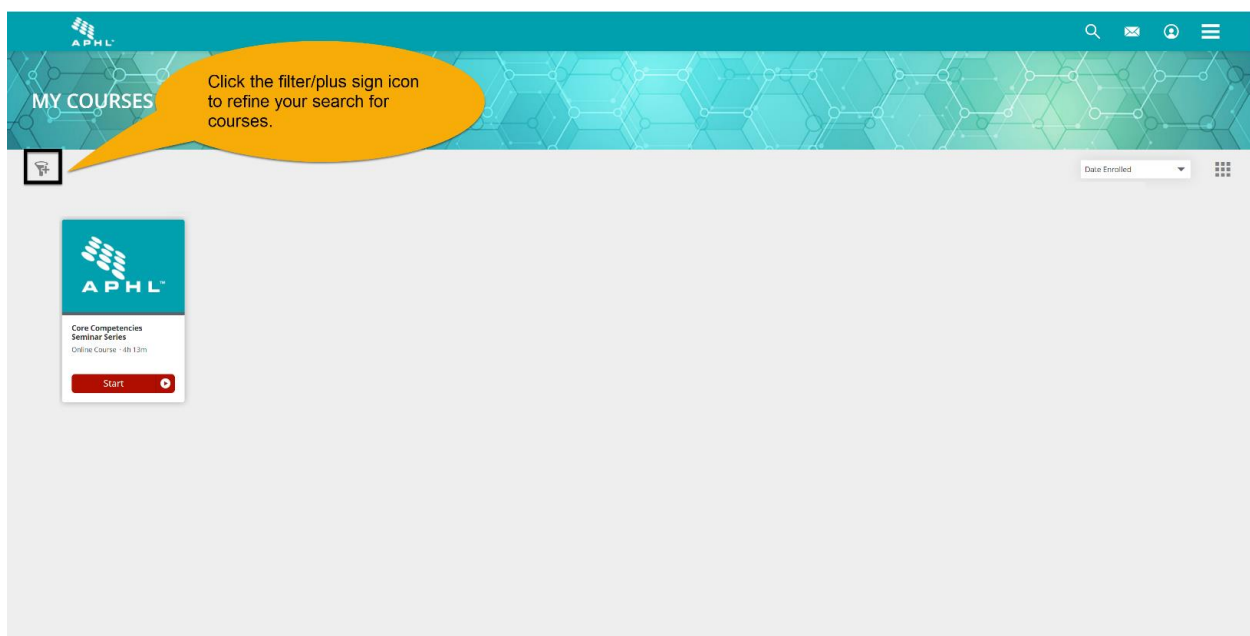


If you submitted the Training Tracker (months 1 – 8) and need to re-open it to complete the months 9 - 12, please follow the steps below. Note that if you have not previously submitted the tracker, it should still appear under **My Courses**.

1. Click the My Courses card.



2. Any courses you are currently enrolled in will appear on the My Courses page.



3. You will need to click the filter with the plus sign icon to view your list of completed courses. Click the **Show Completed** toggle to display completed courses or curriculum.

The screenshot shows the 'MY COURSES' interface on the APHL website. The header is teal with the APHL logo and navigation icons. The main content area is light gray. On the left, there is a sidebar with filters: 'Hide Refine Search', a 'Show Completed' toggle (which is currently off), 'Course Type' (Online Course, Instructor Led Course, Curriculum), 'Course Name' (a search box containing 'Core'), and 'Advanced Filtering' (a dropdown menu). A callout box points to the 'Show Completed' toggle with the text: 'If you have completed a course or curriculum, it will not appear in My Courses unless you toggle **Show Completed** to on.' In the center, a course card for 'Core Competencies Seminar Series' is visible, with a 'Start' button. A callout box points to the main content area with the text: 'Course results will appear here.' The footer is teal with the word 'Home', a globe icon, and a small 'A' logo.

MY COURSES

If you have completed a course or curriculum, it will not appear in My Courses unless you toggle **Show Completed** to on.

Hide Refine Search

Show Completed

Course Type:

- Online Course
- Instructor Led Course
- Curriculum

Course Name:

Core

Advanced Filtering:

Select Filter

Core Competencies Seminar Series
Online Course - 4h 13m

Start

Course results will appear here.

Home

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