

How to get a certificate after the workshop

1 Purpose

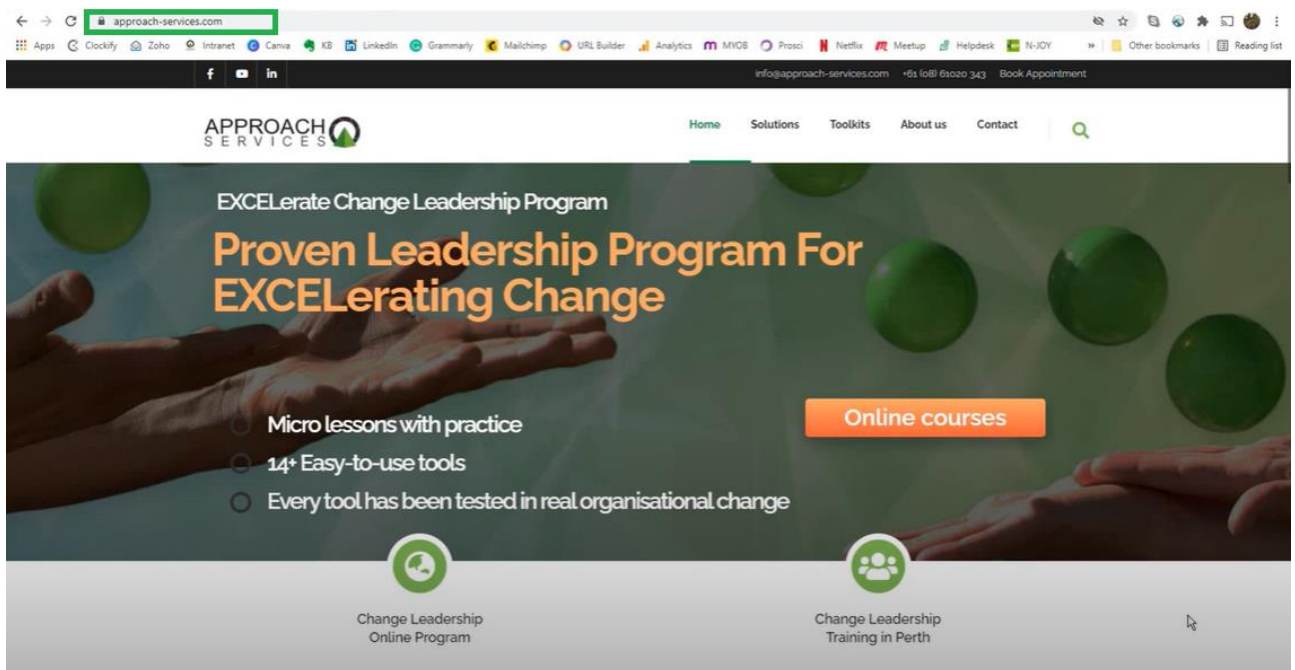
This QRG will guide you to register a free account, log in to the Approach Services website and get a certificate after completing a workshop from the EXCElerate Change Leadership Program.

If you experience any issue whilst following the procedure, please contact support@approach-services.com or log a ticket through the help and support form on our website.

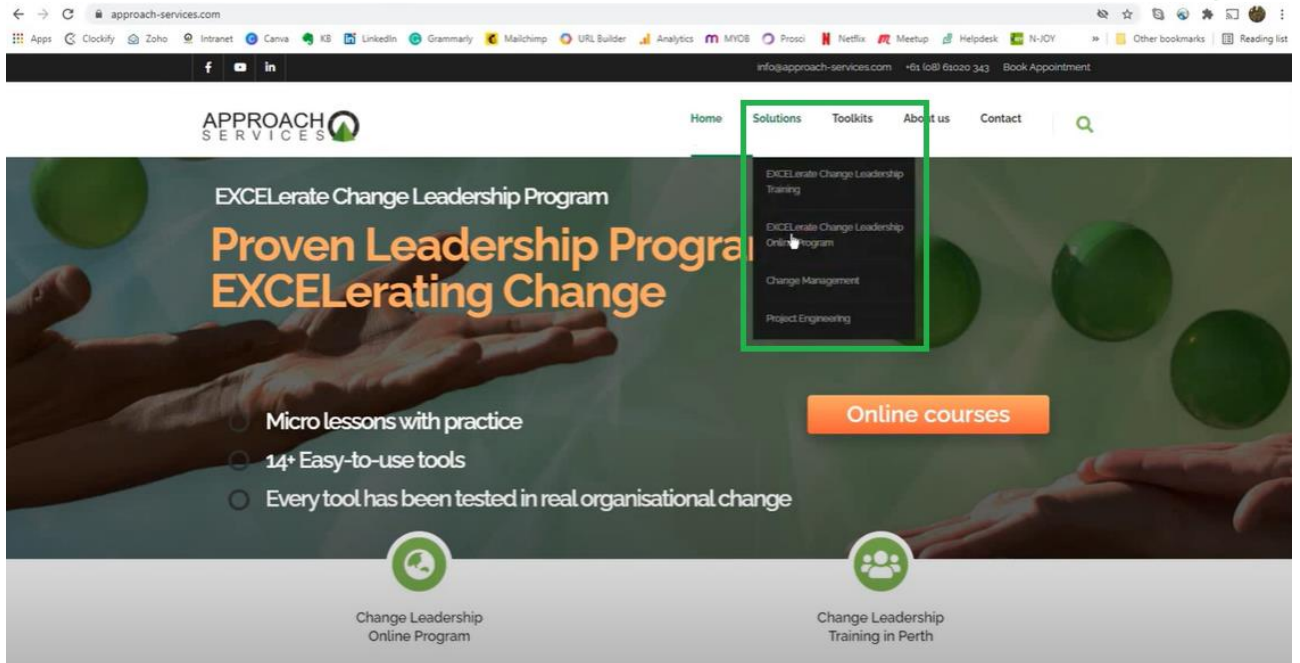
2 Procedure

2.1 Register a free account

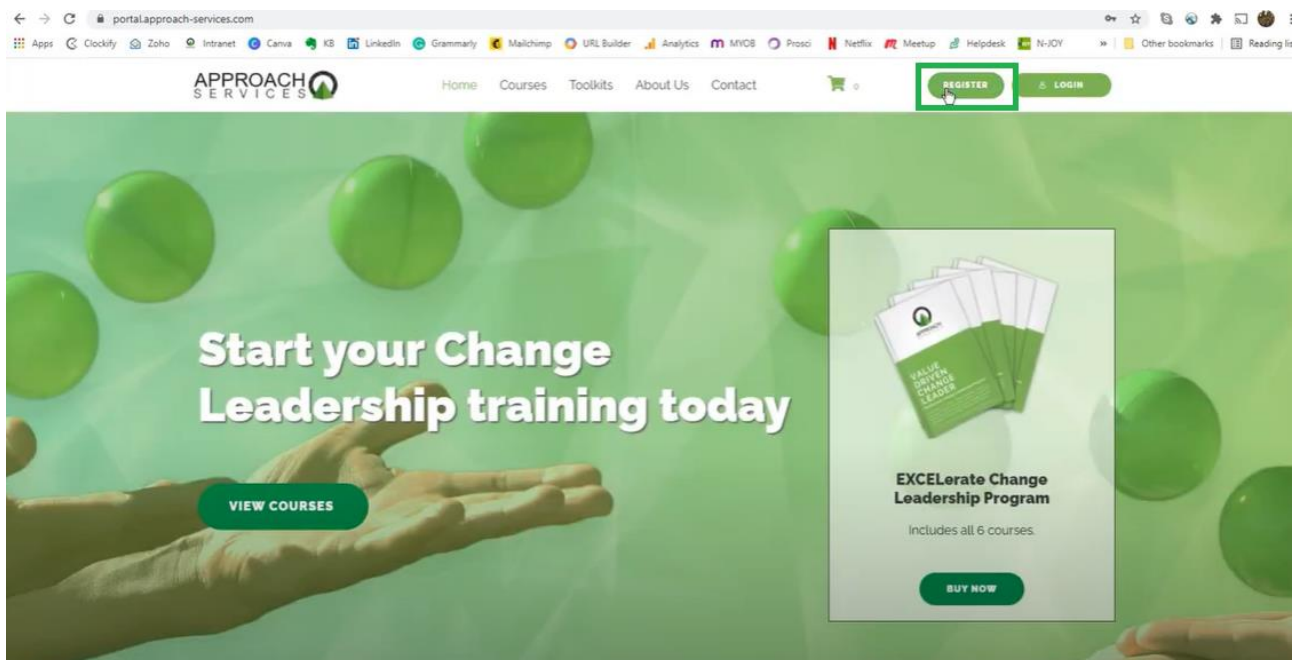
1. Go to www.approach-services.com



2. Navigate to the Change Leadership Online Academy. Under Solutions, click EXCElerate Change Leadership Online Program



3. Click Register



4. Under the Register column, enter the following details:
 - ▲ Username: First name and last name
 - ▲ Email address: valid email address
5. Tick the captcha box
6. Click Register


Register

Username *
Eva Tester

Email address *
@gmail.com

A password will be sent to your email address.

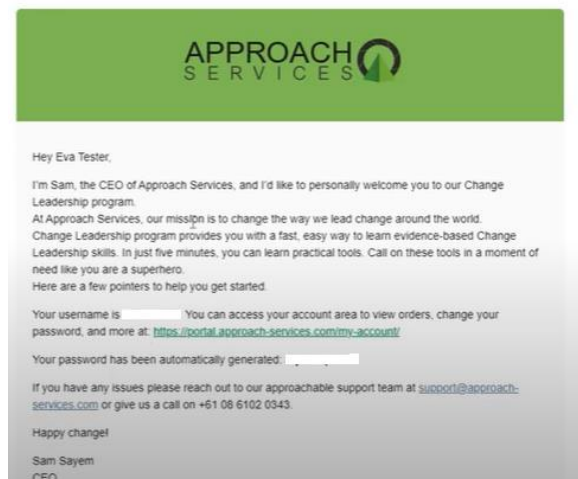
Captcha *

I'm not a robot 

Subscribe to our newsletter

Register

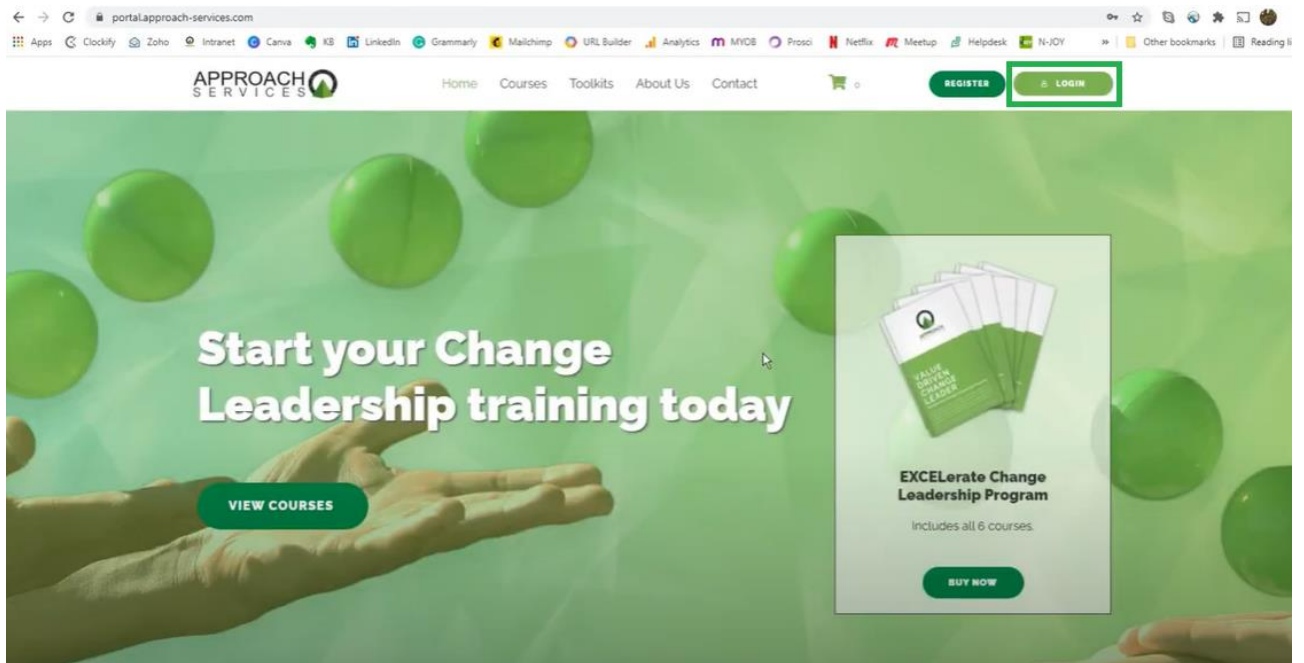
7. You will receive a confirmation message on your registered email with your login credentials



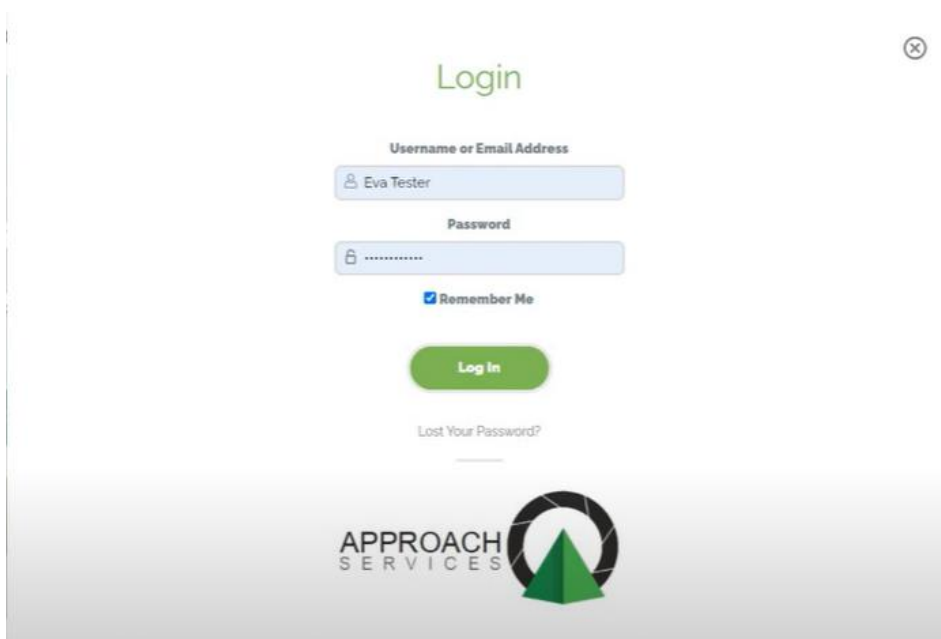
8. You can now navigate to your account

2.2 Log into your registered account

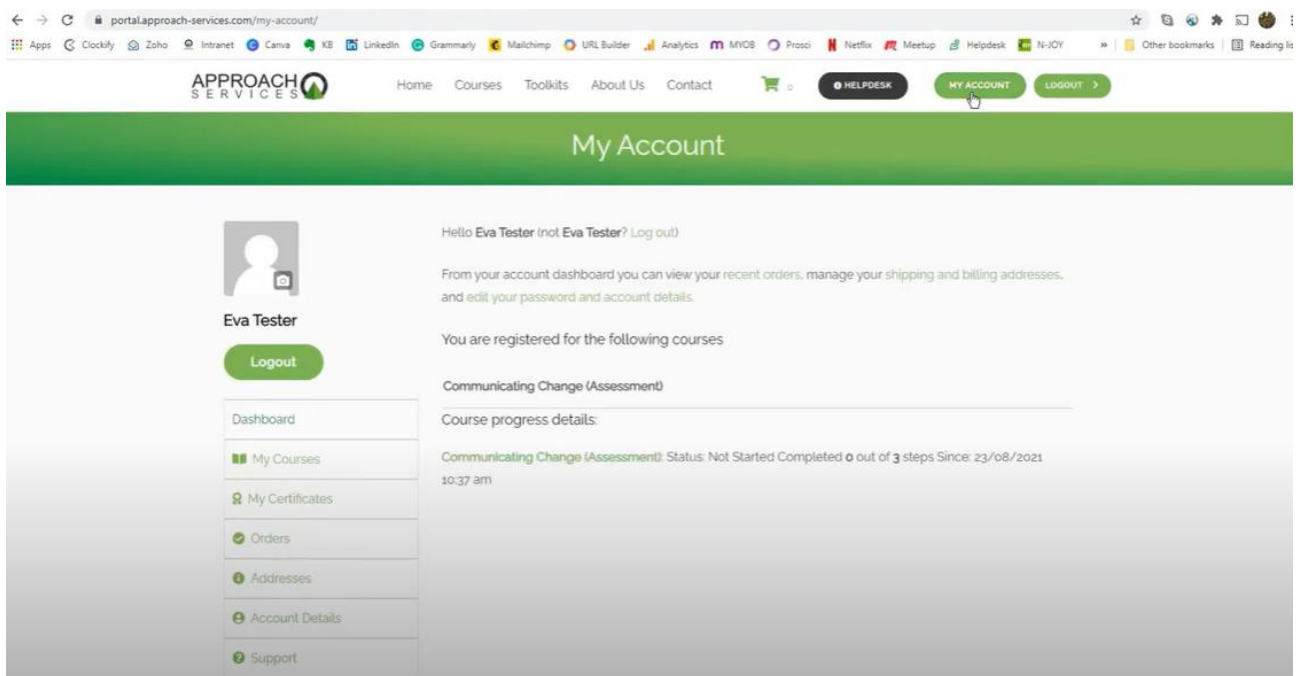
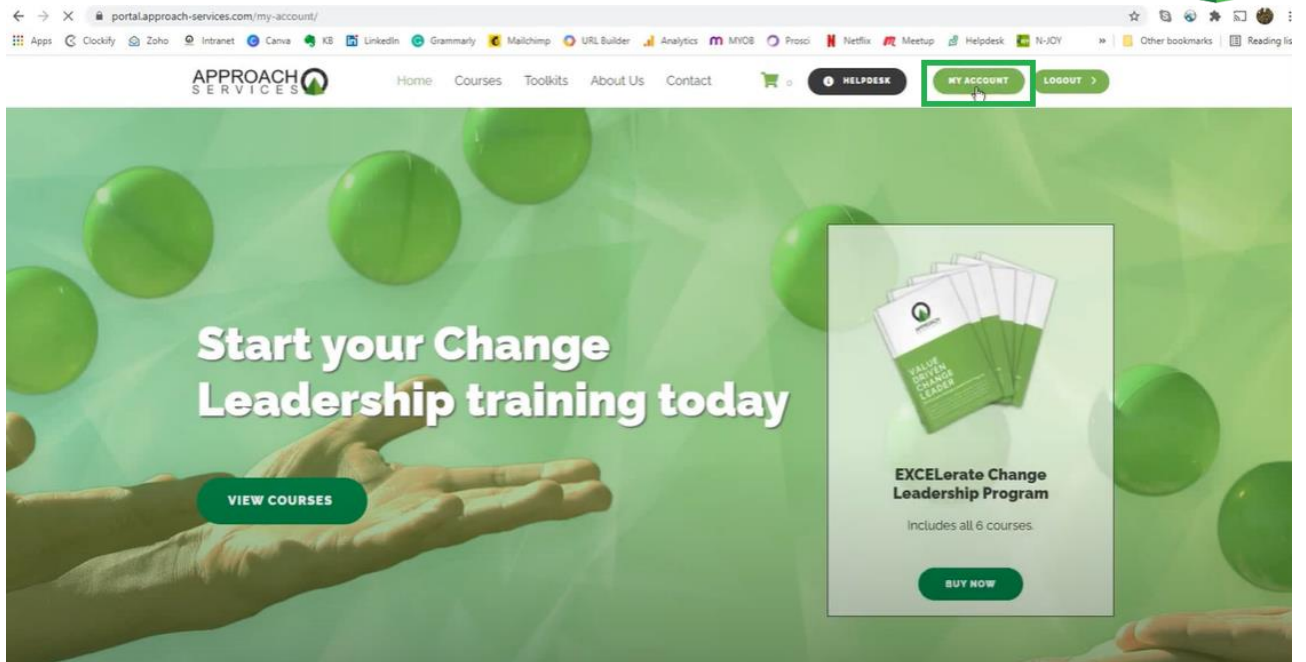
1. Go to www.approach-services.com
2. Navigate to the Change Leadership Online Academy. Under Solutions, click EXCErate Change Leadership Online Program
3. Click Login



4. Enter the credentials that have been sent to your email address upon registration.

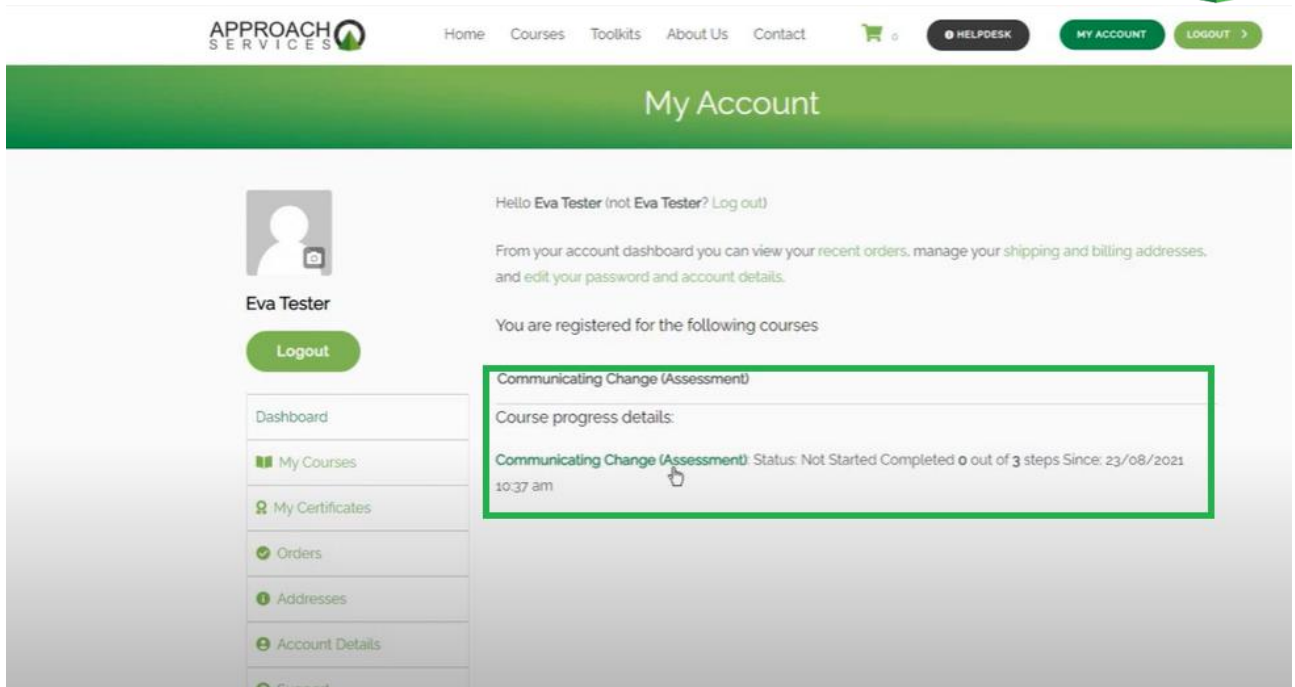


5. Tick the Remember Me box if you're using a personal computer
6. Click Login
7. You can now navigate under My Account to view the courses you're enrolled in

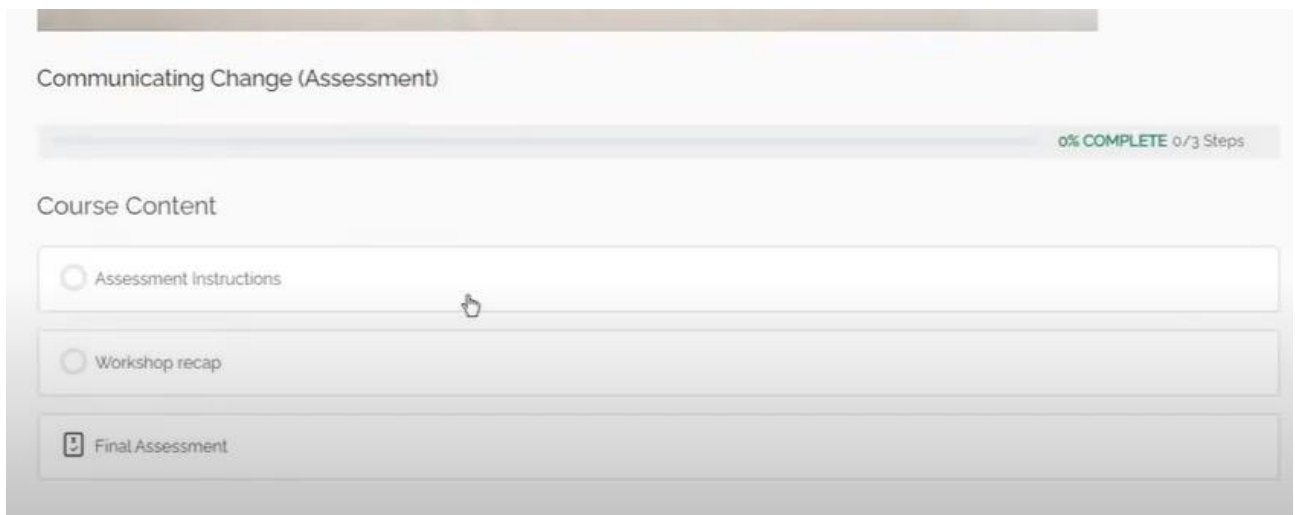


2.3 Complete the online assessment for your workshop

1. Go to www.approach-services.com
2. Login your account
3. Go to My Account
4. Check any open assessment under your account



5. Open the assessment



6. Read and take note of the assessment instructions before you click Mark Complete to proceed to the test

Assessment Instructions

Communicating Change (Assessment) > Assessment Instructions

IN PROGRESS

Congratulations on completing the workshop.

This is your final assessment. Let's see what you have learned.

Read these important tips before you start:

- You will need to score at least 50% to pass the assessment and receive a certificate.
- Once you have passed your certificate is available at the top of your course outline.
- Make sure to read the questions carefully before you submit your answer. This assessment is not timed.
- The final assessment does allow you to retake the test only twice should you fail. So, make sure to put your best foot forward.
- The marking of all questions will be accessible only after the assessment has been completed.
- We recommend a quick review and reflection on the learning points before you attempt the assessment, to give you the best chances to succeed.

[Back to Course](#)

Mark Complete ✓

7. Watch the recap video
8. Then, click Mark Complete to access the quiz

Workshop recap

Communicating Change (Assessment) > Workshop recap

IN PROGRESS



[← Previous Lesson](#)

[Back to Course](#)

Mark Complete ✓

9. Start the quiz

Final Assessment

Communicating Change (Assessment) > Final Assessment



10. After the quiz, answers will be check and computed. Your score will appear on your screen.

Final Assessment

Communicating Change (Assessment) > Final Assessment

Results

11 of 16 Questions answered correctly

Your time: 00:05:13

You have reached 36 of 63 point(s), (57.14%)

PRINT YOUR CERTIFICATE

View Questions

Restart Quiz

Click Here to Continue

11. Once you passed the assessment (score of at least 50%), you can now print your certificate:
- Click the Print Certificate button

Final Assessment

Communicating Change (Assessment) > Final Assessment

Results

11 of 16 Questions answered correctly

Your time: 00:05:13

You have reached 36 of 63 point(s), (57.14%)

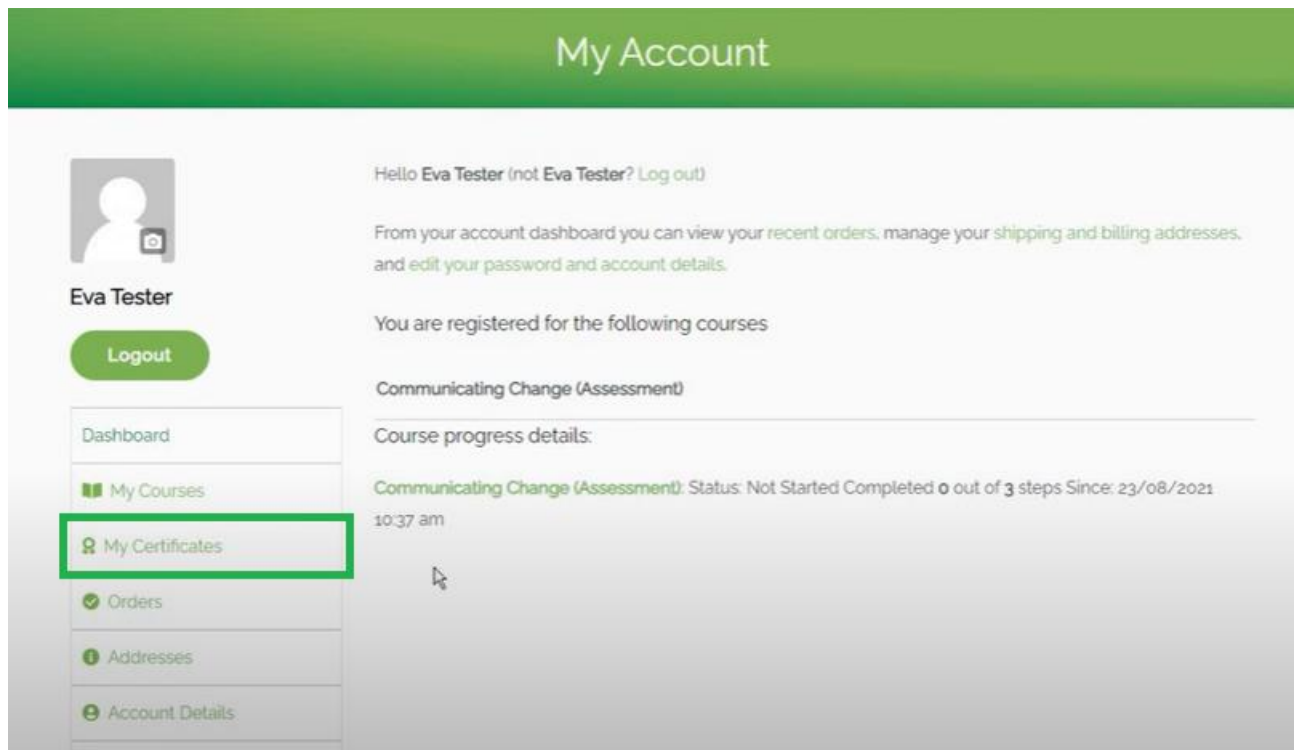
[PRINT YOUR CERTIFICATE](#)

[View Questions](#)

[Restart Quiz](#)

[Click Here to Continue](#)

- b. At any point later you can come back to visit My Account to view and print Certificates

A screenshot of the "My Account" dashboard. The header is green with the text "My Account". Below the header, there is a user profile section for "Eva Tester" with a "Logout" button. A sidebar on the left contains navigation links: "Dashboard", "My Courses", "My Certificates" (highlighted with a green box), "Orders", "Addresses", and "Account Details". The main content area shows a greeting "Hello Eva Tester (not Eva Tester? Log out)", a brief description of the account dashboard, and a section for "Communicating Change (Assessment)" with "Course progress details". The progress details show "Status: Not Started Completed 0 out of 3 steps Since: 23/08/2021 10:37 am".

3 Checklist

- ▲ I have a stable internet connection.
- ▲ I have a valid email address.
- ▲ I received a confirmation email from Approach Services with my username and password.
- ▲ I have completed a course and passed the final assessment before I can get my workshop certificate.