My Courses

When you are assigned a course, you will get a notification in PinPoint, and to complete a course, go to the My Course page.

From your menu, click My Courses.

Start Course

1. Under the Action column next to the course, click the Begin Course icon.
2. The next thing you will come to is the Course Description. This includes the course description, time required and tools for navigation.
3. Click Course Training or the Training button to view any documents assigned to the course.
4. When you are ready to start the course, click the Start button.

View Course Assessment

1. Under the Action column next to the course, click the View Course icon.
2. The next thing you will come to is the Course Description.
3. Click Course Assessment.