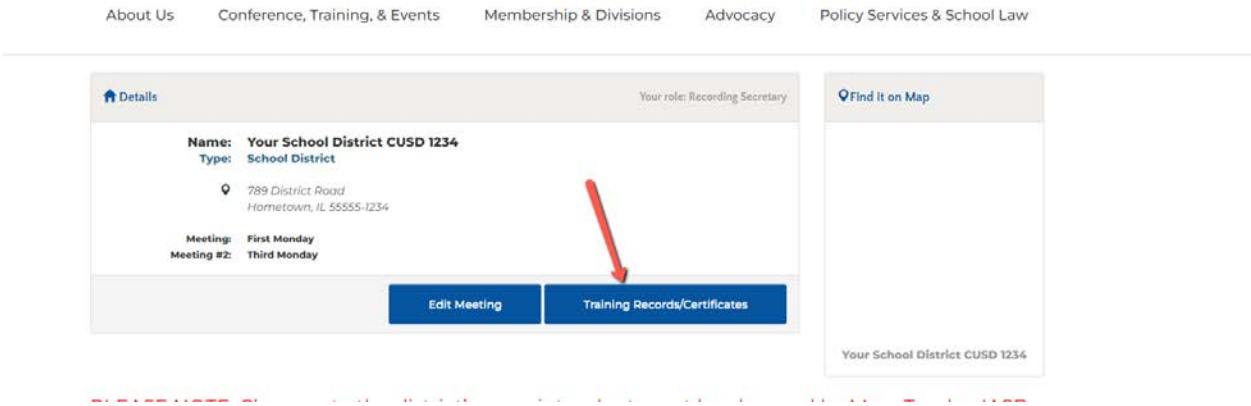
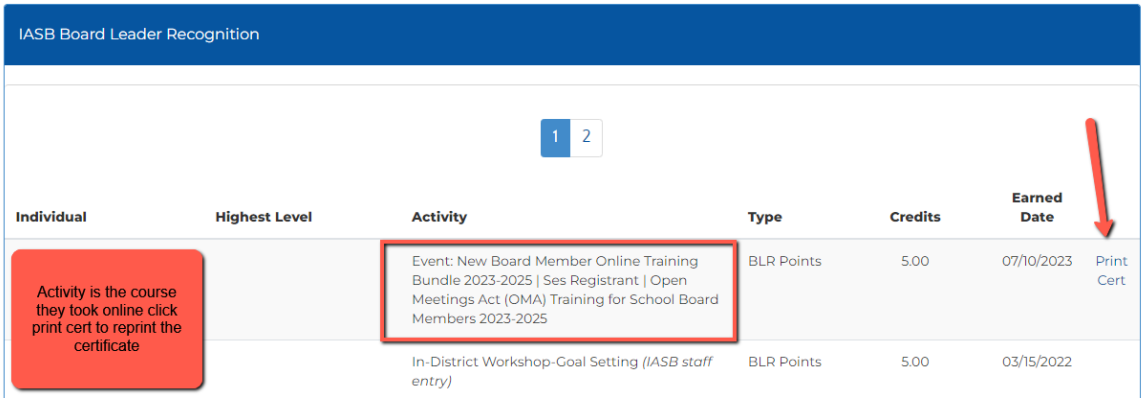
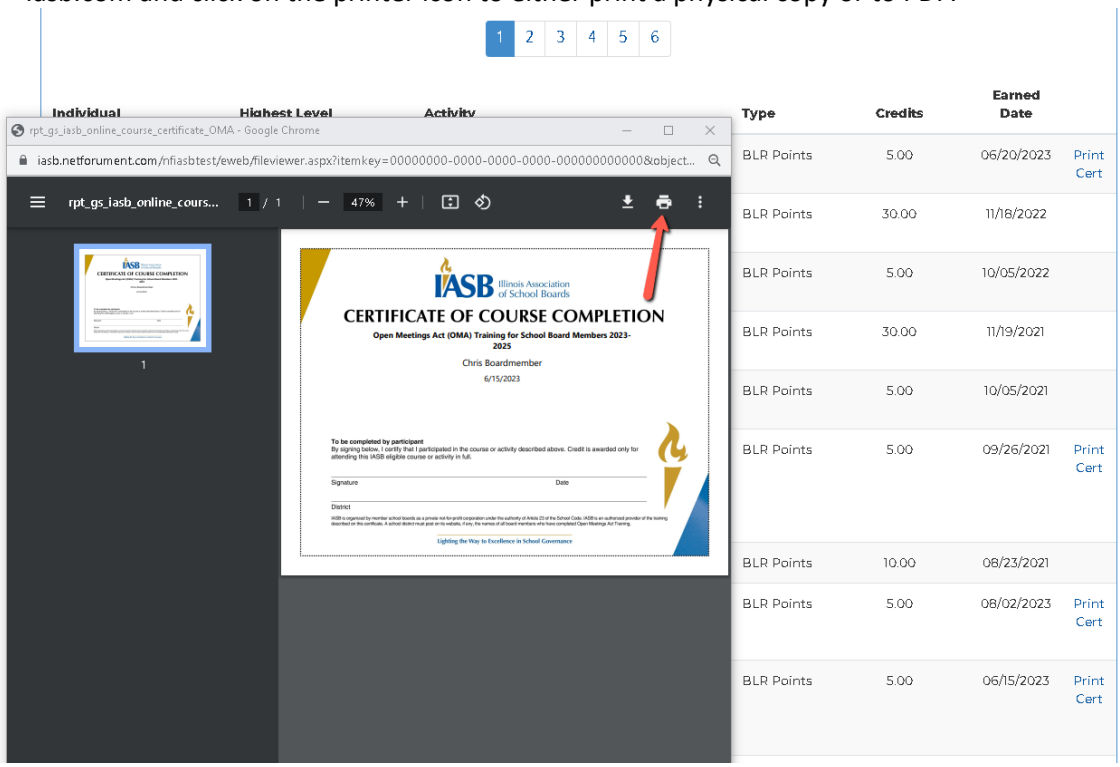
Printing Board Member Training Certificates for roster managers

1) Log into your account at www.iasb.com
2) From your profile page, click the district name in Districts you manage.

3) Click on Training Records/Certificates



4) In the first section, the board members will be listed in alphabetical order by last name and then by completion date with the newest first. You can click the print Cert on the right side of the screen to reprint the certificate for the course.



5) This will pop out the certificate in a new window so make sure to have pop ups allowed at iasb.com and click on the printer icon to either print a physical copy or to PDF.