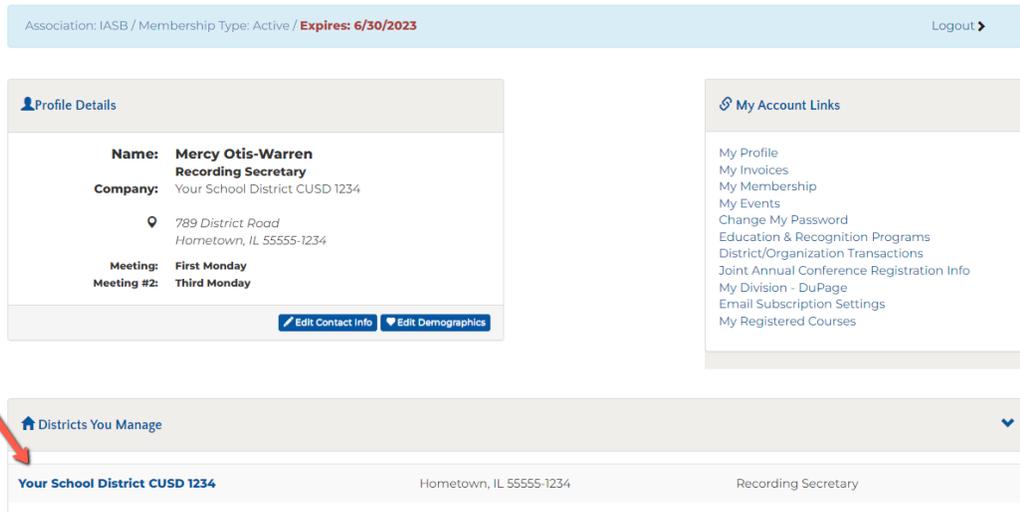


Printing Board Member Training Certificates for roster managers

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



Association: IASB / Membership Type: Active / Expires: 6/30/2023 Logout >

Profile Details

Name: Mercy Otis-Warren
Recording Secretary
Company: Your School District CUSD 1234

789 District Road
Hometown, IL 55555-1234

Meeting: First Monday
Meeting #2: Third Monday

[Edit Contact Info](#) [Edit Demographics](#)

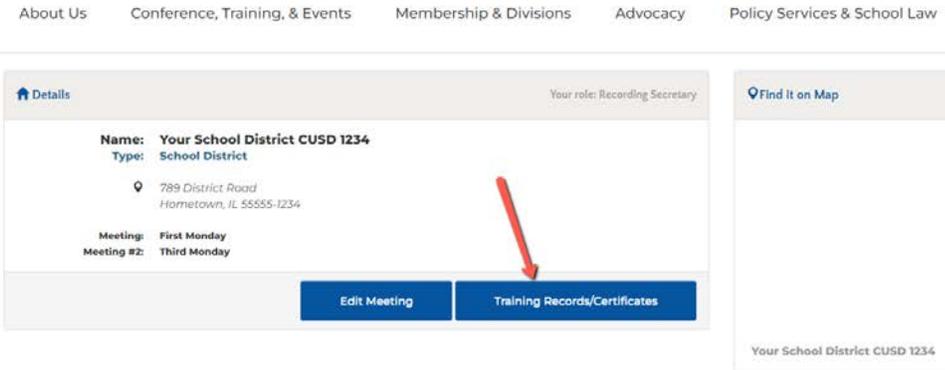
My Account Links

- My Profile
- My Invoices
- My Membership
- My Events
- Change My Password
- Education & Recognition Programs
- District/Organization Transactions
- Joint Annual Conference Registration Info
- My Division - DuPage
- Email Subscription Settings
- My Registered Courses

Districts You Manage

Your School District CUSD 1234	Hometown, IL 55555-1234	Recording Secretary
--	-------------------------	---------------------

- 3) Click on Training Records/Certificates



About Us Conference, Training, & Events Membership & Divisions Advocacy Policy Services & School Law

Details Your role: Recording Secretary

Name: Your School District CUSD 1234
Type: School District

789 District Road
Hometown, IL 55555-1234

Meeting: First Monday
Meeting #2: Third Monday

[Edit Meeting](#) [Training Records/Certificates](#)

Find it on Map



Your School District CUSD 1234

- 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.

IASB Board Leader Recognition						
Individual	Highest Level	Activity	Type	Credits	Earned Date	
		Event: New Board Member Online Training Bundle 2023-2025 Ses Registrant Open Meetings Act (OMA) Training for School Board Members 2023-2025	BLR Points	5.00	07/10/2023	Print Cert
		In-District Workshop-Goal Setting (IASB staff entry)	BLR Points	5.00	03/15/2022	

Activity is the course they took online click print cert to reprint the certificate

- 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.

1 2 3 4 5 6

The screenshot shows a Google Chrome browser window displaying a certificate viewer on the left and a table of course credits on the right. A red arrow points to the printer icon in the browser's toolbar.

Browser Window:

- Address bar: `iasb.net/forum.com/nfiastest/eweb/fileviewer.aspx?itemkey=00000000-0000-0000-0000-000000000000&object...`
- Page title: `rpt_gs_iasb_online_course_certificate_OMA`
- Page content: A certificate titled "CERTIFICATE OF COURSE COMPLETION" for "Open Meetings Act (OMA) Training for School Board Members 2023-2025" awarded to "Chris Boardmember" on "6/15/2023".

Table of Credits:

Type	Credits	Earned Date	Print Cert
BLR Points	5.00	06/20/2023	Print Cert
BLR Points	30.00	11/16/2022	
BLR Points	5.00	10/05/2022	
BLR Points	30.00	11/19/2021	
BLR Points	5.00	10/05/2021	
BLR Points	5.00	09/26/2021	Print Cert
BLR Points	10.00	08/23/2021	
BLR Points	5.00	08/02/2023	Print Cert
BLR Points	5.00	06/15/2023	Print Cert