

## Accessing Your Learning Dashboard

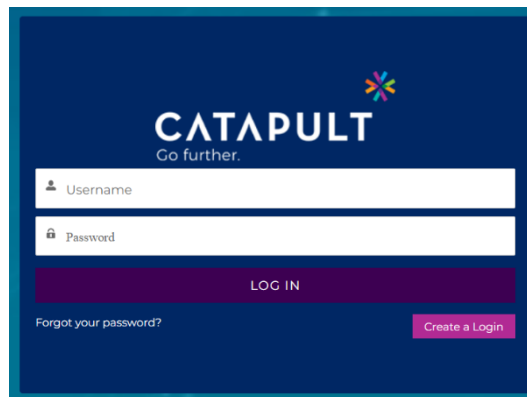
### Step 1: Logging In

Participants will need to log into the Catapult Learning Center to view their registered course(s). The following steps will guide you to the Learning Center:

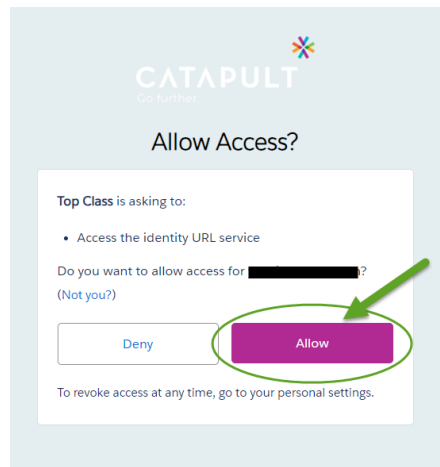
1. Start by navigating to the Catapult website at <https://letscatapult.org/>
  - a. For direct access please click here and skip to step 3: [Catapult Learning Center](#)
2. Select “Learning Center Login” at the top of the screen.



3. You will then be presented with a login screen. Enter your Catapult login details.  
**\*Note this is the same login you may use with other Catapult offerings, such as previous learning courses or the Member Hub. If you do not have a log-in, please select “Create a Login”.**

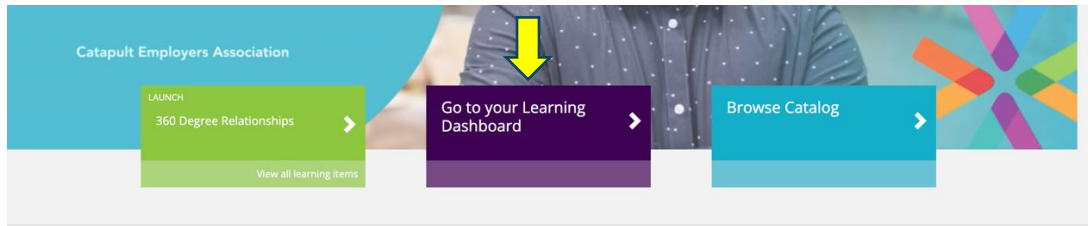


4. The first time you log into the Learning Center, you will be asked to authorize this site’s access. Click “Allow” to continue.

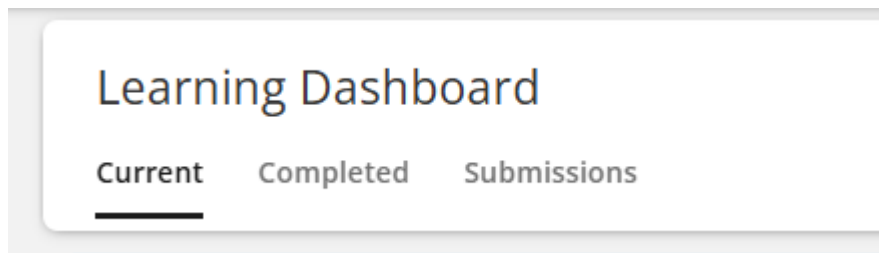


## Step 2: Locate the Learning Dashboard

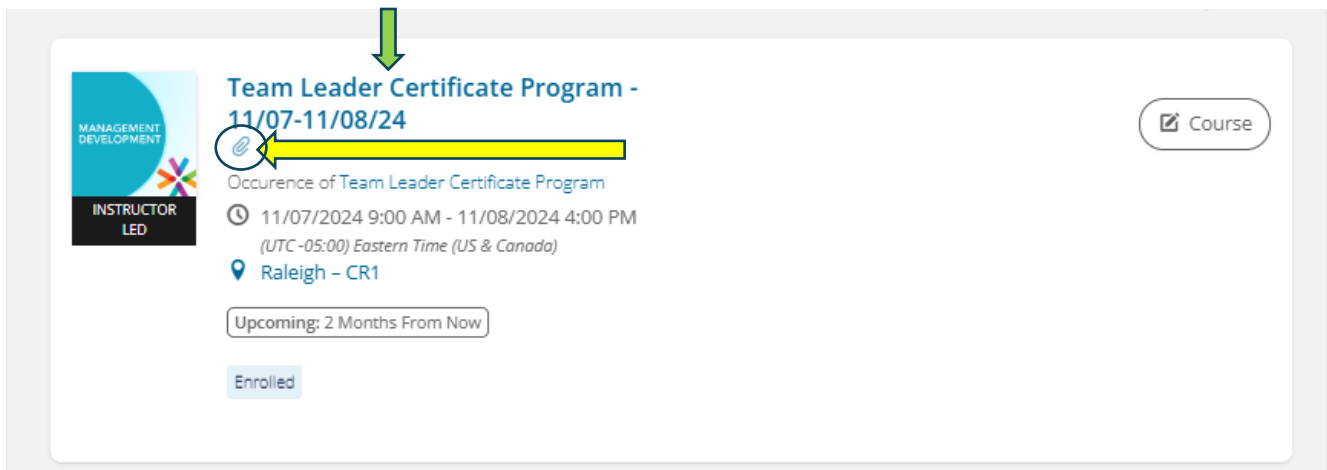
1. You will be directed to the Learning Center landing page. From here, select “Go to your Learning Dashboard”.



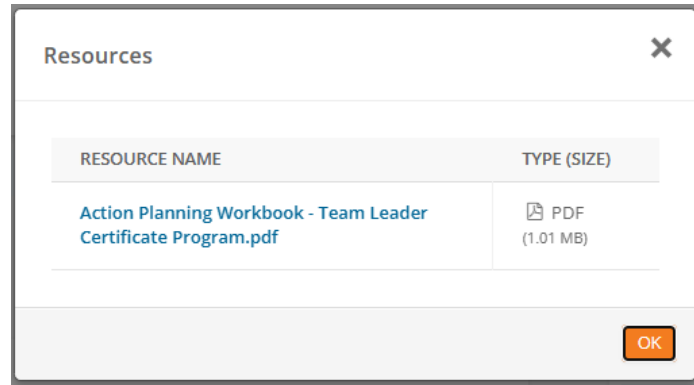
## Step 3: Explore the Dashboard



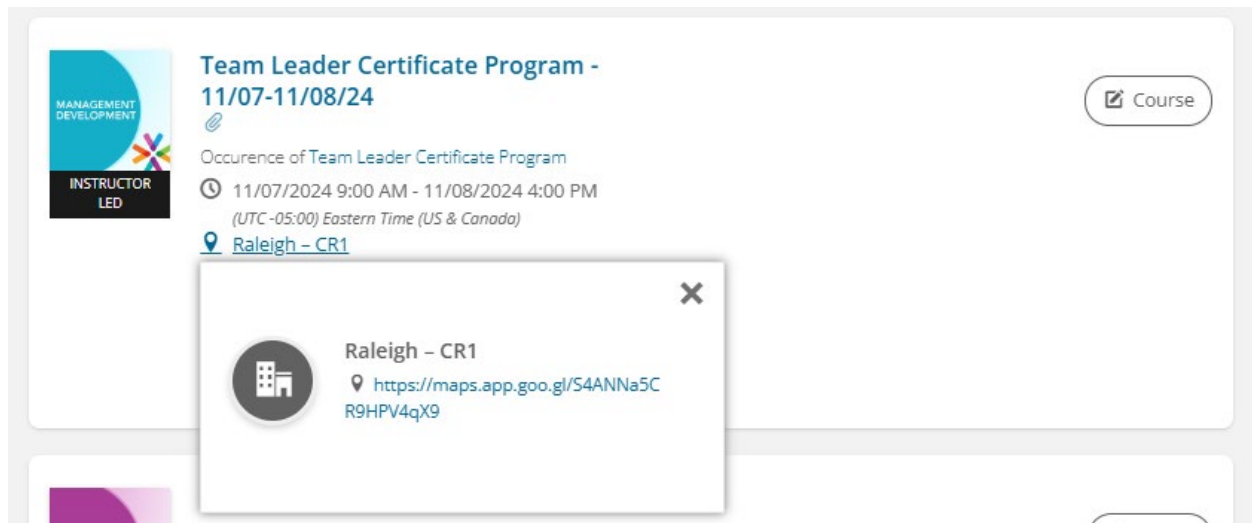
1. Dashboard Overview: The “Current” tab will provide a list of upcoming courses you are registered for.
2. Download Course Resources: There are two ways to download the materials needed for your upcoming course:
  - a. Click on the Paper Clip (yellow arrow) OR#
  - b. Click on the course title (green arrow)



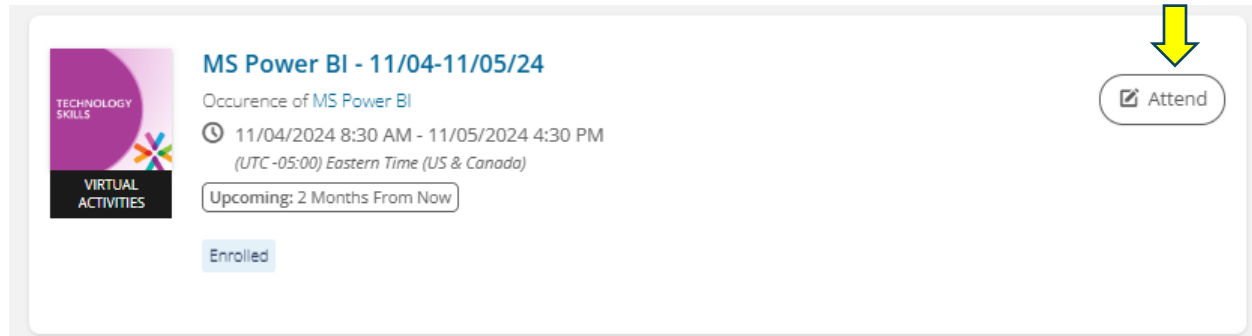
3. Download the related file(s) under Resources:



4. Instructor Led course location: To see the exact location of the Training Center, click on the pin for a drop down with a link to Google Maps.

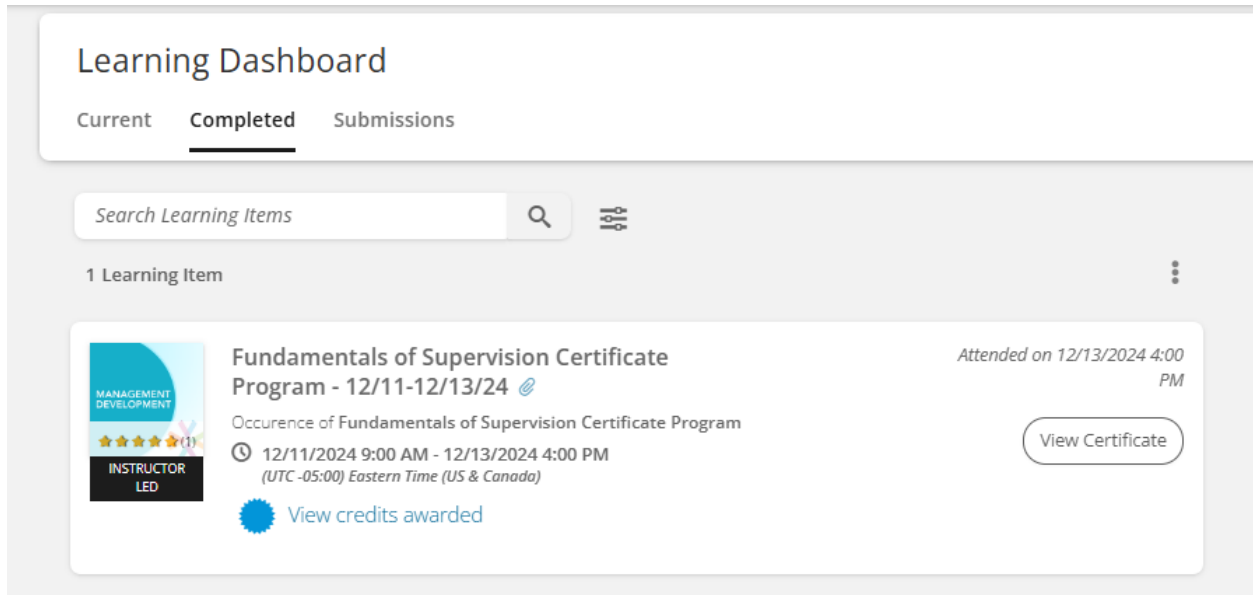


5. Launching Virtual Activities: Select “Attend” up to 30 minutes before the course start time and you will be brought directly to the Zoom session.



## Step 4: Viewing Completed Courses & Certificates

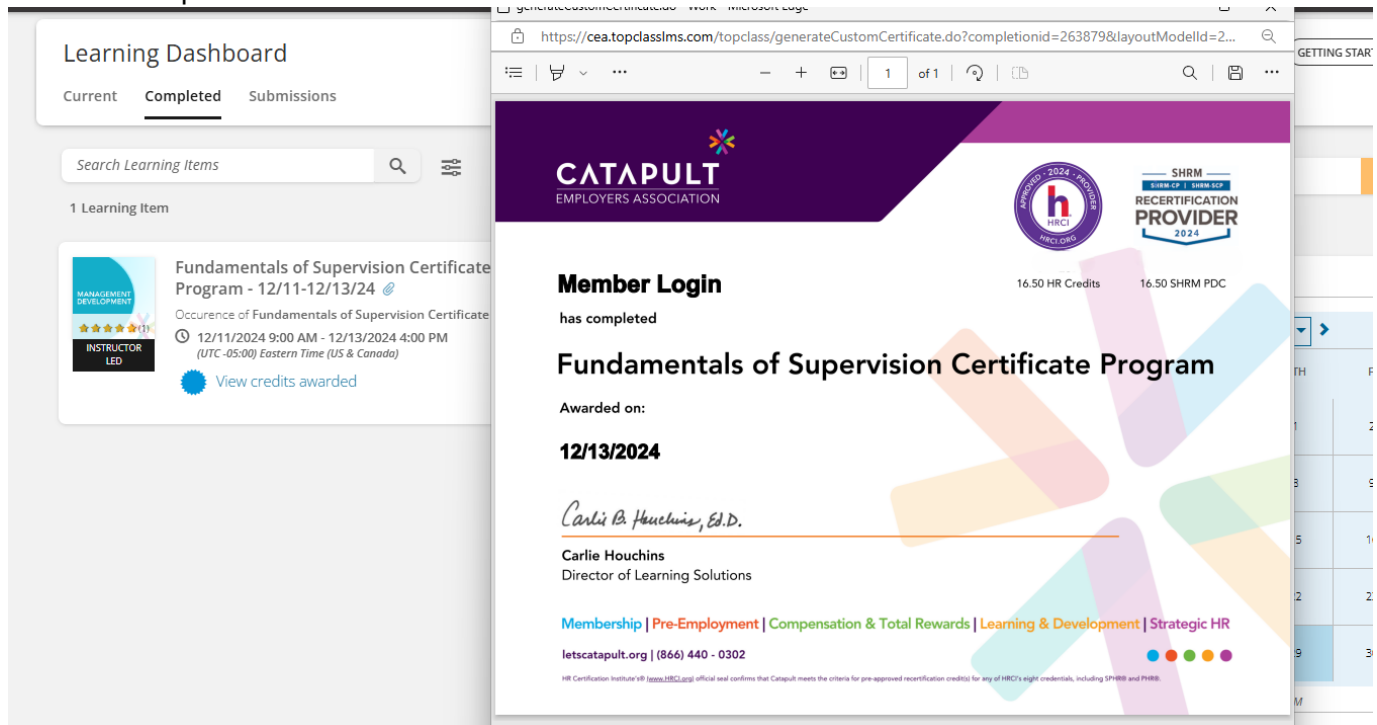
1. Once you complete any course or event, you will see the course listed in your **Completed** course list.



The screenshot shows the 'Learning Dashboard' with tabs for 'Current', 'Completed', and 'Submissions'. The 'Completed' tab is active. A search bar labeled 'Search Learning Items' is present. Below it, a list of '1 Learning Item' is shown. The item is 'Fundamentals of Supervision Certificate Program - 12/11-12/13/24'. It includes a star rating of 5 stars, 'INSTRUCTOR LED' status, and a 'View Certificate' button. The completion date is '12/13/2024 4:00 PM'. A 'View credits awarded' link is also visible.

2. Download Certificate: Click “View Certificate” to download or print a certificate showing the completion of the course.
  - a. Note: Recertification credit information will be provided on the Certificate

Example:



The example shows a certificate from CATAPULT EMPLOYERS ASSOCIATION. The certificate is titled 'Fundamentals of Supervision Certificate Program' and is awarded to 'Carlie Houchins, Ed.D.', Director of Learning Solutions, on '12/13/2024'. The certificate includes logos for HRCI (16.50 HR Credits) and SHRM (16.50 SHRM PDC). It also features a 'Member Login' section and contact information for Catapult: letsatapult.org | (866) 440 - 0302. The certificate is displayed in a browser window, with the Learning Dashboard visible in the background.