Certificate Process Directions

1. Go to www.ikcglobal and Login. Your username will be the email that you were registered with whenever you were first entered into the IKC database. If you forget your password, click forgot password. If this is your first time, check with Arlene or Matthew for your username and initial password.

2. Click on the **Class** link in the top menu to enter in your Classes.

A. Past/Upcoming Classes – If this is a class you have already taught, on the Class Link page, click on the green PAST Class button. A blue button above it will say **Available Action**. Click it to Add a Class. When you enter the information and date, an Alert will pop up that says, 'Please note: You are about to create a class for a past date. Do you wish to proceed?' Click yes, Submit. If it is an Upcoming class then leave the Upcoming Class button highlighted and click available action to add that class.
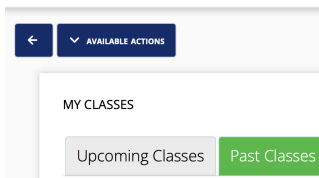
1. Fill in the information on the next page. If you are teaching online be sure to indicate ONLINE in the Location and Venue line. Once you finish scroll down to the bottom and hit Save.

2. The page it then takes you to will show your Class details. At the bottom of that page you will see a section where you can add your students. Where it says STUDENTS LINKED is where you will list them. That will become your **Roster.** TO ADD THEM:
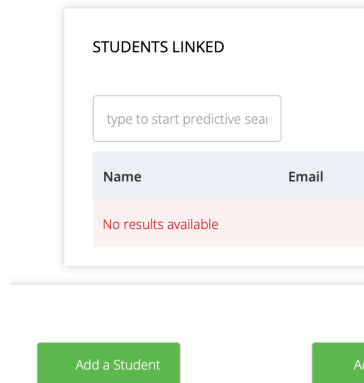
   a. If it is a TFH 1 class and they are a FIRST TIME student to TFH, then you click the green **ADD A 'NEW' STUDENT** button at the bottom right to add them. That will take you to a page to fill in their information (name and email required). (If you're not sure if they're in the system, *it's important to do a search to be sure they aren't entered in more than once*. The system will not accept duplicate emails).

   b. If they are a RETURNING student, or the next time they take class with you, all you need to do is click the **ADD A STUDENT** button on bottom left, and a list of names of your students will show underneath. Once you find the student click TO ADD button and they will be added. (Note: If they have taken a class with another instructor, they will need to be transferred to you. You either need to contact that instructor and then Arlene at admin@ikcfaculty.us to
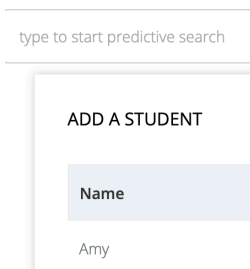
transfer them into your list to be able to issue their certificate.)

B. Registering Students/Classes and receiving Certificates –
1. First Register students thru www.touchforhealth.us

2. Make sure the students info is entered in the IKC site www.ikcglobal (see above directions on this doc's first page)

3. Pay for the certificates on the faculty site: www.ikcfaculty.us
4. When you receive an email that the certificate codes have been deposited into your IKC account, you will find them in your www.ikcglobal account under the link on the menu MY CERTIFICATE CODES.

5. To **MAKE AND DOWNLOAD THE CERTIFICATES** –
   a. Under the CERTIFICATE CODE page, to the right of the codes, click CLAIM CERTIFICATE.
   b. Next page – gives you a choice of Manual or Pre Fill details of the class. If you have listed your class dates and information, and students in the roster section already, you can use the Pre Fill details (instead of manual input). Then on the next page, click which level and dates, and the information will populate. ← (See diagrams to the left)
   c. CHANGE THE DATE to the LAST DAY of class.
   d. If you have taught online be sure to put ONLINE for LOCATION.
   e. Make sure the certificate language is English.
   f. Then click *Preview the certificate*. Be aware that the date may seem backwards to us in the States as they are using the European system of day/month/year when it goes on the certificate.
6. If you need to make any other changes, you can click Make Changes, or if it looks good, click DOWNLOAD certificate. It should download to your computer (download file) and also save under the individual student's record page too. Once you open the certificate from your download file you can either print it out (card stock preferred), or email the pdf to your student if teaching online.

Admin Dashboard

← Cancel and go back

○ Pre-fill details from a class
○ Manually assign to a student

Next

Save time! Prefill from your class *
-- select --

Select student*
-- select --

Amount of hours in course *

Class Location (City) *

Country *

Upcoming Classes - *You can list your classes when you schedule them into the IKC site - which gives you the advantage of advertising your classes. The other advantage of inputting your future classes, is that as students register you can start to input them into the class roster before the class, so that once the class completes and they've attended, you will be ready to more quickly issue them their certificates.*