STEP-BY-STEP GUIDE

Navigating to Training Sites screen

1. From the Instructor Network dashboard, click on the left-hand menu item *My Training Center*:

   ![Dashboard Menu](image)

   - Alerts
   - View My Agreement
   - My Inbox
   - Edit My Profile
   - My Courses
   - Cards
   - Instructor Search
   - EMS Student CE
   - Exams
   - My Training Center

2. Click the *Training Sites* tab
Accepting a Training Site

1. Locate Training Sites at a Pending state

From the Training Sites screen, click the Status dropdown and select Pending. Then click [APPLY FILTERS].

2. Locate the Training Site and click the left-hand arrow to open the action items

3. Select [APPROVE]
4. Confirm the approval by clicking [APPROVE TRAINING SITE] on conformation pop-up.

APPROVE TRAINING SITE

You are about to approve this Training Site. Do you want to proceed?

CANCEL  APPROVE TRAINING SITE

5. Approval confirmation will appear.

Training Sites

The selected Training Site(s) has been approved.