



How to Complete a Course

Check your emails after training. **You MUST click the link** in the "Performance Evidence Approved" Email to complete your course.

1

After your test, certificate, or required form is approved by the Training Department, you will receive a "Performance Evidence Approved" email.

Click the link in the "Performance Evidence Approved" Email.

Performance Evidence Approved



Employee Name: GAVRYUSHKINA, MARINA I

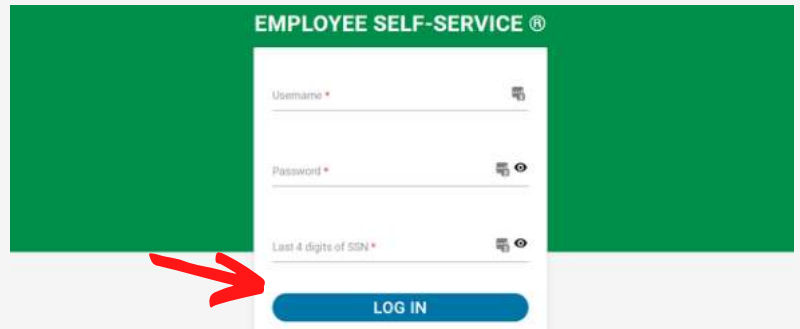
Employee GAVRYUSHKINA, MARINA I Upload Your APWSI Mandated Reporter Certificate HERE has been approved on 03/21/2022 10:33 AM by Jstark. **You must select the hyperlink below in order to log into Employee Self Service and view your Performance Evidence to mark the course as complete.**

[SIR and Mandated Reporter Online Training Certification](#)



2

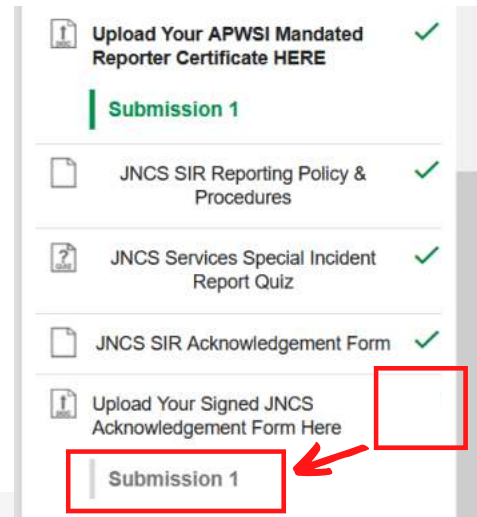
Log in to Paycom and Review your Performance Evidence.



3

Every item in a course menu should be marked with a green check mark.

Note: If you do not see a green check mark, click on the item (or on 'Submission 1'). If your test/certificate was approved, this will make the check mark appear.



4

Check your emails for the "COURSE Completion Notification" email.

COURSE Completion Notification



Employee Name: GAVRYUSHKINA, MARINA I
Employee Email: mgavryushkina@jaynolan.org

COURSE Completed : SIR and Mandated Reporter Online Training Certification

All done! You can check your 'History' in Paycom Learning to confirm 100% completion.