1. Start at **2. Training**.

2. Read the section.

3. Complete the “Required Training Quiz” at the bottom of the page.
   Note: This must be completed once every year.

4. Return to the top of the page.

5. Check the “Completed” box (top, right corner of the screen).

6. Within the Navigation Pane (top, left corner of the screen) click on **3. Questionnaire**.