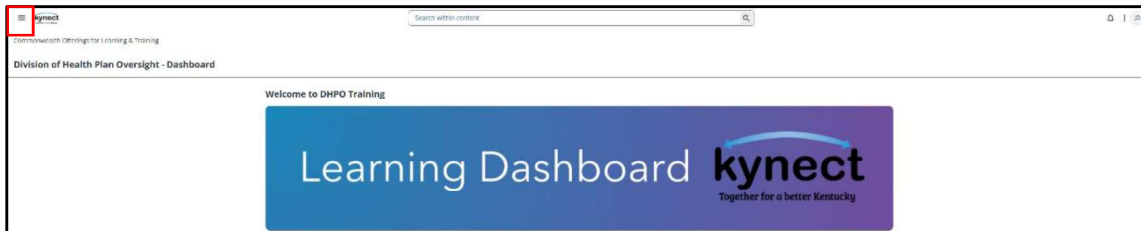


Start at User Menu

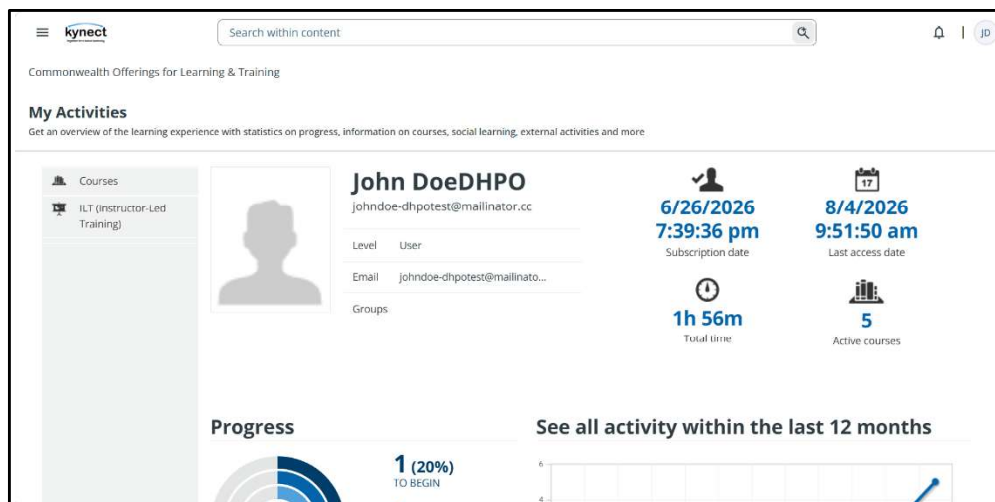
1. Select the **Hamburger Menu** located in the top-left of your Dashboard to access the *User Menu* section.



2. Select **My Activities** to view a snapshot of training activities.



3. Select **Courses** to download course certificates.



The **Courses** screen displays details related to a user's enrolled courses including *User Status*, *Enrolled Date*, *Expiration Date*, *Course Completion Date*,

4. *Total Time*, and *Score*. Select the **Certificate** icon to download course certificates. The certificate will open in a new browser window on your computer.

Courses		Enrollment status						
Courses		Active enrollments						
COURSE CODE	COURSE TITLE	USER STATUS	ENROLLED	EXPIRATION DATE	COURSE COMPLETION	CREDITS (CEUS)	TOTAL TIME	SCORE
kynsnap1	kynector SNAP/CCAP Certification Course 1: Introduction	COMPLETED	7/24/2026	7/27/2026		2h 7m	0.00	
kynSNAP2	kynector SNAP/CCAP Certification Course 2: Processing Applications	COMPLETED	7/24/2026	7/27/2026		1h 4m	0.00	
kynSNAP3	kynector SNAP/CCAP Certification Course 3: Additional Information	COMPLETED	7/24/2026	7/27/2026		0h 15m	0.00	
kynSNAPTest	kynector SNAP/CCAP Certification Assessment	IN PROGRESS	7/24/2026			0h 18m	8.00	
kyn-CACPrivSec	Optional: Annual Privacy and Security Review	ENROLLED	7/24/2026			0s	0.00	
DHPO-NavCert	KHBE 2027 SBM Certification for New kynectors	IN PROGRESS	7/24/2026			0h 15m	0.00	
DHPO-CAC-NewCert	New Certified Application Counselor (CAC) Training	IN PROGRESS	8/6/2026			0h 28m	0.00	
DHPO-KI-HIPP	KI-HIPP Optional Training	ENROLLED	8/6/2026			0s		
DI IFO-NewNavigator	New Navigator Training (CAIC, KI/DOA, KI/CA only)	COMPLETED	7/24/2026	7/24/2026		4h 35m	100.00	
DHPO-kAART	kynector After Action Reporting Tool (kAART) Training	COMPLETED	7/24/2026	7/24/2026		0h 18m	0.00	
Total: 15								