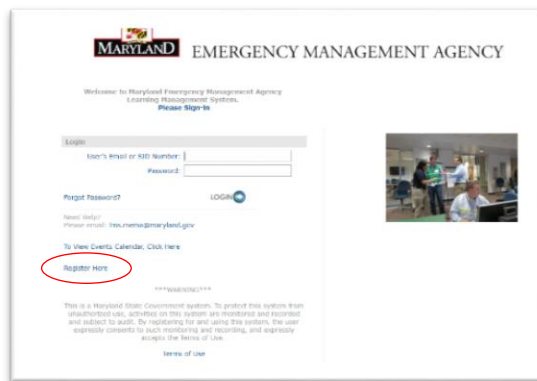




MEMA Learning Management System (LMS) Access Instructions

In order to access your MEMA course certificate, you'll need to create a personal login for the MEMA LMS System. To create your profile, and access your certificate (and to register for future classes!), please follow these steps:

1. Go to <https://memamaryland.csod.com/>
2. If you have a login already, enter it here. If you need to create a profile, click the "Register Here" link.



3. Enter your personal information into the form, then click "Login".
4. Now that you're on the home page, you can search available courses using the calendar. Click on it and click on a course you're interested in, then click the "View Event" button, followed by the "Request" button, to sign up for the class.
5. To retrieve a certificate for a completed course, from the home screen, check for a clickable link in the "Pending Evaluations" box at the bottom right. You'll get an email from the system when a new evaluation is available.
6. Once the evaluation is complete, go back to the home screen and click on the "View Transcript" link. On the next page, click on the dropdown menu pictured below, and select "Completed". You'll now be able to view and print certificates for completed courses!

