

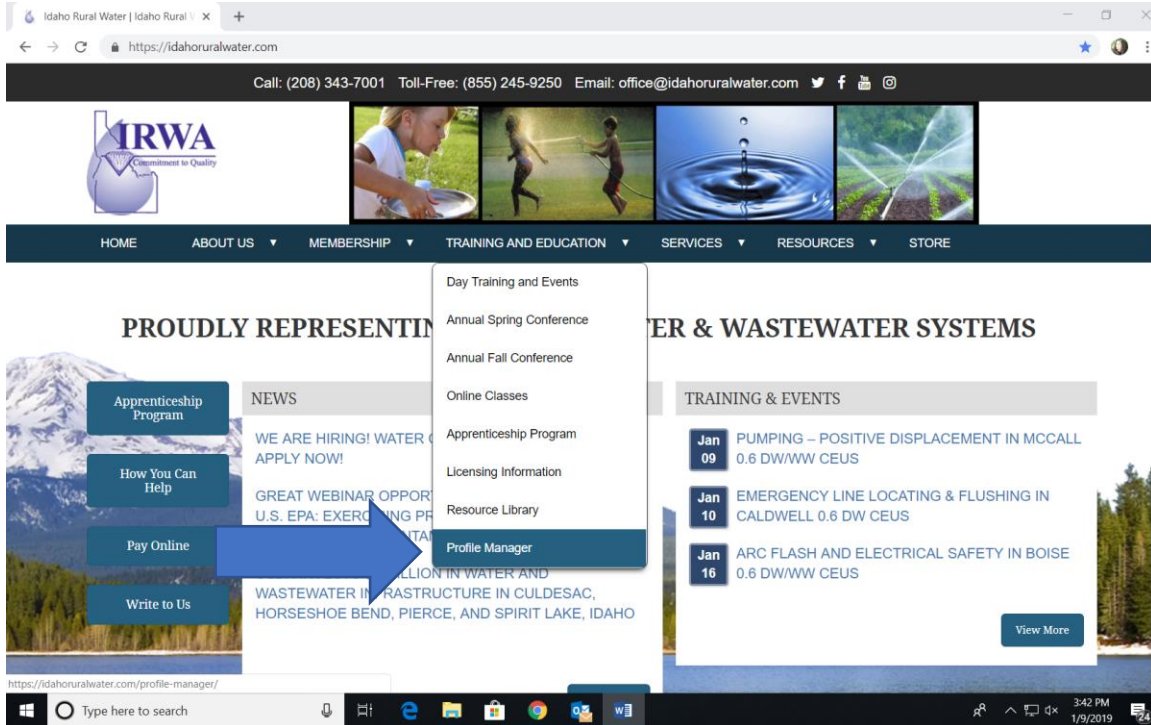
ACCESSING YOUR CEU CERTIFICATES ON-LINE

STEP BY STEP INSTRUCTIONS FOR CREATING AN ACCOUNT

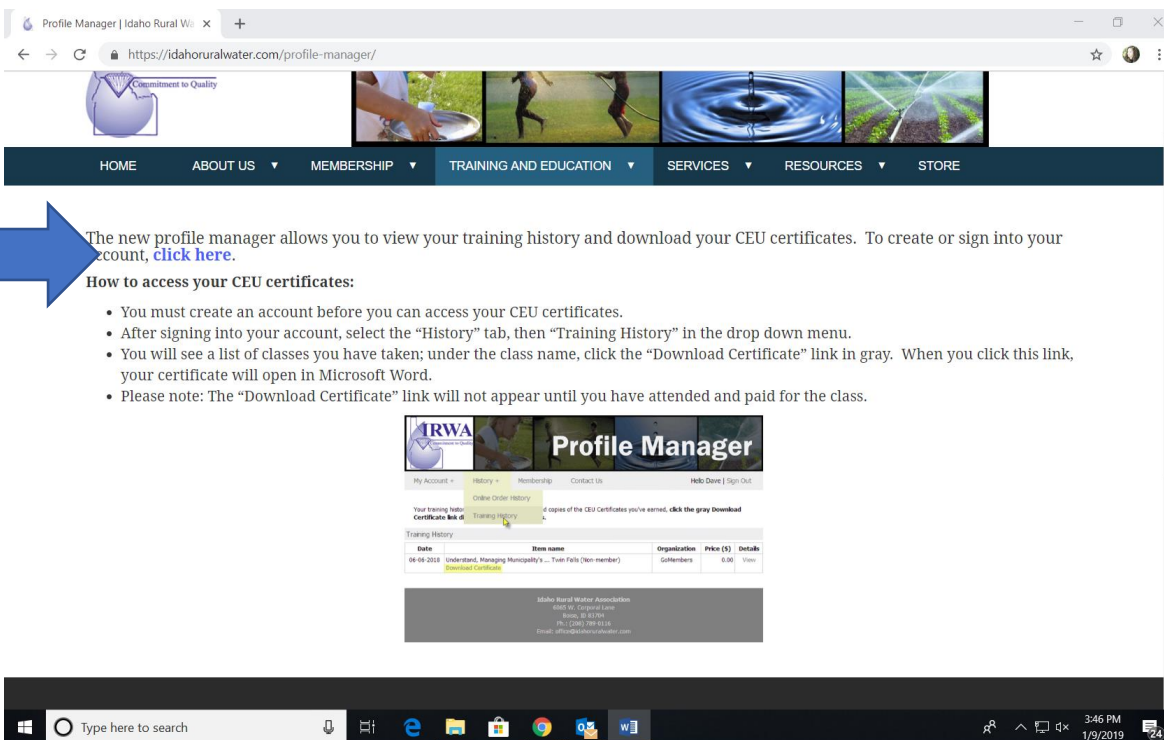
STEP 1: Go to IRWA's website at <https://idahoruralwater.com/>.

Under the **TRAINING AND EDUCATION** tab – Select **Profile Manager** from the drop down menu.

(see screen shots below)

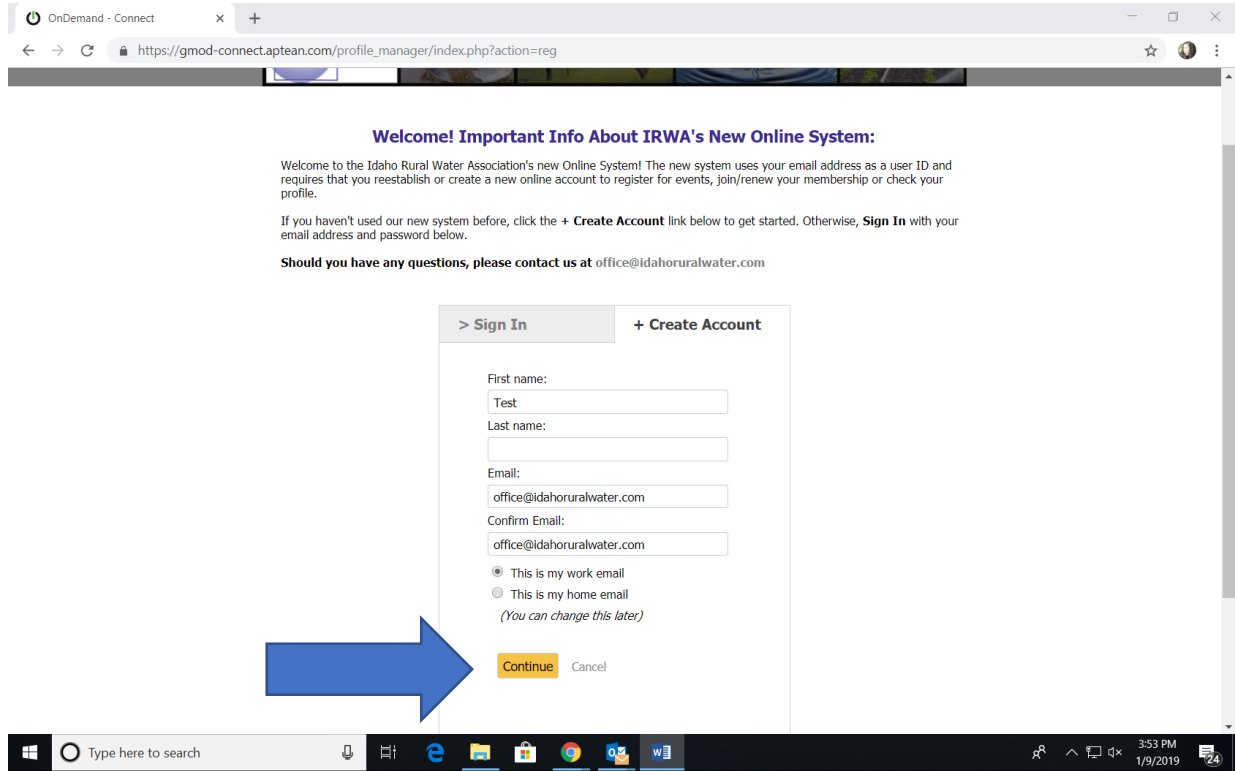


STEP 2: Select the “click here” option.

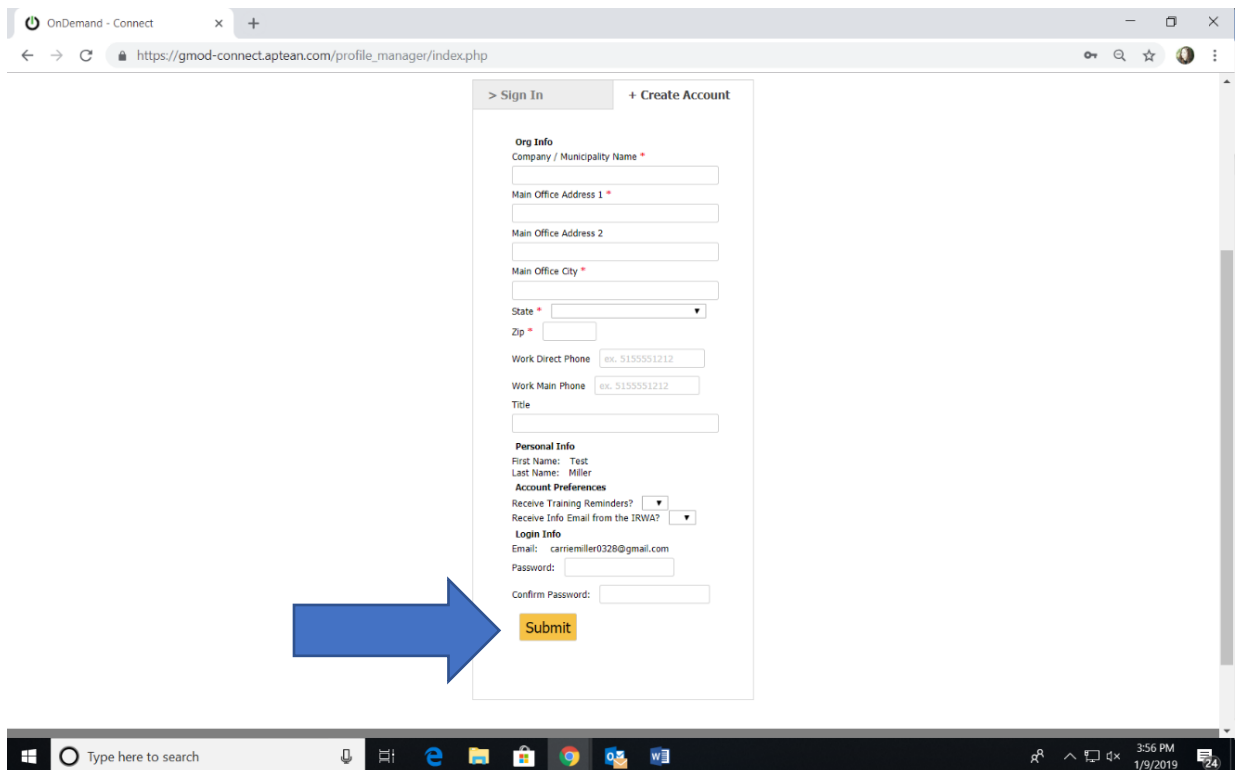


STEP 3: First Time User? select “+Create Account” / all others – you will “>Sign In”

Enter the requested information and click “Continue”



STEP 4: Enter the requested information and click “Submit” to complete the process.





BEFORE PRINTING YOUR CEU CERTIFICATES:

- Make sure you have paid the fee for the class
- Allow a couple of days for Barbi to verify your attendance and make the certificate available for you to print.

Any questions, feel free to contact the Association office. ☺

Phone: 208-343-7001

or via Email at: office@idahoruralwater.com