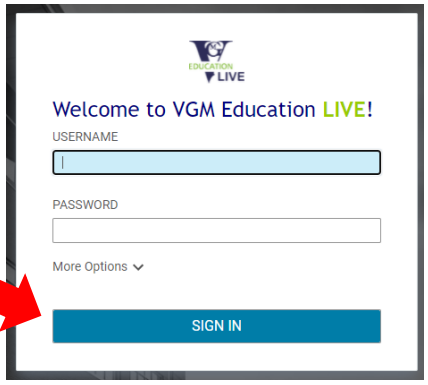
Step #2 - System Attendee Guide

Logging In

1. Go to the VGM Education Live login page:
   https://vgmed-live.sabacloud.com

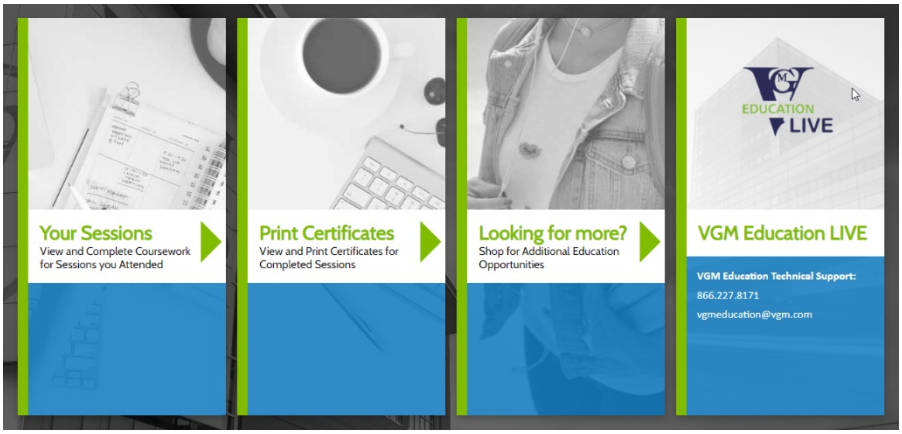
2. Fill in the username and the password provided in the welcome email. Your username should be your email address + '-LIVE' (ie. joesmith@gmail.com-live). Click on the blue "Sign In" button.



****The first time you log into the new system, you will be prompted to change your password. You are able to keep the password the same by retyping it into the "New Password" field, then confirming it.****

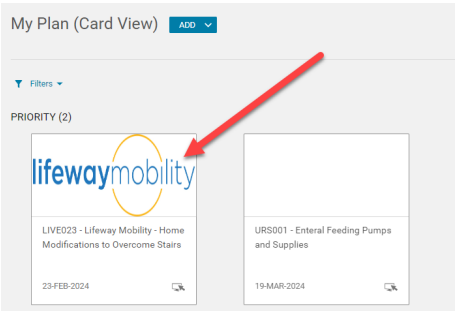
3. You are now logged into VGM Education LIVE. You have several options from the home page. To get back to the home page, you can click the VGM Education LIVE logo in the left-hand upper corner at any time.

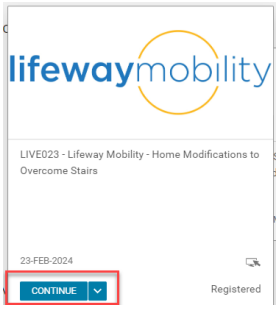
- **Your Sessions** – The first panel includes all of the events that you have attended. Click on "Your Sessions" to access your view learning complete all requirements for the CEUs.
- **Print Certificates** – The second panel takes you to the list of completed courses. To print your certificate, find the event in the list and click the PRINT CERTIFICATE button to the right.
- **Looking for More?** – The third panel takes you to the VGMU storefront where you can search for additional learning.



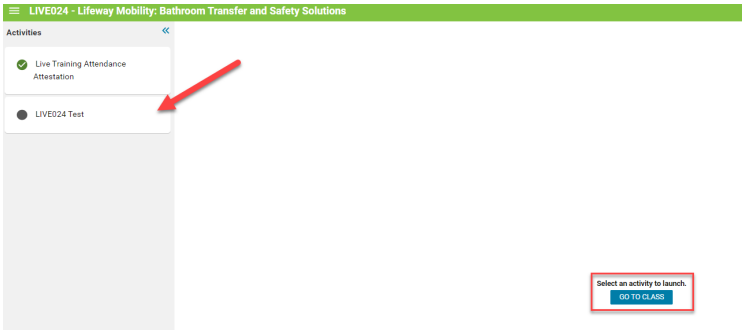
Completing the Requirements for CEUs

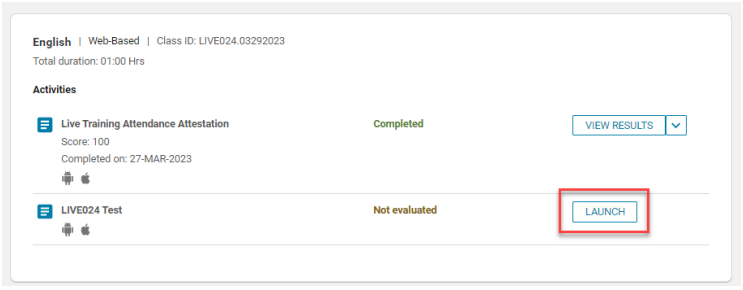
4. Click on the first panel “Your Sessions”. All courses will populate in the My Plan view.
To start/resume a course, click on the course title and click CONTINUE (blue box at bottom).





5. The course activities will automatically launch. To complete the next activity, click GO TO CLASS or the activity on the left. You can also "LAUNCH" the activity on the class details page.

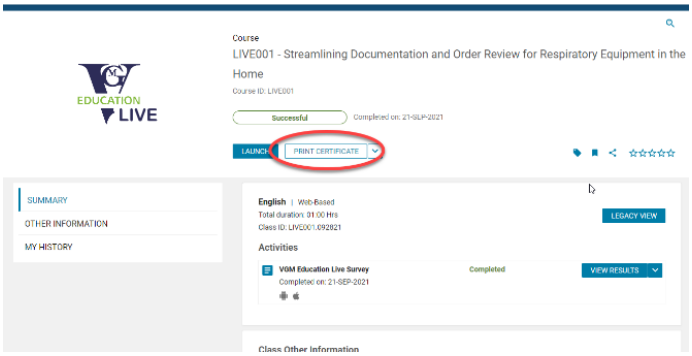


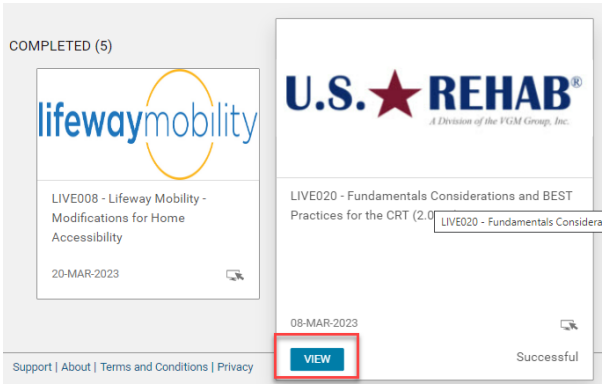
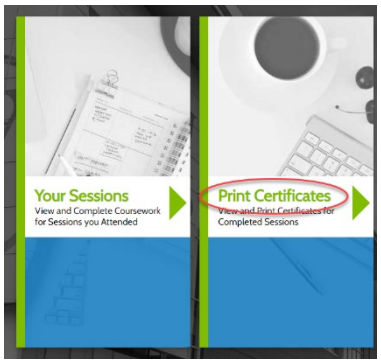
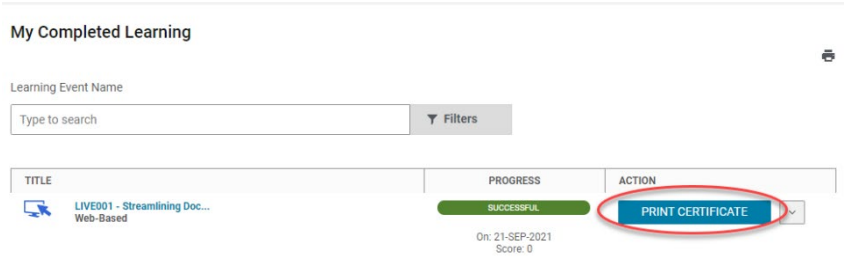


Print Certificate

After you have completed the course you can print the certificate in one of two places:

1. On the Class Details page the Print Certificate - button is at the top
   OR on the Completed collumn on the My Plan page.





2. If you are no longer on the Class Details page you can also click 'Print Certificates' on the Home Page and then click the blue 'PRINT CERTIFICATE' button to the right of the course.