This reference sheet will walk you through the steps to access WebCert, the certification medium used for the EA/EO Online program. Follow the instructions below.

1) Go to the WebCert homepage by clicking on the following link:
   http://www.purdue.edu/webcert/vpec

2) Enter your Purdue Career Account username and password and submit.

   Your screen should now look very similar to this:
3) From the screen above, click the Vice President for Ethics and Compliance link.

Your screen should now look like this:

4) Click the Certification Exam – Harassment and Discrimination: Prevention and Response link.
5) Click on the presentation link.

Your screen should now look like this:
6) Sign-In to Adobe Acrobat Connect Pro by entering your Purdue Career Account username and password.

7) You should now be in the online briefing. Be sure to maximize your screen to look like this:

![Image of the online briefing]

8) Begin the briefing by clicking the “play” button and continue at your own pace. Click the “Notes” tab for an audio transcript for each slide.

9) Once you have completed this portion of the briefing, return to the screen below. You may need to follow steps 1 – 4 to access the screen if you have been in and out of the briefing.
10) Enter and take the certification exam by clicking the “Enter Test” button. Upon the completion of the exam, please complete the online survey by clicking on the online survey link found on the screen above.