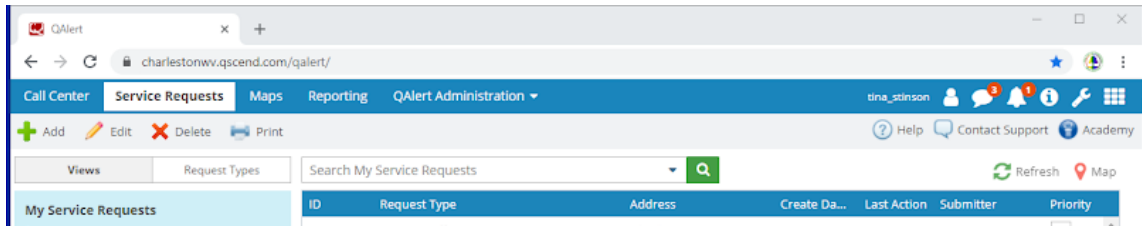
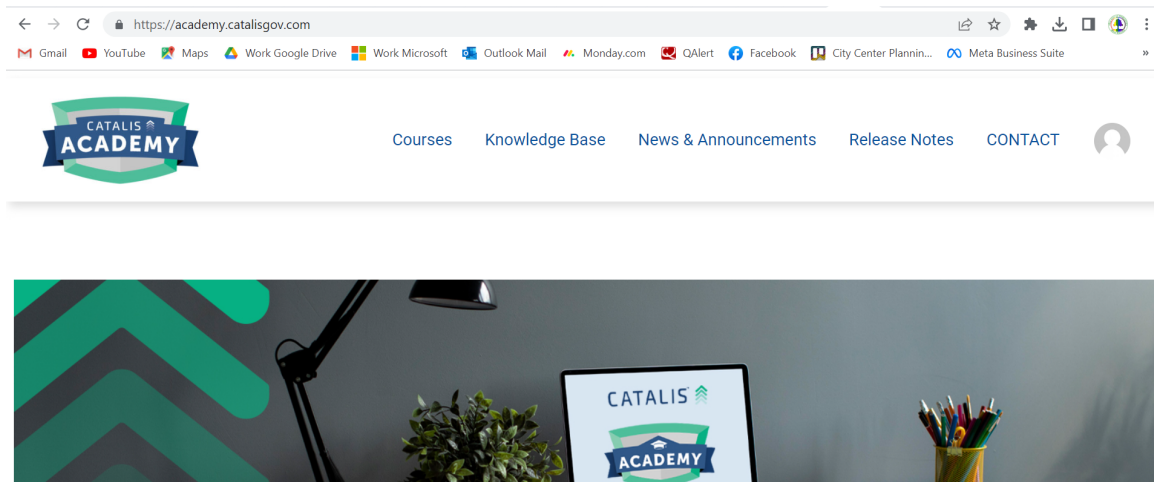


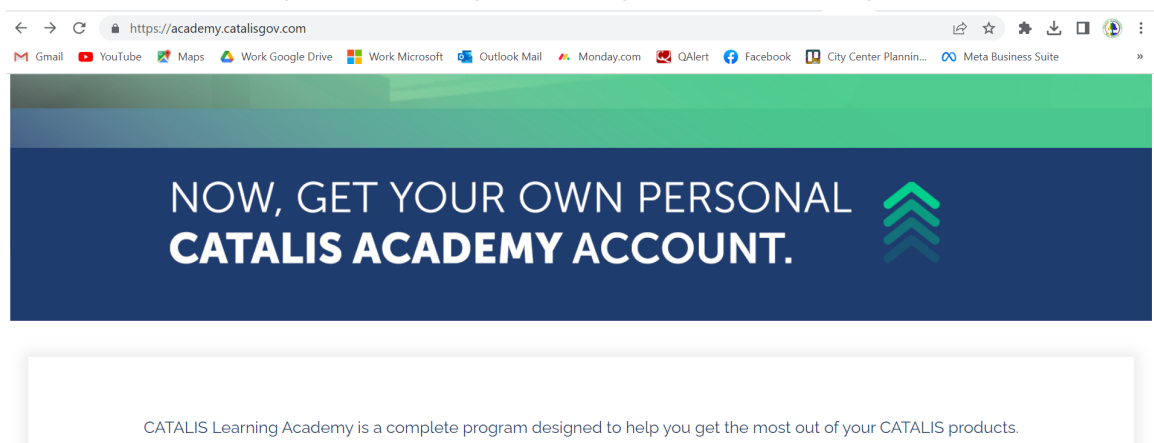
1. To access the Catalis Academy, log in to QAlert. Upon logging in, click on Academy (upper right corner above the **map dot** and below the **blue navigation bar**).



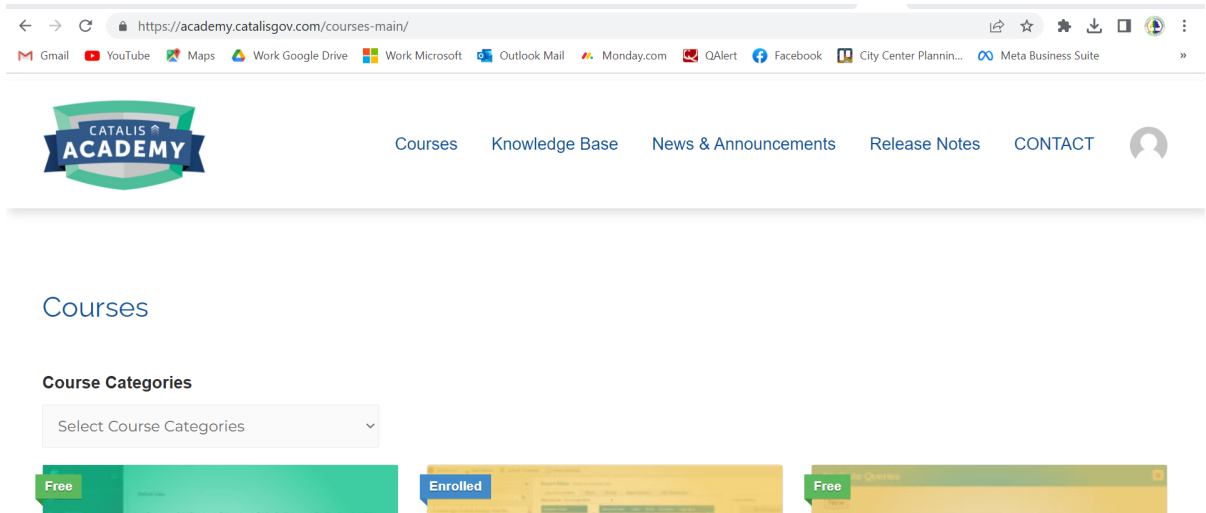
2. You will be directed to the Catalis Academy.



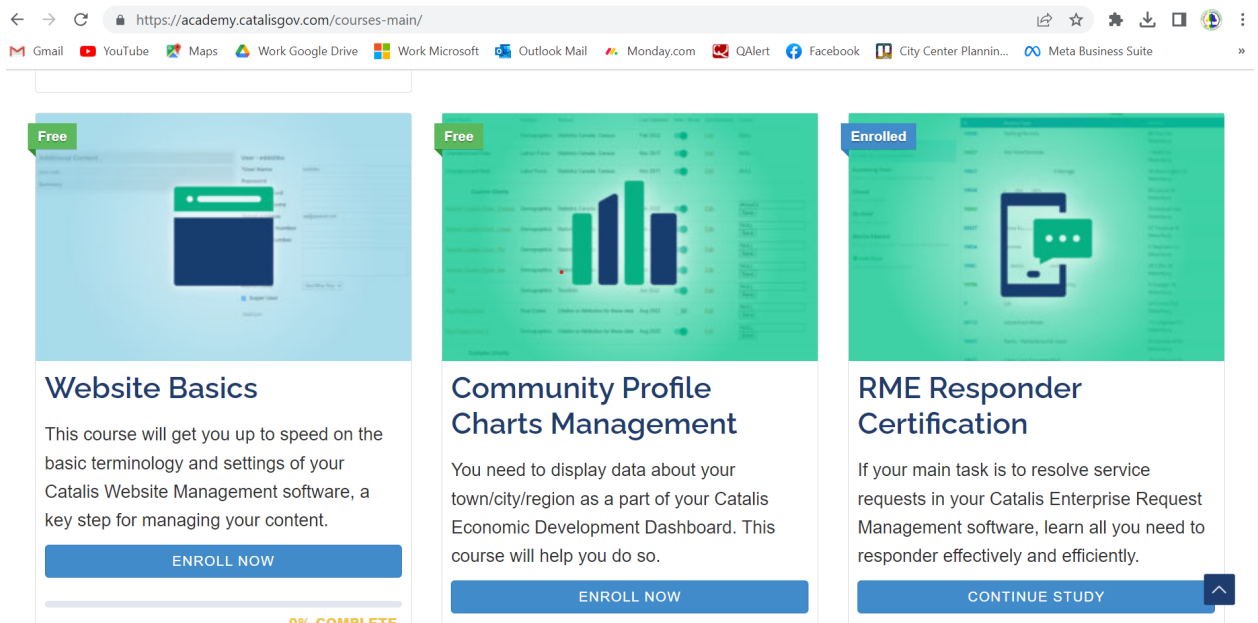
3. Before you get started, you will need to set up a login. Please note, you are responsible for your login. The QAlert Admin Team **will not** be able to assist you should you lock yourself out of your account.



4. Once you have successfully set up your account and logged in, click on “Courses”.



5. From here, you will **enroll in** or **continue** with the assigned certification / training (ex. RME Responder Certification) noted in your Onboarding Service Request in QAlert (you are a collaborator on this service request).



6. Scroll down to Course Content and start / continue your training.
Complete **ALL** content, quizzes, tasks and tests.

https://academy.catalisgov.com/courses/erm-advanced-reporting/

Build a Complete Report with Us

ERM Reporting Certification Test

RME Advanced Reporting

0% COMPLETE 0/40 Steps

Course Content Expand All

- Introduction Expand
8 Topics | 1 Quiz
- Data Sources and Fields Expand
8 Topics | 1 Quiz

7. Once you have reviewed all course content and completed all quizzes, tests, and tasks — upload **proof of completion** w/name and course completion included (example below) to your onboarding service request.

Tina Stinson
CHARLESTON, WV

Newcomer
1,041 Points

Profile is 83% Complete

About Groups Messages Notifications 1 Settings Earnings and Achievements Courses

2	1	0	0
Courses	Completed	Certificates	Points

Expand All

- RME Advanced Reporting
- RME Responder Certification COMPLETE