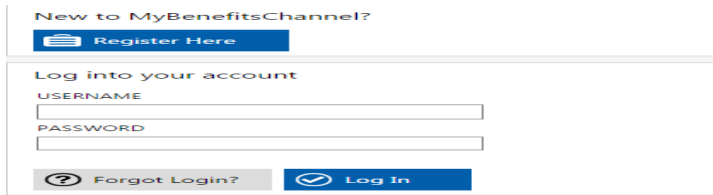


KASBO Fall Conference

This year KASBO will be asking you to verify your attendance at the conference sessions in our member portal. Once you verify attendance, you can view and print your certificates.

How to Get Started:

- Go to www.kasbo.com. Under the “Membership” menu choose “Member Portal” and the login page for the secure member portal will open in a new tab



- For your initial login, your Username will be your email address on file with KASBO, and your Password will be a combination of “KASBO” in all caps plus your zip code (i.e. KASBO42445)
- Once logged in, you will be prompted to change your username, password, and set a secret question to something of your choice. Your username and password is private and will not be shared. The entire process should take less than 2 minutes.

Selecting the Session you wish to verify

- Once you’ve logged in, click the Education & Training app on the home page.



Average	Total
Equivalent Steps	11,840
Equivalent Minutes	110,403
Credits	1,122
	1,136

- Then select “Available Courses”



- Under conference sessions, select the session you wish to verify.



TRAINING COURSE	PRIORITY	DURATION	DUE	EXPIRES	CREDITS
PC1—EPES for District Level Users	Mandatory	5 min.	9/10/2014	9/10/2014	3 credits

Completing the Verification Process

- After click on the same of the session, a new window will open. To verify the sessions click “Start Course”

