

Visit
www.csiresources.org
and login to your
account. As a
certificate holder, you
have an account with
CSI. If you have issues
accessing your account,
please contact 1-800-
689-2900 or
csi@csinet.org

The screenshot shows the CSI 2017 National Election website. The browser address bar displays <https://www.csiresources.org/home>. The CSI logo is in the top left corner. A navigation menu on the left includes links for CERTIFICATION, COMMUNITY, EDUCATION, PRACTICE, INSTITUTE, and JOIN US. The main content area features a large banner for the 'CSI 2017 National Election' with the text 'The Election closes March 21 at midnight EST.' and a 'LEARN MORE' button. Below the banner, there are sections for 'LATEST DISCUSSIONS' and 'STANDARDS'. The 'LATEST DISCUSSIONS' section includes a post titled 'RE: Style Guide Survey' by Deborah MacPherson, CSI, CCS, NIBS, SCIP, posted 1 day ago in the Specifications Community. The 'STANDARDS' section lists 'MASTERFORMAT®' and 'OMNICLASS®'. The Windows taskbar at the bottom shows the time as 9:15 AM on 3/21/2017.

Select, "Certification" from the menu on the left-hand side of the screen which will populate a list of new links below. From that list select, "My Certifications".

The screenshot shows the CSI website interface. At the top left is the CSI logo with the tagline "Building Knowledge Improving Project Delivery". The main navigation menu on the left includes "CERTIFICATION", "COMMUNITY", "EDUCATION", and "PRACTICE". Under "CERTIFICATION", there are sub-menus for "CSI CERTIFICATION", "MY CERTIFICATIONS", "CDT", "CCCA", "CCPR", "CCS", and "CERT PREP". The "MY CERTIFICATIONS" menu is highlighted. The main content area features a large blue banner with the title "Construction Collaboration to Achieve Design Intent" and a red button labeled "READ THIS ARTICLE". Below the banner is a "LATEST DISCUSSIONS" section with a post titled "RE: Style Guide Survey" by Deborah MacPherson, dated 3 days ago. The post text reads: "Agree totally, but not every combination can be covered, external style guides would be to fill in gaps. In general I'm wondering if specification writing should lean towards legal guides, like the ...". To the right of the discussions is a "STANDARDS" section listing "MASTERFORMAT®" and "OMNICLASS™". The browser's address bar shows "https://www.csiresources.org/home" and the taskbar at the bottom indicates the time is 9:36 AM on 3/21/2017.

The “My Certifications” page contains all information related to your certifications. To add Professional Development Hours (“PDH”) select, “Manage Continuing Education”.

Improving Project Delivery

CERTIFICATION

COMMUNITY

EDUCATION

PRACTICE

INSTITUTE

JOIN US

My Certifications

GET CERTIFIED

MANAGE CONTINUING EDUCATION

CONSTRUCTION DOCUMENTS TECHNOLOGY CERTIFICATION STATUS

Received:	02/28/2016
Status:	Active
Last Renewed:	
Expiration:	4/28/2019

Manually entered PDH hours will appear on this page. To add new hours select "Add PDH".

The screenshot shows a web browser window with the URL <https://www.csiresources.org/home/widgettest?cobaltsrc=https%3a%2f%2fcsiwidgetportal.cobaltsaas.com%2fCertification%2fContinuingApplication%2fEducation%2fActivities%2fActivities.aspx>. The page features the CSI logo (Building Knowledge, Improving Project Delivery) and a navigation menu with icons for CERTIFICATION, COMMUNITY, EDUCATION, PRACTICE, INSTITUTE, and JOIN US. The main content area is titled 'My Account' and includes a user profile picture. Below the title, there are two empty boxes for PDH hours, one labeled 'No PDHs found in the system.' and the other 'No manually entered PDHs found.'. There are 'Add PDH' and 'Done' buttons.

Please have the following information available:
Activity Name,
Hours Earned,
Date Earned.

My Account - Constructi x

Secure https://www.csiresources.org/home/widgettest?cobaltsrc=https%3a%2f%2fcsiwidgetportal.cobaltsaas.com%2fCertification%2fContinuingApplication%2fEducation%2fActivities%2fActivities.aspx

Improving Project Delivery

CERTIFICATION

COMMUNITY

EDUCATION

PRACTICE

INSTITUTE

JOIN US

My Account

Activity Name

Date Earned

Hours Earned

Documentation [optional] No file chosen

Certifications Covered By Activity [optional]

- Certified Construction Contract Administrator
- Certified Construction Product Representative
- Certified Construction Specifier
- General

Enter the PDH course information into the relevant fields. In the area titled, "Certification Covered by Activity" select the CSI certification you wish the activity to cover. Select, "Save".

The screenshot shows a web browser window with the URL <https://www.csiresources.org/home/widgettest?cobalsrc=https%3a%2f%2fcsiwidgetportal.cobaltsaas.com%2fCertification%2fContinuingApplication%2fEducation%2fActivities%2fActivities.aspx>. The page title is "My Account".

On the left is a navigation menu with the following items:

- CERTIFICATION
- COMMUNITY
- EDUCATION
- PRACTICE
- INSTITUTE
- JOIN US

The main content area contains a form with the following fields:

- Activity Name:** Door and Windows
- Hours Earned:** 10
- Date Earned:** A date picker showing March 21, 2017.
- Certifications Covered By Activity (optional):**
 - Certified Construction Contract Administrator
 - Certified Construction Product Representative
 - Certified Construction Specifier
 - General

At the bottom of the form are "Cancel" and "Save" buttons. A calendar for March 2017 is open, with the 21st highlighted. The calendar table is as follows:

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

At the bottom of the page, there are links for "STAY INFORMED" and "GET INVOLVED".

Manually entered PDH's now appear on the, "My Account" page. Hours entered may be edited and/or deleted at any time.

The screenshot shows a web browser window with the URL <https://www.csiresources.org/home/widgettest?cobaltsrc=https%3a%2f%2fcsiwidgetportal.cobaltsaas.com%2fCertification%2fContinuingApplication%2fEducation%2fActivities%2fActivities.aspx>. The page title is "My Account" and the header features a navigation menu with icons for Certification, Community, Education, Practice, and Institute, along with a "JOIN US" button. The main content area displays a message "No PDHs found in the system." and a table of manually entered PDHs.

Class / Event / Topic — Manually Entered	Certs. Covered	Hours Earned	Date Earned		
Door and Windows	Certified Construction Contract Administrator	10	03/21/2017	Edit	Delete

Below the table, there is an "Add PDH" button and a "Done" button. A search bar is located at the bottom left of the page.