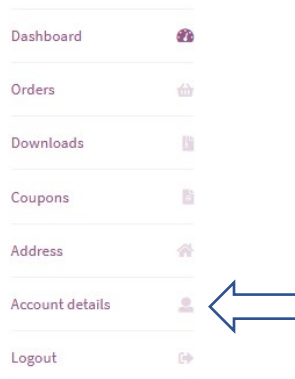To ensure that your certificate for this course has the correct name on it, follow these three steps:

After logging in, click on the My Account tab

Click on the Account Details tab:

Make sure that your first and last name appear as you wish them to appear on the certificate and then hit the Save button at the bottom of the page. If the first and last name are blank, no name will appear on your certificate and your agency will probably not accept it.

Account details

First name *

First

Last name *

Steps