**How to Locate Expired Courses**


2. Click *Login* in the top right corner.

3. Enter your email address and password, then click *Login*.

4. If you created the event for your organization, make sure you select your organization from the drop down in the upper right hand by your name.

5. Select *Training Entry* in the left-hand menu.

6. Click on the *Courses* tab (the system always defaults to the Events tab)
7. When filtering your courses, make sure you check the box, **Include All Expired Courses** and select **All Courses** in the Pending Instructors dropdown. Then click **Filter Courses**.

8. All your courses will show up below the search.

9. Please renew the courses that are owned by you. Up to date tipsheet can be found at the link below. [https://www.pakeys.org/get-professional-development/professional-development/](https://www.pakeys.org/get-professional-development/professional-development/)