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/pdregistry/instructor-resources/](https://www.pakeys.org/pdregistry/instructor-resources/)