

To Complete Your Course Evaluations

From your browser go to: **icapst.org** then **PeopleSoft Logon**
Use your District email address/password to login to next two screens (from home).

1. Click the [**Main Menu**] link.
2. Click the [**Self Service**] link.
3. Click the [**Learning**] link.
4. Click the [**My Learning**] link.
5. Click the [**class title**] for the course.
6. When the Activity Progress page is displayed click the [**Launch**] link to the right of the Post-Course Evaluation (be patient); scroll down if necessary.
7. Click the [**Search**] button (no text should be entered into any of the search fields), and the evaluation will be displayed (be patient [you may need to scroll up after it appears]).
8. Complete the evaluation and click [**Save and Submit**] (give it 30 sec)... then...

To Verify Completion of a Course Evaluation while in PeopleSoft:

1. Click on the [**My Learning**] link.
2. Click the [**Date**] column heading twice to sort the data chronologically.
3. Enrollment status will display as [**Complete**]... and,

To Print Your Completed Inservice Certificates

Click the [**Print Certificate**] for the course.



Courtesy of:

The **icapst** is an advocacy organization that champions benefits, better pay, and training; helps look out for the overall welfare of substitute teachers in Lee County FL.

icapst.org