

Application Quick Tips

Certificate Manager Instructions for Registering, Accessing and Printing On-Site CE Certificates

Menu items and icons are in **BOLD**. 'Select' refers to a LEFT click, while RIGHT clicks will be stated as such. The ">" symbol denotes drill downs from menus.

Applicable Product

Certificate Manager

Description

This Quick Tip describes the steps necessary to register, access, download and/or print your CE certificate(s) as documentation of your attendance at Varian-sponsored activities.

Assumptions

You have received on-site Varian training or have attended a Varian sponsored training event such as the Users Meeting. You must register for an account in Certificate Manager prior to having your certificates assigned to your account. It is recommended that your login ID be a personal email address and you used the same personal email address on any Varian attendance sheets. **If you currently have an account on this website, please DO NOT register again. Accounts cannot be combined.**

Please have your ARRT, MDCB or CAMRT identification number available when you register for an account in Certificate Manager.

Step	Instruction
To register as a NEW customer:	
1.	Go to www.variancertificatemanager.com .
2.	Click on the Register button.
3.	Type in the required user information.
4.	Type in ARRT, MDCB and/or CAMRT number. You are required to enter at least one of these numbers. Note: The ASRT number is optional.
5.	Create a password and retype the password. Note: The password requires at least 6 characters and/or digits. In addition, there must be at least one upper case letter and one lower case letter in the password.
6.	Click on Submit .
To login as a returning customer:	
1.	Go to www.variancertificatemanager.com .
2.	Enter your login ID (the email address that you registered with) and password. If you have forgotten your login, click on Forgot Your Login? If you have forgotten your password, click on Reset Your Password .
3.	When the page opens a list of your certificates will be displayed.

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To download/save your CE certificates:	
1.	Log in to Certificate Manager using your login ID and password.
2.	Find the certificate that you want to download. Click on the PDF Certificate button displayed next to the certificate. Your certificate will display in a PDF format.
3.	To save the certificate to your computer, go to File > Save As .
4.	Navigate to the appropriate directory, add the file name and click Save .
To print your CE certificates:	
1.	Log in to Certificate Manager using your login ID and password.
2.	Find the certificate that you want to print. Click on the PDF Certificate button displayed next to the certificate. Your certificate will display in a PDF format.
3.	To print the certificate, go to File > Print . Select the appropriate printer, enter the number of copies to be printed and click on Print .
To change your account information:	
1.	Log in to Certificate Manager using your login ID and password.
2.	There are three buttons at the top of the window.
3.	Click on the Account Settings button. <ul style="list-style-type: none"> • This page is where you can change your user account information, add an association number, and change your password or email address, etc. <p>Note: If you change your name, all certificates in your account will reflect the name change.</p>

Variations

If you have any problems, with your Certificate Manager account, please click on the Contact Us button on the home page to send an email message to the administrator.