

## How to Access your IMAC Learning Certificate

1. Go to the IMAC Learning website:

https://www.immune.org.nz/education/e-learning

- 2. Sign in using your email address and password.
- 3. Once logged in, click on the 'Awards' tab in your IMAC Learning Account.
- 4. Locate your certificate in the list. (ie. Maternal Immunisation Essential Course)
- 5. Click on the name of the certificate.
- 6. Select 'Generate Certificate' this will create a downloadable PDF file.
- 7. The PDF will be saved to your device.
- 8. Email a copy of your certificate to <a href="mailto:vaccsupport@mmpo.org.nz">vaccsupport@mmpo.org.nz</a> in order to claim the training incentive payment of \$250.00 (excl. GST).

