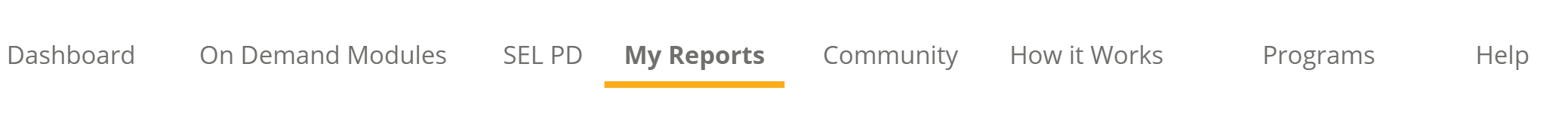
How to get PTSB Credit for doing an Inspire Module

1. Log in to Inspire: <https://mylearningportal.org/>

Graphical user interface, application

Description automatically generated

1. Go to My Reports



1. Select the Completed tab

Graphical user interface, application

Description automatically generated

1. Pick the module you want and click on “View Certificate”

Graphical user interface, text, application

Description automatically generated

1. Download the certificate as a PDF

Text

Description automatically generated

1. Each module is worth 0.5 or 1 clock hour. Credits from PTSB available for the following amounts:

Graphical user interface, application

Description automatically generated

1. After you’ve completed 7 clock hours (or any of the above time increments), compile your certificates and send them to [ptsbworkshoprequests@wyo.gov](mailto:ptsbworkshoprequests@wyo.gov) with your name and PTSB number. They will then be added to your file.