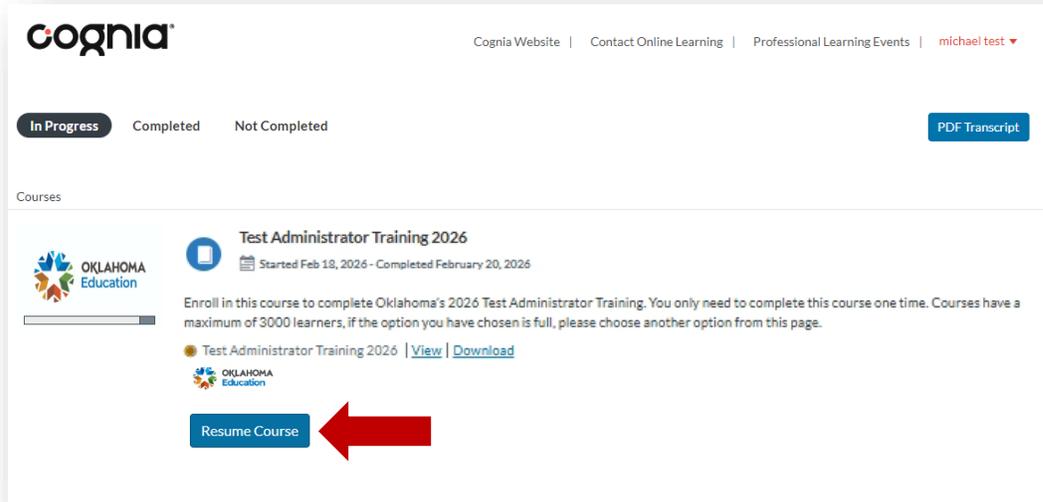


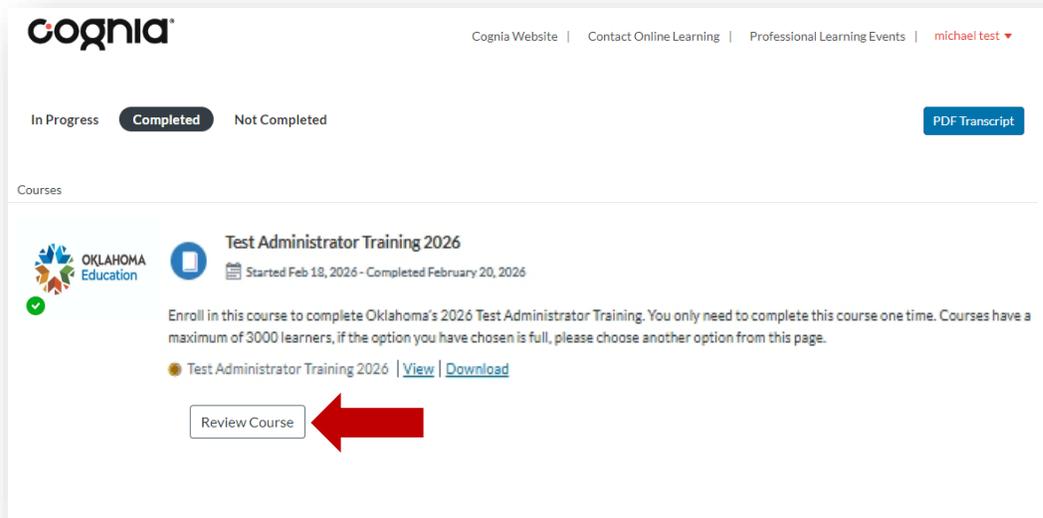
1. To update your name on your certificate, go to your dashboard in Catalog and log in. <https://catalog.cognia.org/>. The first step will look different if the training is in progress or if you have completed it.

2a. If you have not completed the course, click **Resume Course** under the In Progress tab.



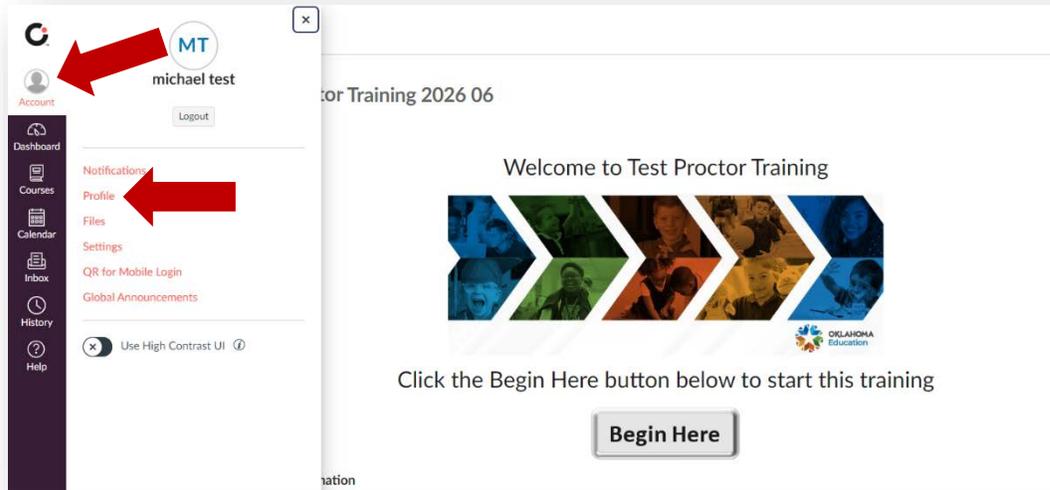
The screenshot shows the Cognia website dashboard. At the top, the Cognia logo is on the left, and navigation links for 'Cognia Website', 'Contact Online Learning', 'Professional Learning Events', and a user profile 'michael test' are on the right. Below the navigation, there are three tabs: 'In Progress' (selected), 'Completed', and 'Not Completed'. A 'PDF Transcript' button is visible on the right. The main content area is titled 'Courses' and features a card for 'Test Administrator Training 2026'. The card includes the Oklahoma Education logo, a progress bar, and text stating: 'Enroll in this course to complete Oklahoma's 2026 Test Administrator Training. You only need to complete this course one time. Courses have a maximum of 3000 learners, if the option you have chosen is full, please choose another option from this page.' Below this text are links for 'View' and 'Download'. At the bottom of the card is a blue 'Resume Course' button, which is highlighted by a red arrow pointing to it from the right.

2b. If you have completed the course, click **Review Course** under the Complete tab.

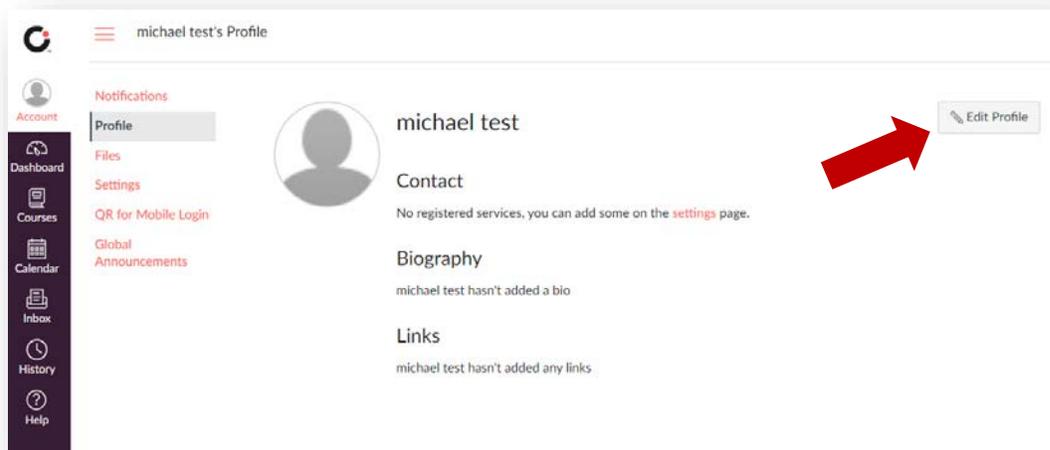


The screenshot shows the Cognia website dashboard with the 'Completed' tab selected. The 'Test Administrator Training 2026' course card is now marked as completed with a green checkmark icon. The text on the card remains the same: 'Enroll in this course to complete Oklahoma's 2026 Test Administrator Training. You only need to complete this course one time. Courses have a maximum of 3000 learners, if the option you have chosen is full, please choose another option from this page.' Below this text are links for 'View' and 'Download'. At the bottom of the card is a white 'Review Course' button, which is highlighted by a red arrow pointing to it from the right.

3. In Canvas LMS, Left click **Account** in the top left corner of the screen and select **Profile**. (Canvas LMS has the purple left navigation menu as shown below.)



4. Click **Edit Profile** in the top right corner of the screen.



5. In the first box, **update your name** to what you would like displayed on the certificate and then click **Save Profile**.

The screenshot shows the 'Account' settings page. The 'Profile' tab is selected. The 'Name' field is highlighted with a red arrow. Below it are fields for 'Pronouns' (set to 'None'), 'Title', 'Contact', 'Biography', and 'Links'. A red arrow points to the 'Save Profile' button at the bottom right.

6. Return to Canvas Catalog to **View** your certificate. <https://catalog.cognia.org/>

The screenshot shows the Cognia website interface. The user is logged in as 'michael test'. The 'Completed' tab is selected. A course titled 'Test Administrator Training 2026' is listed with a 'View' link. A red arrow points to the 'View' link.

If your name has been updated, you can now download your certificate.

If your name has not updated, please allow the system an hour or two to update.

If your name continues to show incorrectly, please contact oktechsupport@cognia.org for assistance.