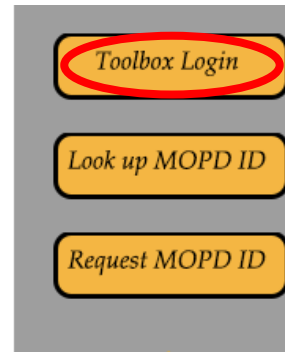
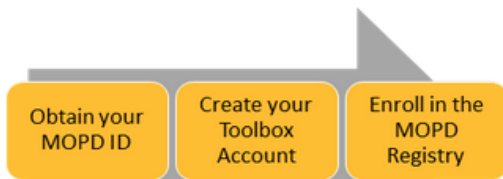


Running a Personal Training Clock Hours Report in the Toolbox

1) Go to www.OPENInitiative.org

2) Click on the Toolbox Login button

Welcome to the OPEN Initiative.
We administer the MOPD ID, Toolbox,
and the MOPD Registry.



3) Enter the user name and password that you made when you created your Toolbox account initially.



Login

User Name

Password

4) Once you have successfully logged in, you will see your member profile.

Welcome to the Toolbox!

Name: Sally Sample

MOPD ID: 830852

Email: openinitiative@missouri.edu

Highest Education Level: BA/BS/BSN (Reported)

EC Matrix Level: Level 2a

SA Matrix Level: Level 2a

Training Clock Hours This Year: 0

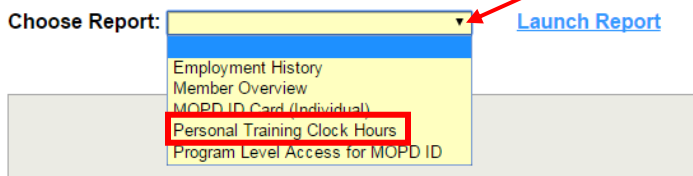
First Aid Certification Date(s): None Provided

CPR Certification Date(s): None Provided

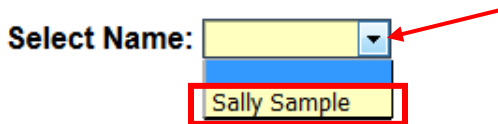
- 5) Click on the tab labeled Reports



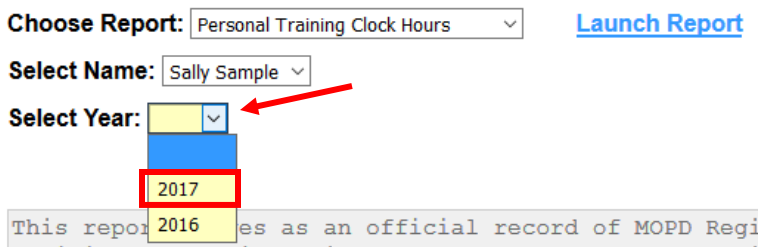
- 6) Click on the down arrow in the box next to **Choose Report** in the middle of the page. Select the **Personal Training Clock Hours Report**.



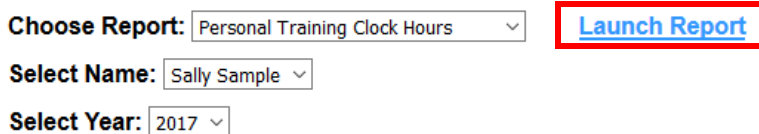
- 7) Click on the box next to **Select Name**, and select your name from the drop down list.



- 8) Click on the drop down arrow next to **Select Year**, and select the year for which you wish to run the report. *Note: Only years that have training data are options. If OPEN has not yet received training data for a particular year, that year will not be listed as an option.*



- 9) Click **Launch Report** and wait for the report to launch. Some browsers may ask you if you wish to open or save the download – select open and you can save after the report has opened.



Please do not hesitate to contact OPEN (call 573-884-3373 or email openinitiative@missouri.edu) if you have any questions or if you need any assistance with running a personal training report.