

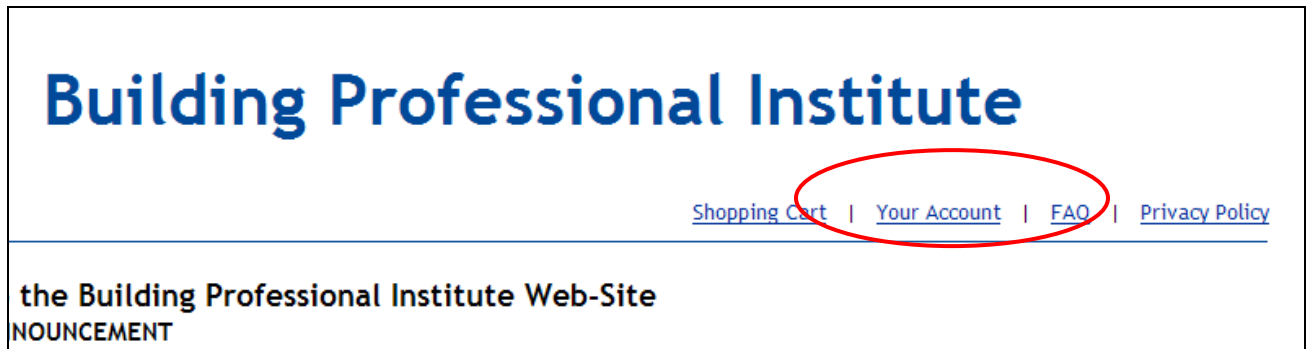
**Building Professional Institute
Viewing and Printing Course Materials for Registered Attendees**

I registered myself and want to view and print the Course Materials:

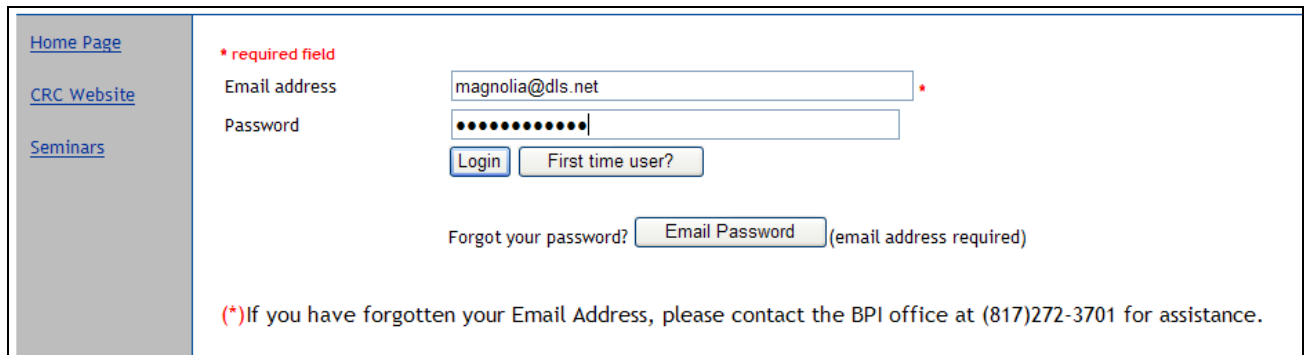
You will be able to download and print any Course Materials that have been made available for courses that you have registered to attend.

If there are no Course Materials available for the course, you will not see a link.

Please make sure that you print the handouts for all of your courses as the printed materials will not be available onsite at the BPI seminar.



1. Go to the Building Professional Institute website at www.buildingprofessionalinstitute.com and click on **Your Account** at the top of the page.



2. Enter your **Email address** and **Password** and click the **Login** button.

Building Professional Institute Viewing and Printing Course Materials for Registered Attendees

The screenshot shows a web application interface. On the left is a vertical navigation menu with the following links: [Home Page](#), [CRC Website](#), [Seminars](#), [Order History](#), [Your Participants](#), [Your Information](#), [Your Registrations](#) (circled in red), [Moderator](#), [Admin Page](#), and [Logout](#). The main content area on the right displays the following information:

Order Information – Do Not click here

Previous Registration Orders

[Jan 9, 2010 - \\$305.00 - Payment Received and Cleared](#)

Order Nbr: 4479

May 24 - 28, 2010 18th Annual Building Professional Institute

Debbie Olk
Test-Tina z_Menchey

3. Your list of **Previous Registration Orders** will be displayed.
Do not click on the order information, instead click on the **Your Registrations** link on the left side of the page.

<i>May 24 - 28, 2010 18th Annual Building Professional Institute</i>		
May 24, 2010	1305A	H1N1 & Public Contact as a Government Worker
Course Materials:		
- H1N1-Public Contact as a Government Worker		
May 24, 2010	1405P	What to look for in restaurants as it relates to the international plumbing code (IPC)?
May 24, 2010	1314P	Planning Law
May 24, 2010	1304P	Construction Litigation
May 28, 2010	5314A	Planning for the DFW Connector Project

4. Listed on the screen are the courses for which you are registered. If a handout is available for a course you will see a link to that handout.
Click on the link and the document will be displayed. You can now print the document.
Don't forget to bring the handouts with you to the seminar! Thanks.

Building Professional Institute
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<i>Dec 7 - 11, 2009 z_Test Seminar for Moderator Input</i>		
Dec 7, 2009	1103A	HVAC for northern Texas
Course Materials:		
- hello		
Dec 7, 2009	1304A	Sustainability By Design - Part 1
Course Materials:		
- Project Dashboard		
Dec 7, 2009	1304P	Structural Wood LFERS
Dec 8, 2009	2304A	Sustainability By Design - Part 2
Dec 8, 2009	2603A	Rock Skipping
Course Materials:		
- Hello		
Dec 9, 2009 All day	3604AP	Sustainability By Design - Part 3
Dec 10, 2009	4304A	Sustainable Garden Design - part 4
Dec 10, 2009	4304P	Sustainability part 4 design
Dec 11, 2009	5304A	Rain and Gray Water
Course Materials:		
- Control of Woodchucks with Gray Water		

This is an example of what the screen would look like if you had multiple courses and their associated Course Materials.