<u>How to complete a certification in the RF Compliance System</u>

Accessing the RF Compliance System:

1. Log in from this page: https://www.rfsuny.org/our-work/compliance/disclosures/

2. Individuals from all locations <u>except SUNY Poly</u> should select their location from the dropdown menu under "Using Campus Login" pictured below (see arrow: you may need to scroll down to see this on your screen). A new login page will open specific to your location, where you can enter your regular campus credentials. If no login screen appears, make sure your browser is not blocking popups.

   Individuals from SUNY Poly will need to select the unique login method using the link circled below, under the Campus dropdown menu. Your username and a temporary password will be provided via e-mail in the system notification you receive assigning the certification.

   Contact rfcompliance@rfsuny.org if you need assistance logging in.

Completing a certification:

1) Once you enter your login credentials, you will be taken to the home page in the compliance system, where any required attestations will be listed. Click the "View" button pictured below to review and complete your certification.

2) The button to complete the certification will appear above and below the certification language.