Student Evaluation Survey – Pre-requisite for Certificate AKA "Autodesk Training Evaluation System (TES)"

Note that the TES account is all about **training** and is completely separate to your "Autodesk Account" (which governs your access to Autodesk products).

Why do you need to do this...?
This System controls the issuing of your Autodesk Certificate, after you complete an Autodesk training course. If you don't have a Personal TES account set up, you cannot enrol and claim your official certificate after you've finished the course.

We highly recommend that you create (or reactivate) your Personal TES account before your training course.

Why so "Personal"?
You should use your PERSONAL / private email address to create your Autodesk TES Account. This is because the system contains your own personal training records, course Certificates and Product Certifications, which should follow YOU, not your Employer.
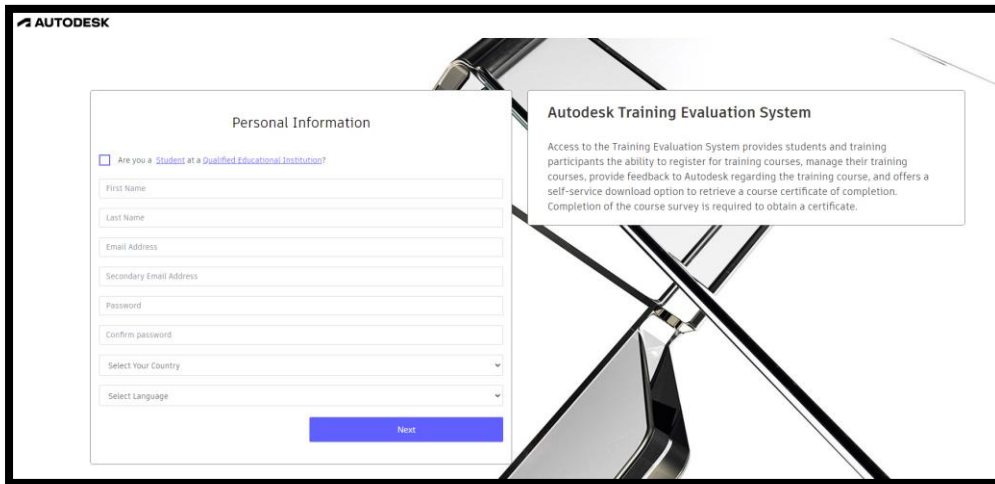
In this Guide, we will show you...

- **Step 1 - How to Create a Training Evaluation System Profile**
  (Should be actioned before the training course)

- **Step 2 - How to Find and Enrol onto Your Course**
  (Should be actioned before the training course)

...*then, after the training*...

- **Step 3 - How to Begin the Student Evaluation Survey**
  (Must be completed within 30-days of the course)

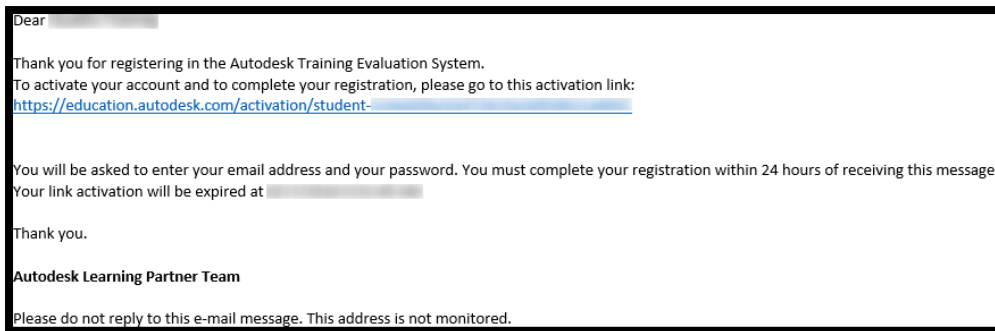- **Step 4 – How to Retrieve Your Course Completion Certificate**

Step 1 - How to Create a Training Evaluation System Profile
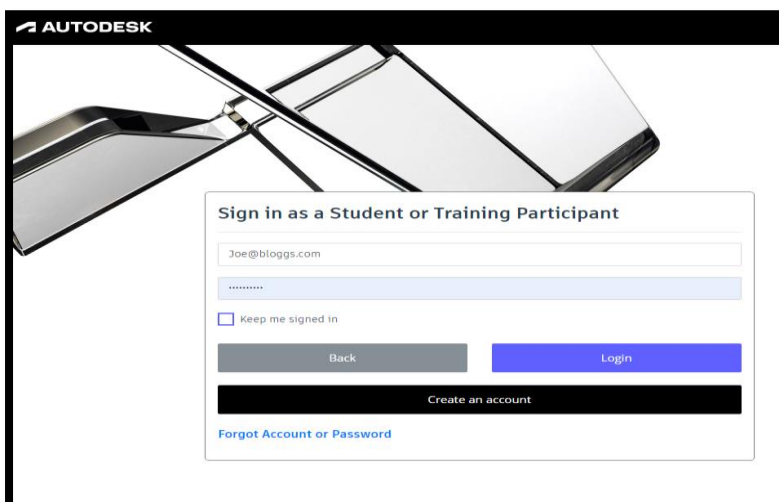
1. Go to this link and fill in your information: http://education.autodesk.com/register

2. Immediately check your Inbox for an Autodesk email, containing an activation link...

Dear

Thank you for registering in the Autodesk Training Evaluation System.
To activate your account and to complete your registration, please go to this activation link:
https://education.autodesk.com/activation/student-

You will be asked to enter your email address and your password. You must complete your registration within 24 hours of receiving this message.
Your link activation will be expired at

Thank you.

Autodesk Learning Partner Team

Please do not reply to this e-mail message. This address is not monitored.

3. Once complete, *Sign In* using this URL: http://education.autodesk.com/login-student

Step 2 - How to Find and Enrol onto Your Course

You should have received a Course ID from us (14 characters starting "EM04...").
If you cannot find it, contact training@quadrasol.co.uk

1. *Sign In* using this URL: http://education.autodesk.com/login-student
2. From the Dashboard, click on "**Course +**"
3. Then from the drop-down menu, select **Search Course**
4. Enter the Course ID (14 characters starting "EM04....") and click **Search**
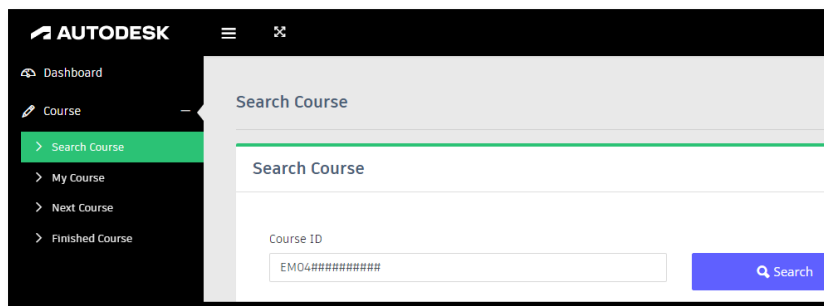
5. If the ID is correct, you will see more information about the course...
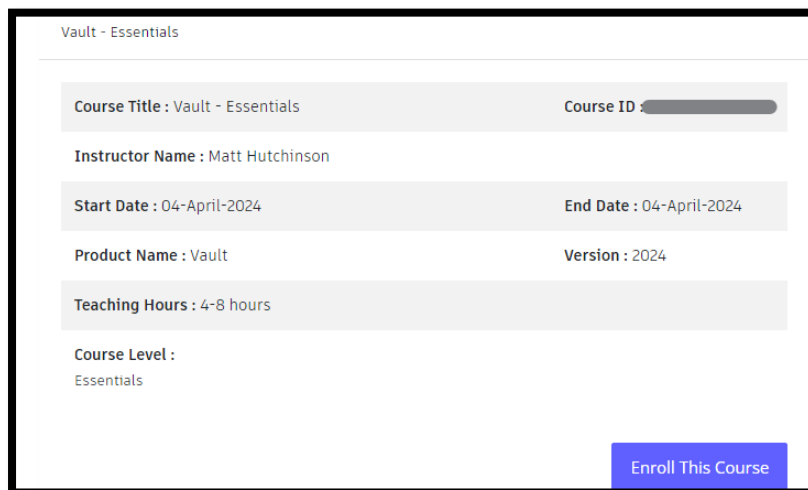
6. Click "**Enrol this Course**" and click through any confirmation windows that appear.
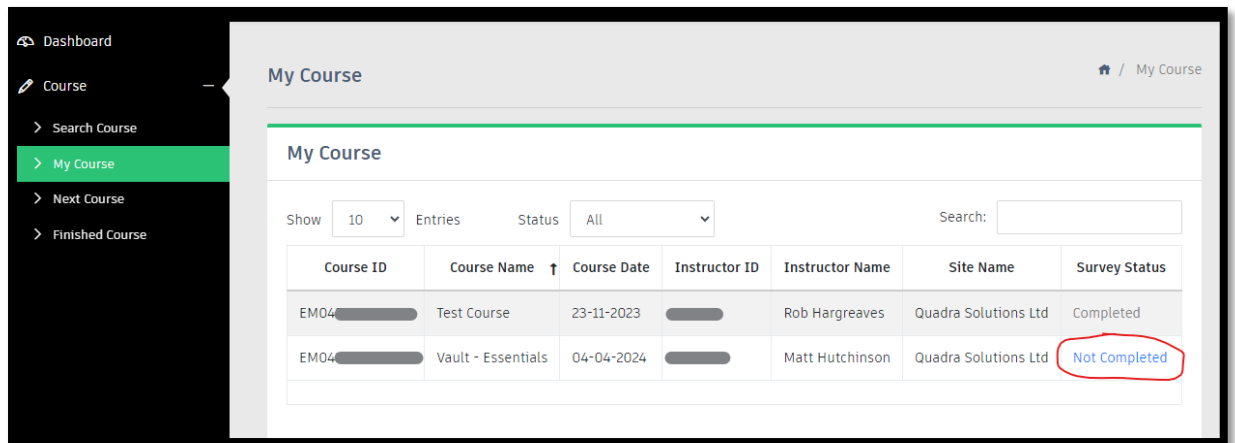7. It will then appear under "**My Course**"...
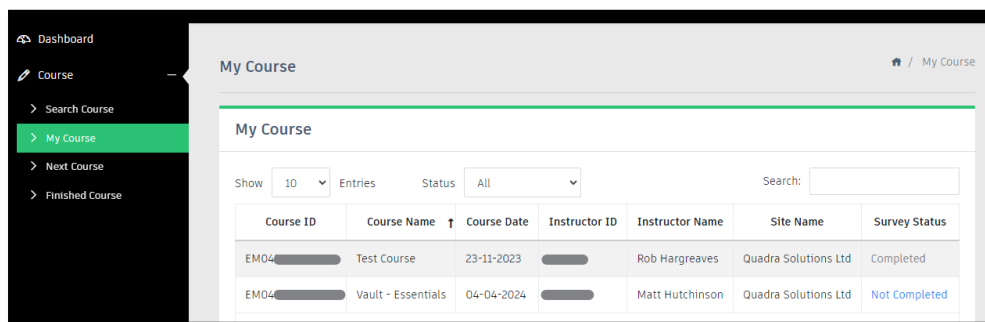
YOU'RE ALL SET - ENJOY THE TRAINING COURSE!

Step 3 - How to Begin the Student Evaluation Survey

You must complete this process within 30-days of the course end date. Otherwise, the link will time out and you will not be able to claim your Certificate.

1. ***Sign In*** using this URL: http://education.autodesk.com/login-student
2. From the Dashboard, click on ***Course +***; from the drop-down menu select ***My Course,*** *to view your enrolled courses...*
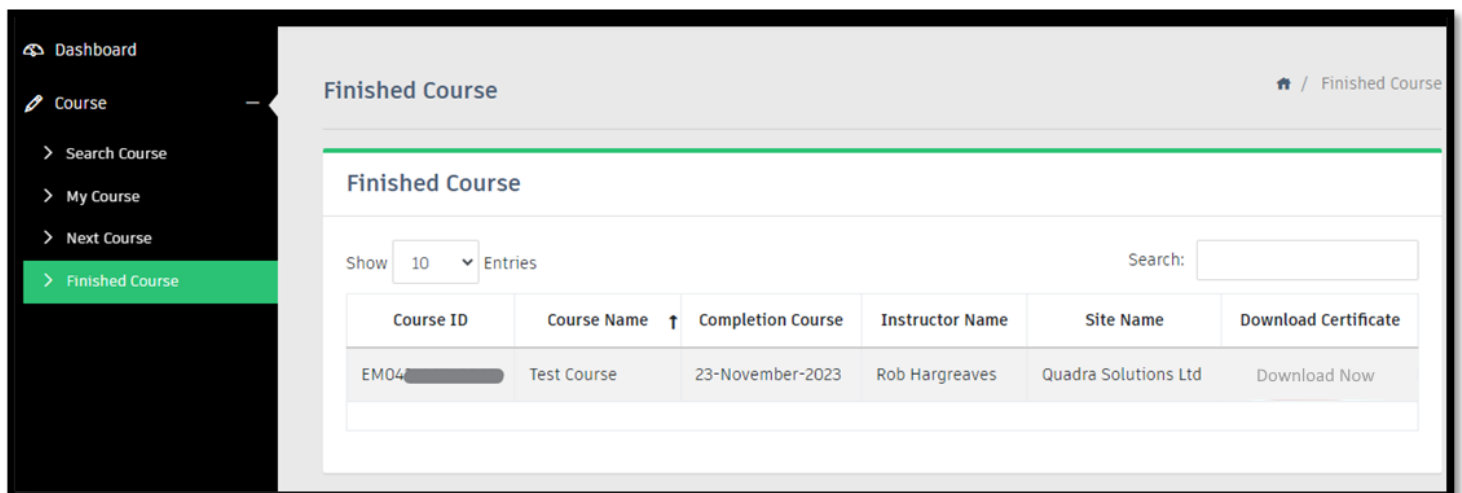

3. Select the "**Not Completed***"* link to open the Survey.
4. Once you have completed any mandatory responses, ***Submit*** the evaluation to complete the survey process.

...you can then download your Course Certificate...

Step 4 - How to Retrieve Your Course Completion Certificate

After submitting your Student Evaluation Survey (see Step 3), you can then download an electronic Course Completion Certificate directly from your TES account.

1. **Sign In** using this URL: http://education.autodesk.com/login-student
2. From the Dashboard, click on "**Course +**".
3. From the drop-down menu, select "**Finished Course**" to see a list of completed courses...

4. By this time, the Trainer will have confirmed your attendance on the course and the Download Certificate status will update, for you to click "**Download Now**" and download a PDF of your Certificate.