



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...

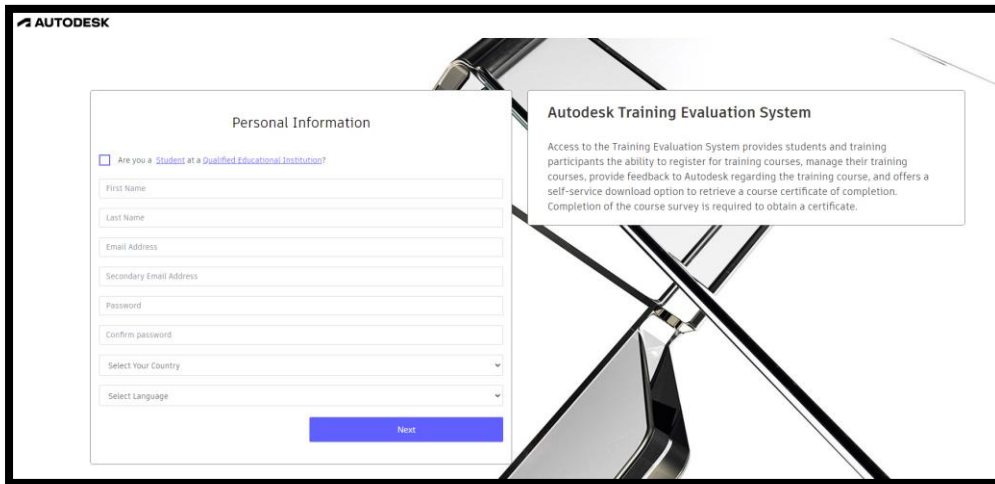
- **Step 1 - How to Create a Training Evaluation System Profile**
(Should be actioned before the training course)
- **Step 2 - How to Find and Enrol onto Your Course**
(Should be actioned before the training course)

...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**

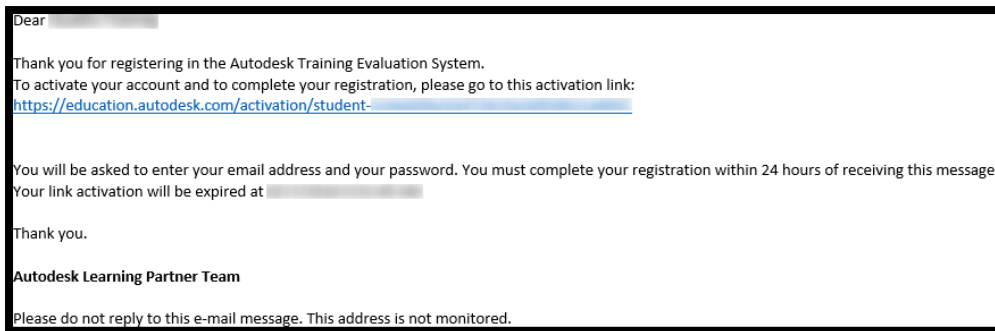
Step 1 - How to Create a Training Evaluation System Profile

1. Go to this link and fill in your information: <http://education.autodesk.com/register>

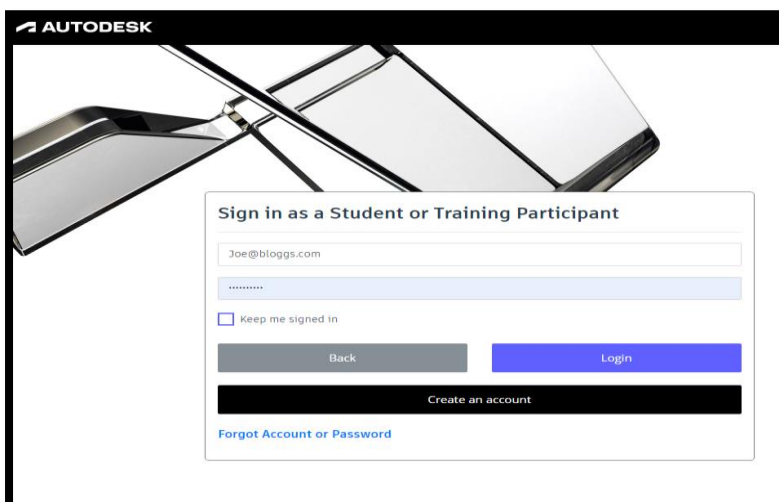


The screenshot shows the Autodesk Training Evaluation System registration page. On the left is a "Personal Information" form with fields for First Name, Last Name, Email Address, Secondary Email Address, Password, Confirm password, Select Your Country, and Select Language. A checkbox asks "Are you a Student at a Qualified Educational Institution?". A "Next" button is at the bottom. On the right is a text box titled "Autodesk Training Evaluation System" with the following text: "Access to the Training Evaluation System provides students and training participants the ability to register for training courses, manage their training courses, provide feedback to Autodesk regarding the training course, and offers a self-service download option to retrieve a course certificate of completion. Completion of the course survey is required to obtain a certificate."

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



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

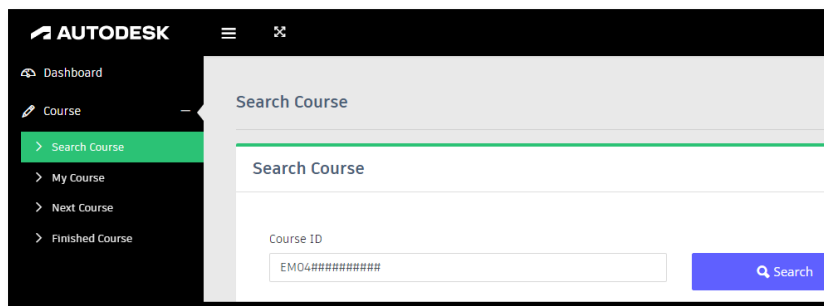


The screenshot shows the Autodesk login page titled "Sign in as a Student or Training Participant". It features a text input field with "Joe@bloggs.com", a password field with masked characters, a "Keep me signed in" checkbox, a "Back" button, a "Login" button, and a "Create an account" button. A link for "Forgot Account or Password" is at the bottom.

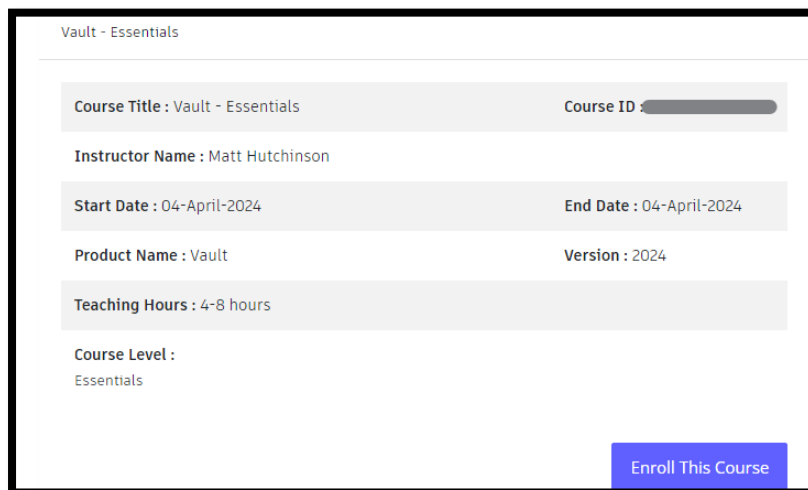
Step 2 - How to Find and Enrol onto Your Course

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

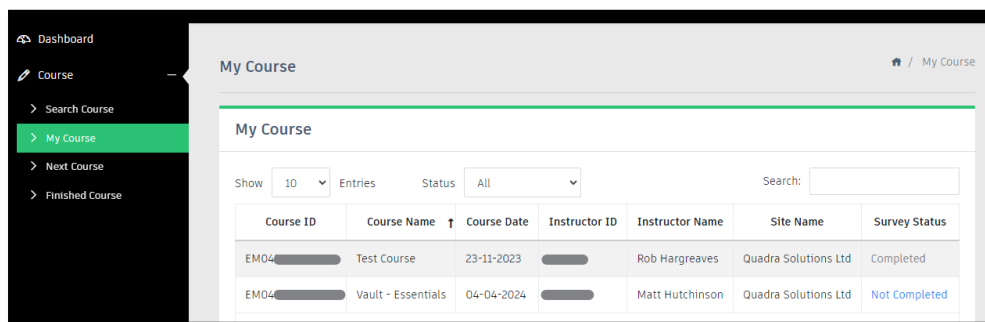
1. **Sign In** using this URL: <http://education.autodesk.com/login-student>
2. From the Dashboard, click on “**Course +**”
3. Then from the drop-down menu, select **Search Course**
4. Enter the Course ID (14 characters starting “EM04...”) and click **Search**



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**”...

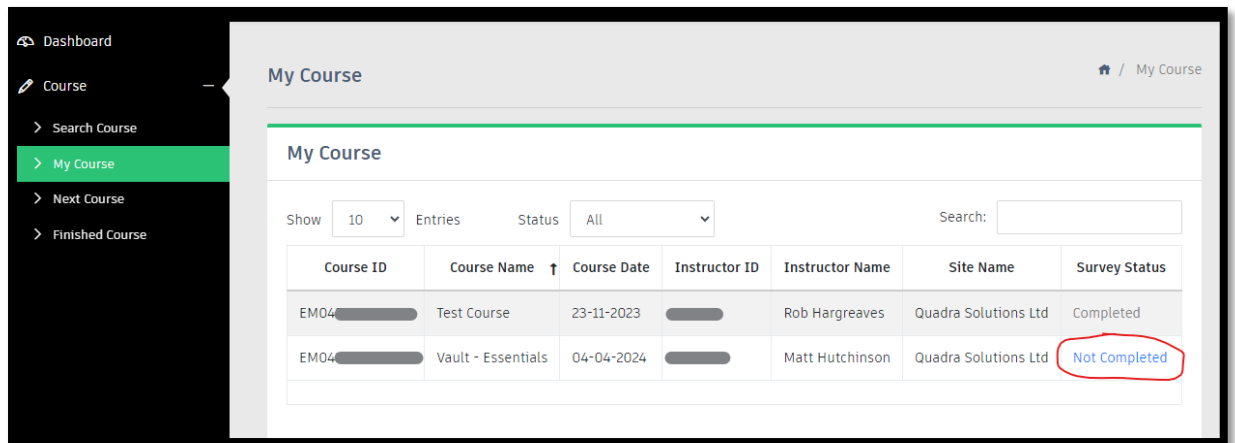


YOU'RE ALL SET - ENJOY THE TRAINING COURSE!

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...

A screenshot of the 'My Course' dashboard. The left sidebar shows navigation options: Dashboard, Course, Search Course, My Course (highlighted), Next Course, and Finished Course. The main content area is titled 'My Course' and contains a table with columns: Course ID, Course Name, Course Date, Instructor ID, Instructor Name, Site Name, and Survey Status. The table has two rows. The first row shows 'Test Course' with a 'Completed' status. The second row shows 'Vault - Essentials' with a 'Not Completed' status, which is circled in red. Above the table are filters for 'Show' (10), 'Entries', 'Status' (All), and a search box.

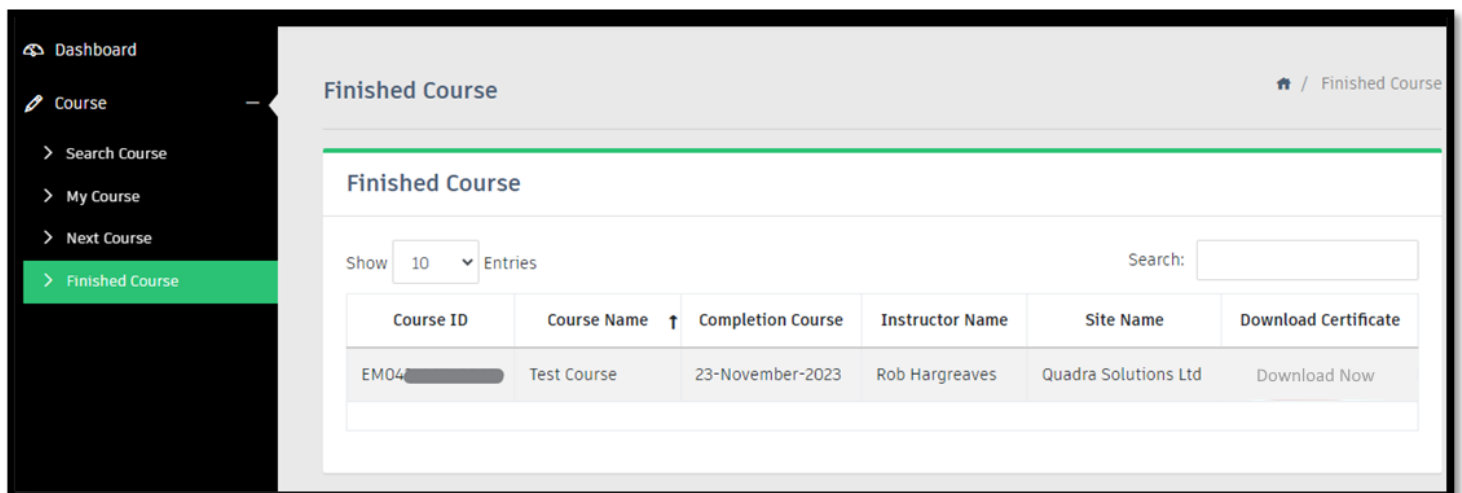
3. Select the “**Not Completed**” link to open the Survey.
4. Once you have completed any mandatory responses, **Submit** the evaluation to complete the survey process.

...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...

A screenshot of the 'Finished Course' page in the TES account. The page has a dark sidebar on the left with navigation options: Dashboard, Course, Search Course, My Course, Next Course, and Finished Course (highlighted in green). The main content area is titled 'Finished Course' and includes a search bar and a table of completed courses. The table has columns for Course ID, Course Name, Completion Course, Instructor Name, Site Name, and Download Certificate. One course is listed: EM04, Test Course, 23-November-2023, Rob Hargreaves, Quadra Solutions Ltd, with a 'Download Now' button.

Course ID	Course Name	Completion Course	Instructor Name	Site Name	Download Certificate
EM04	Test Course	23-November-2023	Rob Hargreaves	Quadra Solutions Ltd	Download Now

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.