

# Instructions for Registering, Accessing and Printing Certificates from Certificate Manager

## Applicable Product(s)

Certificate Manager

## Description

This Quick Tip describes the steps necessary to register, access, download and/or print certificate(s) as documentation of your attendance at Varian-sponsored educational activities.

## Assumptions

You have registered for an account in Certificate Manager prior to having certificates posted to your account.

If you are a MyVarian user, we recommend your Certificate Manager and MyVarian accounts use the same e-mail address logon. This allows you to take advantage of our single sign-on feature. Using the same e-mail address will take you directly to your certificates in Certificate Manager without having to login. Also, use of this e-mail address when attending Varian-sponsored activities will ensure the attendance certificates are posted to the proper account. Your account will be available immediately after you register.

**If you currently have an account on this website, please DO NOT register again. Merging accounts will delay in posting your certificates.**

Continuing Education Certificates are posted to Certificate Manager for the following activities:

- *On-Site training workshops approved by the ASRT and MDCB.*
- *Users Meetings and Webinars approved by the ASRT.*
- *Clinical Courses taken at an Education Center (i.e., Las Vegas) approved by the ASRT and MDCB.*

Certificates of Attendance are posted to Certificate Manager for the following activities:

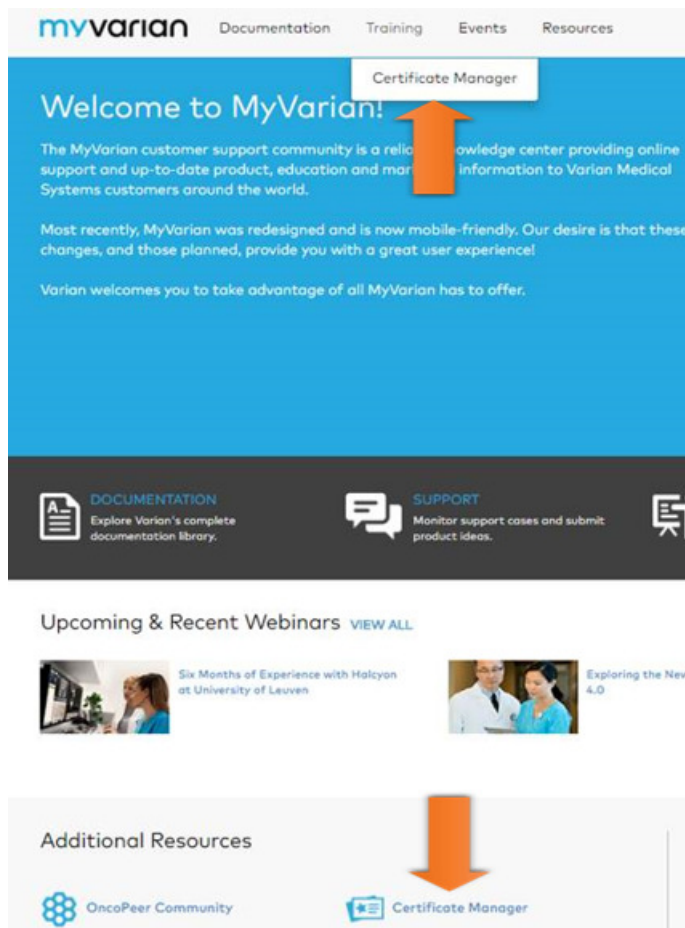
- *Clinical Courses taken by physicists and international attendees at an Education Center.*
- *Technical Courses taken at an Education Center.*



**NOTE:** The Medical Dosimetrist Certification Board (MDCB) and the Commission on Accreditation of Medical Physics Educational Programs (CAMPEP) requires Varian to upload attendance records from Users Meetings and Webinars directly to their websites. CAMPEP also requires Varian to upload attendance records from courses taken at an Education Center. Please check the appropriate website for your attendance verification.

## A. To Register as a NEW Customer:

1. Go to the [www.MyVarian.com](http://www.MyVarian.com) website.
2. Select **Training** > **Certificate Manager** or under **Additional Resources** > **Certificate Manager**.



3. Click on **Register for an Account** button.

## User Login

**Important:** Passwords for all accounts have been reset as of February 1, 2017. Please use the [Reset Your Password](#) tool to receive a new password.

E-mail address \*

Password \*

Log in

[Register for an Account](#)

[Reset Your Password](#)



**Note:** As an alternative, you can use this link <https://webapps.varian.com/certificate> for direct access the Certificate Manager website.

4. Enter your **Email address**.



**Note:** To take advantage of the single sign-on feature, the email address for Certificate Manager must match the email address used for MyVarian.

5. Select your **User Type** (Clinical or Non-Clinical)
  - A Clinical User is defined as a Dosimetrist, Physicist or Radiation Therapist.
  - A Non-Clinical User is defined as an attendee (Varian Field Service Engineers and hospital/clinic bio-medical engineers) of the Technical Courses at Varian's Education Centers.
6. Enter your **Contact Information**.
7. Solve the simple **Math question**. This will indicate to the application that you are not a robot
8. Click on **Create new account**.

You will be returned to the main window. Follow the instructions as noted below:

Thank you for registering for access to Varian Certificate Manager. Your account has been created. Instructions on how to login and access your new account have been sent to your email address.

9. Log into your **email account**.
10. Open the email sent by Certificate Manager and click on the **link**. This action will verify your email address was entered correctly.

Dear ..

Thank you for registering for a user account on the Varian Medical Systems Certificate Manager. Your account has been created and is now accessible. Please login by clicking the link below:

<http://webappsqa.varian.com/certificate/user/reset/18238/1486576969/FNXLJ20R7vEwgVSJe2iPvmt6FMmV2ks3Bz9EKXVvNgk>

This link can only be used once to log in and will lead you to a page where you will be asked to set your password.

Certificates earned for Varian-sponsored events require Certificate Manager to auto-populate the certificate with your information as contained within your user profile. For future visits, you can access your account by using the email address and password you identified in the registration process.

You can update your user profile at any time by clicking on the My Account button. For your convenience, the email you registered as your login name is printed below. For security reasons, your password is not printed. If you forget your password, please use the password recovery feature from the login page to reset your password.

User Email: [xxxx@gmail.com](mailto:xxxx@gmail.com)

Username: [xxxx@gmail.com](mailto:xxxx@gmail.com)

Sincerely,

Certificate Manager Administrator Varian Medical Systems, Inc.

The information transmitted is intended only for the person or entity to which it is addressed and may contain confidential and/or privileged material. Any review, retransmission, dissemination or other use of, or taking of any action in reliance upon, this information by persons or entities other than the intended recipient is prohibited. If you received this in error, please contact the sender and delete the material from any computer.

11. Clicking the link in the email will take you to the **Set password** screen. Click on the **Log in** button.

**VARIAN** Certificate Manager  
medical systems

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**Set password**

This is a one-time login for

Click on this button to log in to the site and change your password.

This login can be used only once.

Log in

12. The following message will display:

You have been automatically logged in. The login link you used can only be used once. You must set a password below to access the site again in the future.

13. **Enter** and **confirm** your password. Your password must have at least 8 characters and contain at least 3 of the following: uppercase characters, lowercase characters, numbers or punctuation.

User Details
Edit
My Certificates

**Account Information**

**Account Type:** Clinical

**Email address \***

**Password**

Your password must have at least 8 characters and contain at least 3 of the following: uppercase characters, lowercase characters, numbers, or punctuation.

**Password strength:**

**Confirm password**

**Passwords match:**

To change the current user password, enter the new password in both fields.

14. Click on the **Save** button.

**B. To Login as a Returning Customer:**

1. Go to the [www.MyVarian.com](http://www.MyVarian.com) website or use this link <https://webapps.varian.com/certificate> to directly access the Certificate Manager website.
2. Log in to **Certificate Manager** using your email address and password.

## User Login

**Important:** Passwords for all accounts have been reset as of February 1, 2017. Please use the [Reset Your Password](#) tool to receive a new password.

E-mail address \*

Password \*

Log in



**Note:** If you have forgotten your email login, click on the **Contact Us** button and complete the form. If you have forgotten your password, click on **Reset Your Password** button.

3. When the page opens a list of your certificates will be displayed.

User Details

Edit

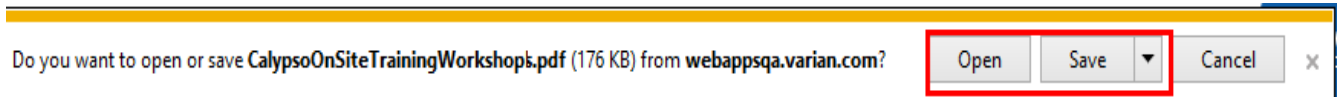
My Certificates

Training	Event Date	
Calypto On-Site Training Workshop	02/08/2017	<a href="#">Download PDF</a>
V13 RT Summary On-Site Training Workshop (F)	11/23/2015	<a href="#">Download PDF</a>

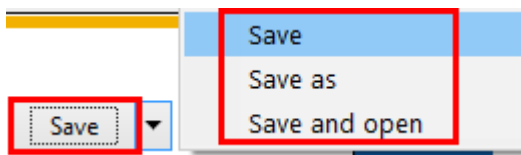
### C. To Download/Save Your Certificates:

1. When your certificate has been posted, you will receive an email from Certificate Manager. Embedded in this email will be a copy of your certificate. You can download or print the certificate directly from the email.

2. As an alternative, you can go to the [www.MyVarian.com](http://www.MyVarian.com) website or use this link <https://webapps.varian.com/certificate> to directly access the Certificate Manager website.
3. Log in to **Certificate Manager** using your email address and password.
4. Find the certificate you want to download. Double click on the **Download PDF** button. The following message will appear:



5. To view your certificate, click on the **Open** button.
6. To **Save** the certificate you will be given three options:




7. Clicking on **Save as** allows you to navigate to the appropriate directory, add/change the file name and click **Save**.

#### D. To Print Your CE Certificates:

1. When your certificate has been posted, you will receive an email from Certificate Manager. Embedded in this email will be a copy of your certificate. You can print or download the certificate directly from the email.
2. As an alternative, you can go to the [www.MyVarian.com](http://www.MyVarian.com) website or use this link <https://webapps.varian.com/certificate> to directly access the Certificate Manager website.
3. Log in to **Certificate Manager** using your email address and password.
4. Find the certificate you want to print. Double click on the **Download PDF** button displayed next to the certificate. The system will ask if you want to Open or Save the document. Select **Open**.
5. To **Print** the certificate, right click on the document and select **Print...**
6. Select the appropriate printer, enter the number of copies to be printed and click on **Print**.

## E. To Change Your Account Information:

1. Go to the [www.MyVarian.com](http://www.MyVarian.com) website or use this link <https://webapps.varian.com/certificate> to directly access the Certificate Manager website.
2. Log in to **Certificate Manager** using your email address and password.
3. There are three buttons, User Details, Edit and My Certificates,  
 at the top of the page.
4. Click on the **Edit** button to change your contact information and/or password.
5. Click on the **Save** button to save your changes.



**Note:** If you change your name, all certificates in your account will reflect the name change.



**Note:** If you have any problems with your Certificate Manager account, please click on the **Contact Us** button on the home page to send an email message to the administrator.