

INSTRUCTIONS FOR COMPLETING THE GREEN PROCUREMENT (GPP) TRAINING: PURCHASING GREEN PRODUCTS

(60 Minutes with Certification Test)

YOU SHOULD PRINT AND FOLLOW THESE INSTRUCTIONS TO ENSURE VERIFICATION OF TRAINING.

Go to this website:

http://www.energyworkshops.org/Green_Purchasing_Training/

1. Open the website and view the presentation (the presentation should start automatically).
2. After completing the presentation, select the first arrow on slide 121 (located in the middle of the slide) to complete the test.
3. Type in your e-mail along with your name as the user name towards the bottom of the screen.
4. Start the test and answer all questions. *Note: If you give an incorrect answer, the program may ask you to re-answer the missed question immediately or the program may wait until you have finished all 20 questions and return to any missed questions.*
5. At the end of the test, **select the submit button** once all 20 questions are accepted as correct.
6. Click **YES** to check your score
7. Click on **ALLOW** – this will initial an e-mail that will show up on your computer with your score and your e-mail address
8. Once the e-mail opens, add the following e-mail address to the cc line: usarmy.knox.imcom-atlantic.mbx.dpw-emd-info@mail.mil. It is important for you to follow these instructions to ensure that EMD can accurately account for everyone who completes this training.
9. Once EMD receives your e-mail, they will issue a certificate in PDF format.