

UHP Fingerprint scanner training



This module covers the UHP Fingerprint policy and how to properly use the fingerprint scanner

 Fingerprint Scanner Training and Usage

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What is a fingerprint scanner and why should I use one?

Click on each of the subject titles to learn more (they must all be viewed before you will be able to continue through the module)

What is a fingerprint scanner? —

In simple terms, a Watson Mini fingerprint scanner is used to capture and save a graphical image of a single flat (not rolled) fingerprint onto your computer.

Why should I use one? What can it do for me? —

Use it to help identify persons who cannot (or will not) provide means of identification OR to attempt verification of any presented identification documents.

How can a couple of individual fingerprints tell me who a person is?

How will a fingerprint tell me who a person is? —

You should be able to confirm a person's identity -- ***under the following conditions...***

- The scanner captures a good-quality fingerprint.
 - Recommended that you scan more than two fingerprints during the initial scan process. See training instructions below on how to capture a good quality print.
- Officer has access rights to the BCI transaction 'QUIDL'.
- The person being fingerprinted has a criminal history.
 - When you run a person's fingerprints, you are **ONLY** checking the criminal databases (Western Identification Network [WIN] and FBI). It does not check any other database that might contain a fingerprint.

What if nothing is found? —

- It is possible the scanner did not capture a good quality fingerprint.
 - Without a good quality fingerprint, a person might have a criminal record but you won't get a positive hit showing that information.
 - If you get a negative result, you can try searching it again with the other capture fingerprints (thus the reason for getting more than just two fingers scanned initially).
- Or, it's likely that the individual does not have a criminal history.

What are the capability limits of the scanner?

WHAT IT CAN DO

WHAT IT CANNOT DO

- Capture a fingerprint and save in a picture format (bmp, jpg, png) to your computer
- Allow for a search of the WIN and FBI databases (via BCI) for any criminal history attached to a specific set of fingerprints

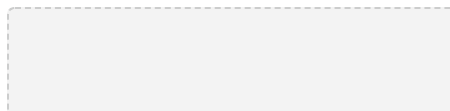
WHAT IT CAN DO

WHAT IT CANNOT DO

- Show identification information for someone who does NOT have a criminal record (IE: children and others who have not been booked into a jail).
- Identify someone with a poor quality fingerprint image. Even if a person has a criminal history the poor quality image will not allow the record to be located in the database search.
- Currently it cannot capture a fingerprint and send it electronically to BCI to attach to a citation or criminal record. Presently, if the individual is not being booked you will still need to take an ink print for a cite-and-release.

A quick flashcard quiz....

Drag and drop the flashcards onto the appropriate answer pile (CAN do, or CANNOT do).



CAN do

Capture a fingerprint and save a graphical version onto your computer

Search the WIN and FBI databases for a criminal history

CANNOT do

Electronically submit a fingerprint along with a citation

Show ID for a child

Show ID for someone without a criminal history

When should I use the scanner?

The following is not an exhaustive list.

Individuals who do not have identification and need to be identified for law enforcement purposes

Individuals who you suspect are giving you false information

Unconscious persons

Unknown 'found' persons or persons in need of assistance who are unable to identify themselves (perhaps unable to carry on a meaningful conversation)

Deceased persons

1



Complete the content above before moving on.

Some rules for using the scanner...

PERMITTED USES

OBTAIN CONSENT

FUTURE
CONSIDERATIONS

PROCEDURES

- The use of the fingerprint scanner shall be for law enforcement purposes only and done in a manner consistent with provided training, local, State, and Federal laws. Only those officers who have been trained in the use of the Department approved scanner will operate the scanner.
- Always proceed lawfully! Remember that everything you do during an investigation has to be reasonable and justified. IE: you do not need a fingerprint on-scene during a DUI arrest (or any other arrest), even if you suspect false information. They will be fingerprinted during booking at the jail.

PERMITTED USES			
PERMITTED USES	OBTAIN CONSENT	FUTURE CONSIDERATIONS	PROCEDURES

- Voluntary consent must be obtained from all persons who are conscious and capable of giving consent prior to scanning their fingerprints. A person may revoke their consent at any time during the scanning process. If the person refuses to allow their fingerprints to be scanned, no scanning will be conducted.
- If an individual is under arrest, is unconscious, or is otherwise incapable of providing consent, request for consent is not required.
- Officers are prohibited from using force to obtain a fingerprint scan. This does not prevent you from holding the subject's finger down on the scanner as the image is captured.
- If during the scan, the person decides not to allow any further fingerprinting, you may keep any fingerprint digital images that you have already saved, and if you have two or more images you may run the fingerprints through the WIN and FBI database.
- If the individual refuses to provide fingerprints and you have probable cause that they have provided false information, consider placing them under arrest for false information and booking them into jail to have their fingerprints taken and identity confirmed.

PERMITTED USES	OBTAIN CONSENT	FUTURE CONSIDERATIONS	PROCEDURES
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- If in the future, a database exists for the identification of missing or run-away juveniles, supervisor approval should be obtained for fingerprint scanning of individuals under the age of 18.



PERMITTED USES	OBTAIN CONSENT	FUTURE CONSIDERATIONS	PROCEDURES
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- The officer who administers the fingerprint scan should explain the process to the individual, including the fact that the purpose of the scan is to confirm their identity.
- When using the scanner, it is recommended that two officers be present to ensure officer safety and control of the individual during the fingerprint scanning process.
- Capture the fingerprint images and transmit them to BCI
- A positive notification (from BCI) simply means that the individual has been identified; it does NOT necessarily mean that an active warrant exists for the individual. A positive notification is NOT probable cause for an arrest. Officers must continue their investigation and should query additional BCI databases to determine if the individual is actively wanted.
- At minimum, an Officer Information report will be completed to document the law enforcement purpose and supporting rationale for using the mobile scanner. This data may be documented in a Crime Report, should one be appropriate for the incident.
- When an officer uses a mobile scanner to assist another agency, an Officer Information report will be completed and will include the other agency's case number, officer name, law enforcement purpose for the mobile scanner use, data disseminated to that agency, and any other relevant information.



How to capture fingerprints...

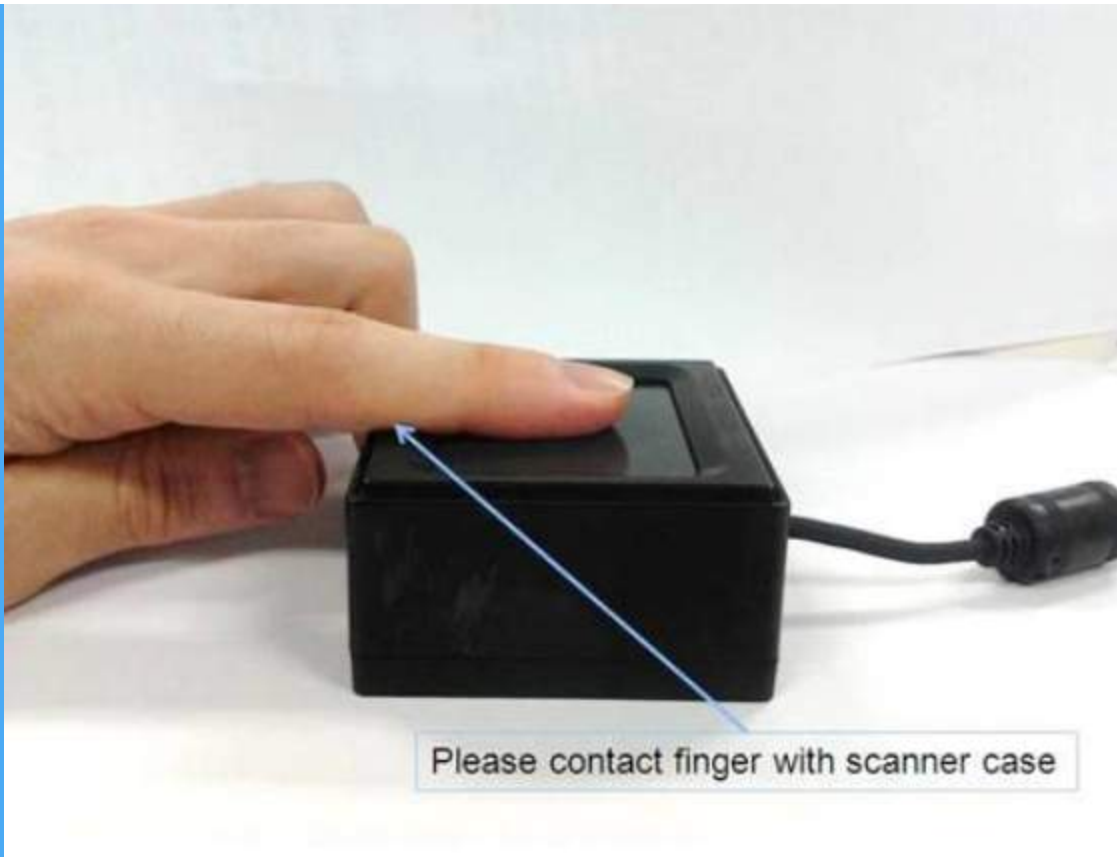


Proper way

The finger should be both properly aligned and maintain contact with the scanner's case. As shown in the picture to the left, the finger should point toward the USB cable and be parallel to the side. The tip of the finger should be near the middle of the scanner.

Proper way - continued

The finger being scanned should rest lightly on the front edge/bar of the scanner case.



Improper way

Finger should point toward the USB cable, not at any type of angle.



Improper way

Improper way

This picture is showing that there is a gap between the finger and the scanner case which may prevent the scanner from capturing the full fingerprint.



OFFICER SAFETY COMES FIRST!!

Never risk your safety at any point during the fingerprinting process! Getting fingerprints is not worth putting yourself into a unnecessarily dangerous situation.

If possible, have two officers present. One can operate the fingerprint scanner and one ensures officer safety.

Treat this encounter with the same caution you would take during a physical arrest.

Keep gun-side away from subject being fingerprinted.

Take the prints while on the opposite side of flowing traffic (if this isn't possible... re-evaluate). The USB cable is long enough to stretch through your passenger side window.

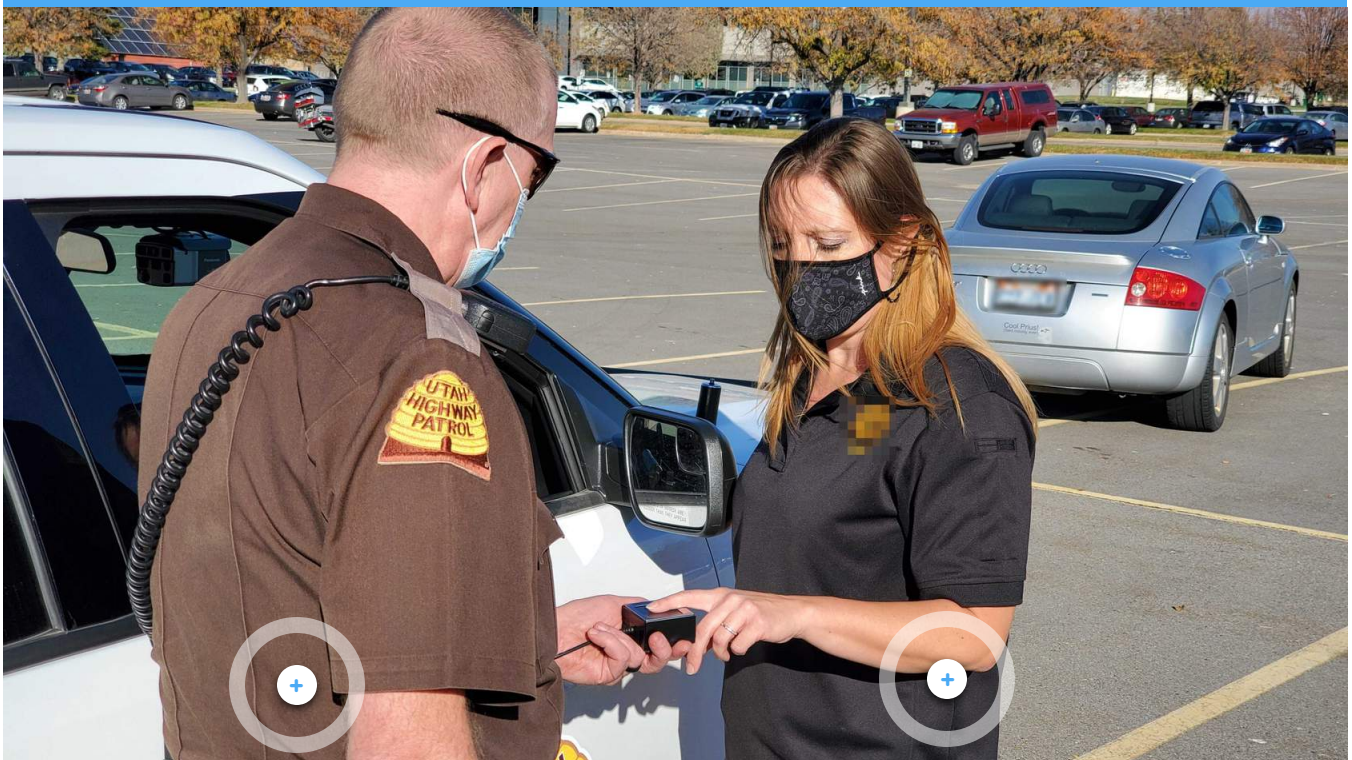
Always be aware of your surroundings throughout the process.

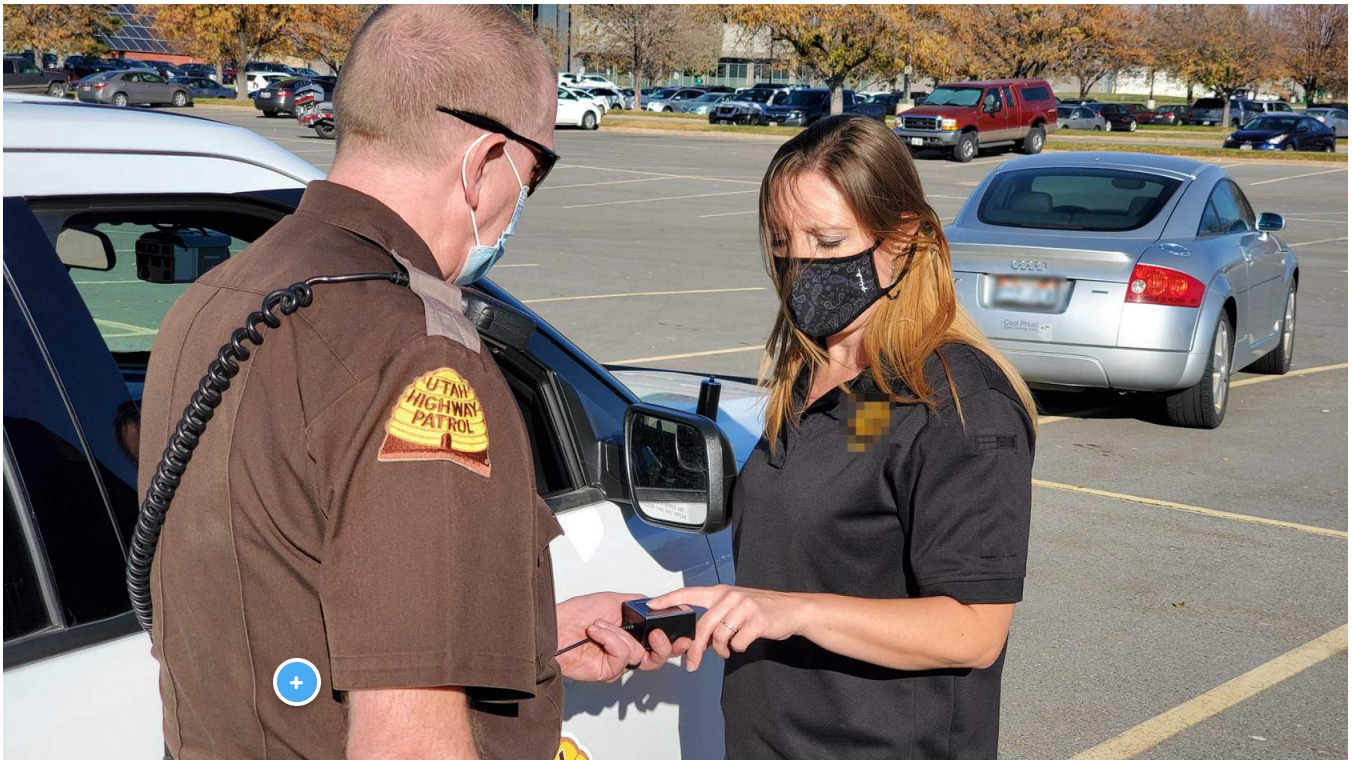


Complete the content above before moving on.

Possible methods for getting fingerprints....

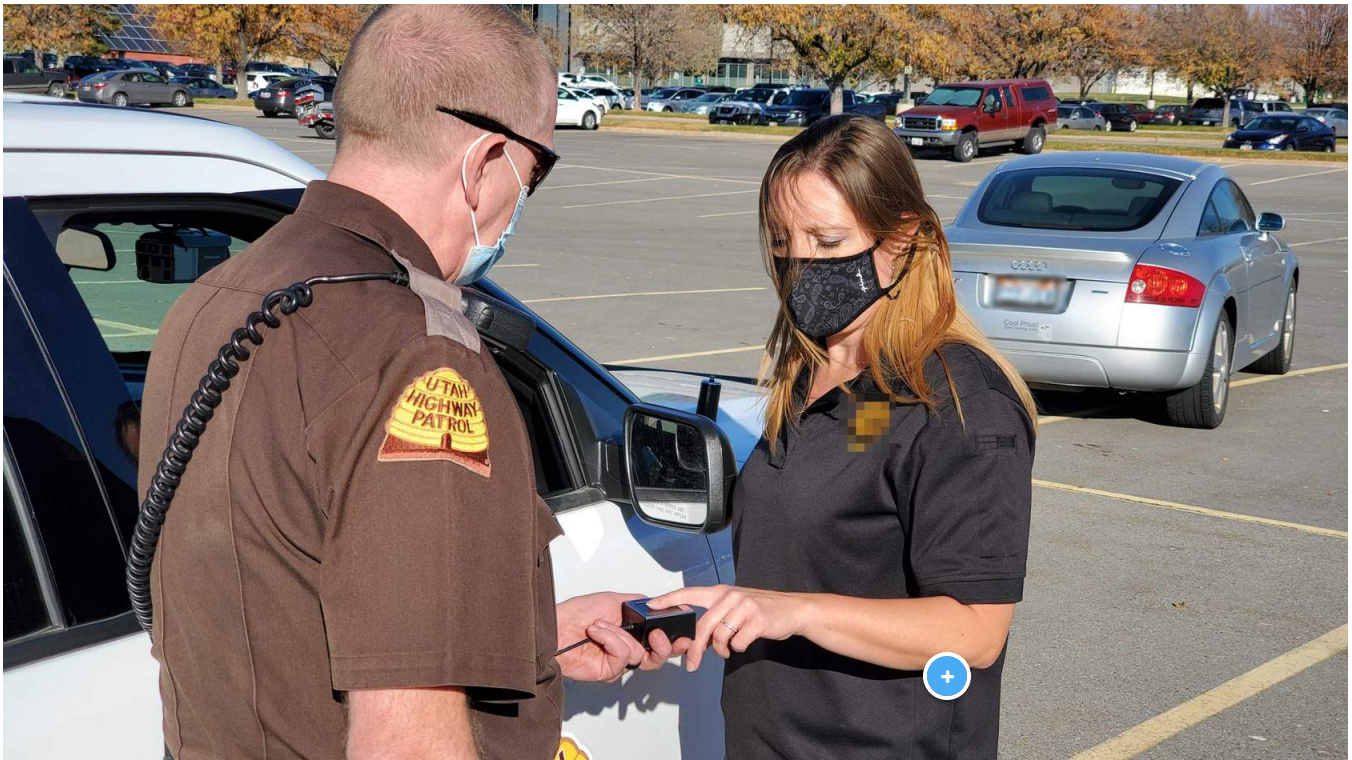
These are only suggestions and you may find a better way to do this process. Click on the + icons to learn about those items.





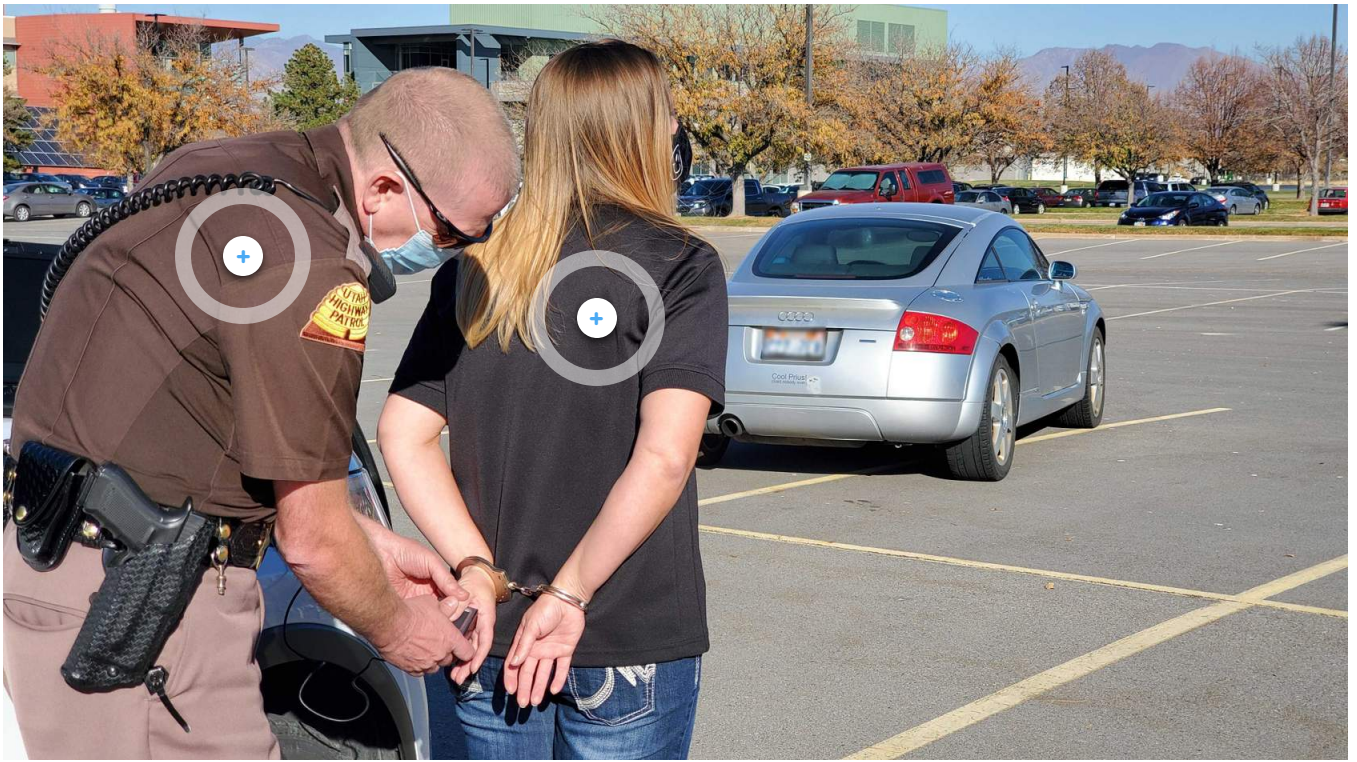
Officer

- Explain the process to the subject being fingerprinted.
- Gun-side away from the subject.
- The primary officer can gather the fingerprint while the secondary officer operates the computer (saving the graphical image and getting the software ready for a scan). If you are the only one handling all tasks, you will probably need to have the subject sit in the front seat of your patrol car so that you can operate the computer AND scanner.



Subject

Instruct the subject to firmly press down (do not roll) the finger of your choosing onto the scanner and to wait until you instruct them to remove it -- you are waiting for the scanner to beep, indicating a print has been captured.





Officer

While the subject is handcuffed:

- Fingerprinting while they are handcuffed would typically mean you are detaining someone for your safety and trying to correctly identify them.
- Outside the car -- With another officer maintaining control of the subject, you can gather the fingerprints.
- **Don't forget that if you have arrested them and are taking them to jail, there really is no reason to fingerprint them on the side of the road.**



Subject

Use your thumb to firmly press the subject's finger onto the scanner. Do not press too hard or enough to cause discomfort on their part. You may need to turn the scanner to maintain proper finger orientation.

Best practices....

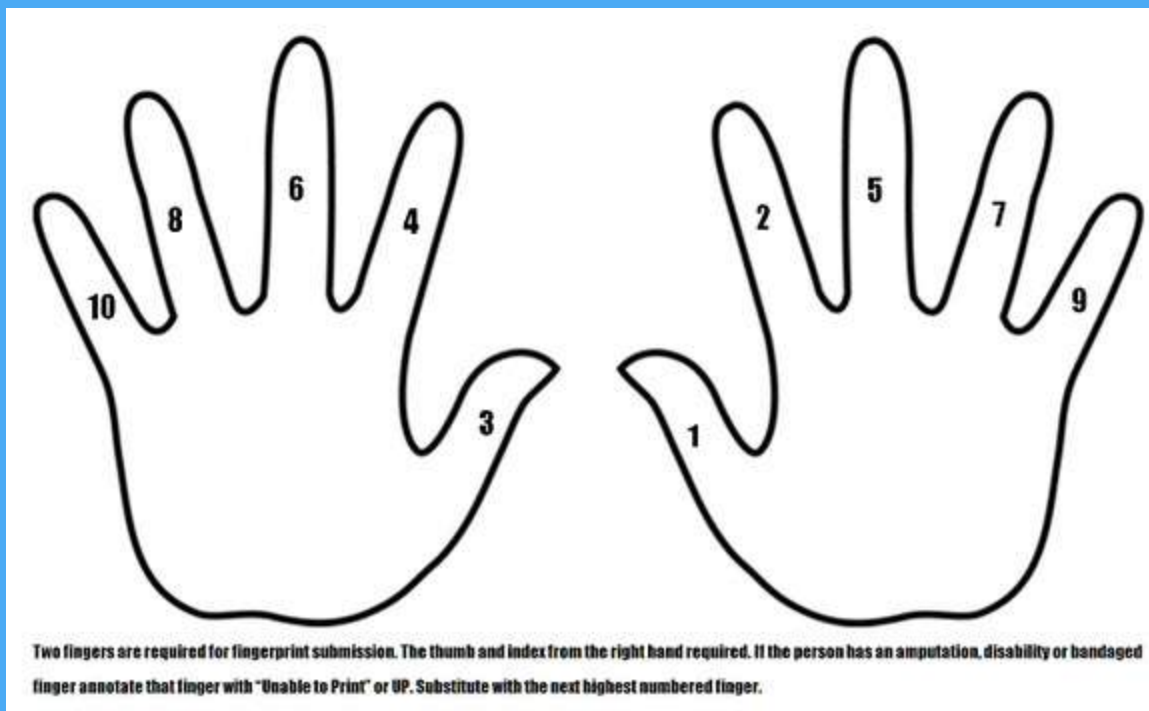
It is recommended that you save and store the fingerprints that you collect for 12-24 months (or until the case is adjudicated) in case the prints are needed during court. Create a folder on your desktop to organize the different fingerprints. The filename for the individual fingerprints should include the case number and finger used during the scan (example: "042200001-RThumb").

You may need to provide a digital copy of the fingerprint that was given during your investigation. Remember that the prints could be evidence of a crime (IE: false info) and will be needed for court.

You must collect a minimum of at least two different fingerprints to be able to check the WIN and FBI databases. It is recommended that while you are gathering the fingerprints, you should get 3 (or more) prints so that you can run the two best quality prints through BCI.

It is recommended that you scan the thumbs and index fingers, but you can use any finger. A criminal history will contain all 10 (or whatever is available) fingerprints, therefore, you can use any two fingers and should get a return 'hit' (or positive notification) for those with criminal histories.

The following image indicates the preferred order for scanning, with the right thumb and index and the left thumb and index being the preferred initial choices.



Tips and Hints

The following will assist in your understanding of the process involved....

Proper documentation

To run prints through the WIN and FBI database, there **MUST** be a valid criminal justice purpose and you must enter a case number into the UCJIS website.

NEVER run fingerprints through UCJIS for curiosity or testing purposes. The same restrictions apply to fingerprints as for running Triple-I or UCH.

The screenshot shows the UCJIS website interface. At the top, there are tabs for 'UCJIS Home' and 'QUIDL'. Below that is a 'Query' button. The main heading is 'QUID Transaction Query'. There is a link: 'Click Here to View Fingerprint Priority Image'. Under 'Originating Agency Identifier', there is a dropdown menu for 'ORI:' with the value 'UTUHP1300-UHP SALT LAKE'. To the right, the 'Case Number:' field is circled in red and contains the text 'ENTER CASE NUMBER'. Below this is the 'Upload Fingerprint' section, which includes a 'Browse...' button and the text 'No file selected.'. Under 'Fingerprint:', there is a dropdown menu for 'Fingerprint Type:' with the value 'RIGHT THUMB'.

Proper tool for the job

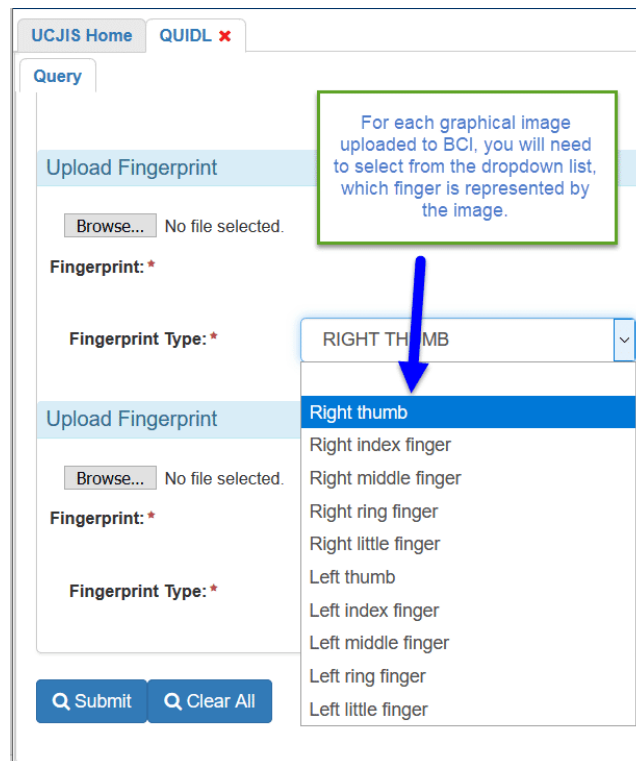
Fingerprint scanners are another tool for law enforcement to use. Be sure you are using the tool correctly and for the correct purpose/reasons.

If warrants are found —

If an active warrant is found during a fingerprint search, be sure to follow Department training and policy for properly confirming a warrant before making an arrest.

File names —

It is recommended that you give the digital file a filename with the case number, followed by the finger type that was scanned. You will need to know later, and properly identify which finger was scanned, when you upload the graphical image to BCI. For example: "042200001-RThumb"



UCJIS Home QUIDL x

Query

Upload Fingerprint

No file selected.

Fingerprint: *

Fingerprint Type: *

Upload Fingerprint

No file selected.

Fingerprint: *

Fingerprint Type: *

For each graphical image uploaded to BCI, you will need to select from the dropdown list, which finger is represented by the image.

RIGHT THUMB

- Right thumb
- Right index finger
- Right middle finger
- Right ring finger
- Right little finger
- Left thumb
- Left index finger
- Left middle finger
- Left ring finger
- Left little finger

Garbage in, Garbage out —

The software is not smart enough to know if you are scanning the proper portion (fingertip) of a finger. It is only making sure that it has enough data points before it will let you save the fingerprint (IE:you could scan the side of a finger and it might accept it as 'valid'). **Therefore, be**

sure to put firm (not painful) downward pressure on the finger being scanned and make sure that the center of the finger tip is clearly seen in the image before saving it.

Troubleshooting

TOO DARK

TOO LIGHT

GOOD PRINT

SPOOFING
PROTECTION

Images are too dark or poorly defined. This could indicate too much moisture on the fingers.

- Solution: Dry the fingers with a towel or cloth before fingerprint capture.



TOO DARK

TOO LIGHT

GOOD PRINT

SPOOFING
PROTECTION

Images are too light. This can indicate that the fingers are very dry.

- Solution: Rub a small amount of moisturizer (or drop of water) on the fingertips.



TOO DARK

TOO LIGHT

GOOD PRINT

SPOOFING
PROTECTION

A good print will have defined lines and good contrast. You can easily see the pattern area.



TOO DARK

TOO LIGHT

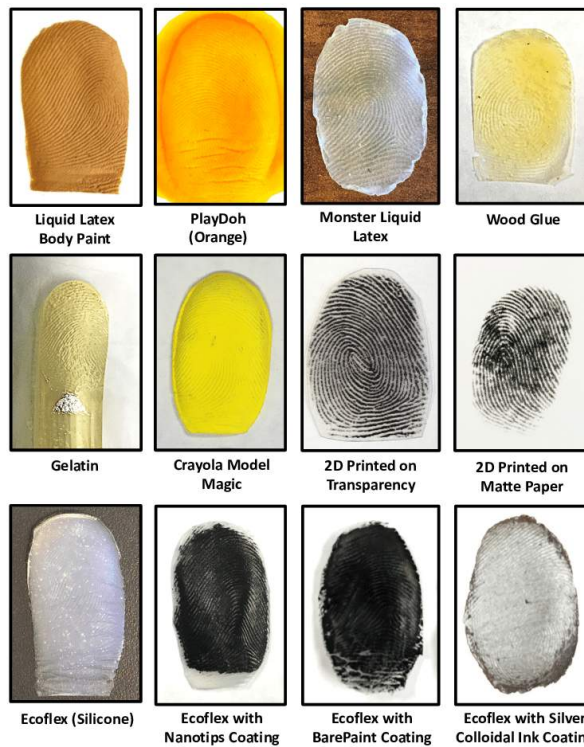
GOOD PRINT

SPOOFING
PROTECTION

The Watson Mini has hardware-based Automatic Spoof Rejection built-in.

- The Watson recognizes real vs. manufactured fingerprints.
- The scanner automatically rejects fingerprints based on silicone, glue, rubber, or other common spoofing materials that may be on the finger.

If it detects a manufactured fingerprint, you will not see anything on the scanning software (screen). Try a different fingertip or check for foreign substances.



Care and safe keeping

Protect the scanner when not in use. The Department provides a soft-cloth case with each scanner issued. Protect the scanning surface from being scratched.

Use a glass cleaner (with or without ammonia) for cleaning the device. Spray the cleaner onto a cloth and then rub down the scanner with the slightly damp cloth. Wipe completely dry using a clean cloth.

DO NOT use abrasive cleaners or cloths or alcohol-based cleaners or wipes.

If the subject insists on sanitizing before they touch the scanner, make sure their hands are dry and any sanitizing fluid on their hands has evaporated before the scanner is touched.

Alcohol-based hand sanitizing liquids should never be applied directly to the scanner surface. If these products are used (IE: a subjects hands, etc), please ensure hands have completely dried before they touch the scanner surface.

4

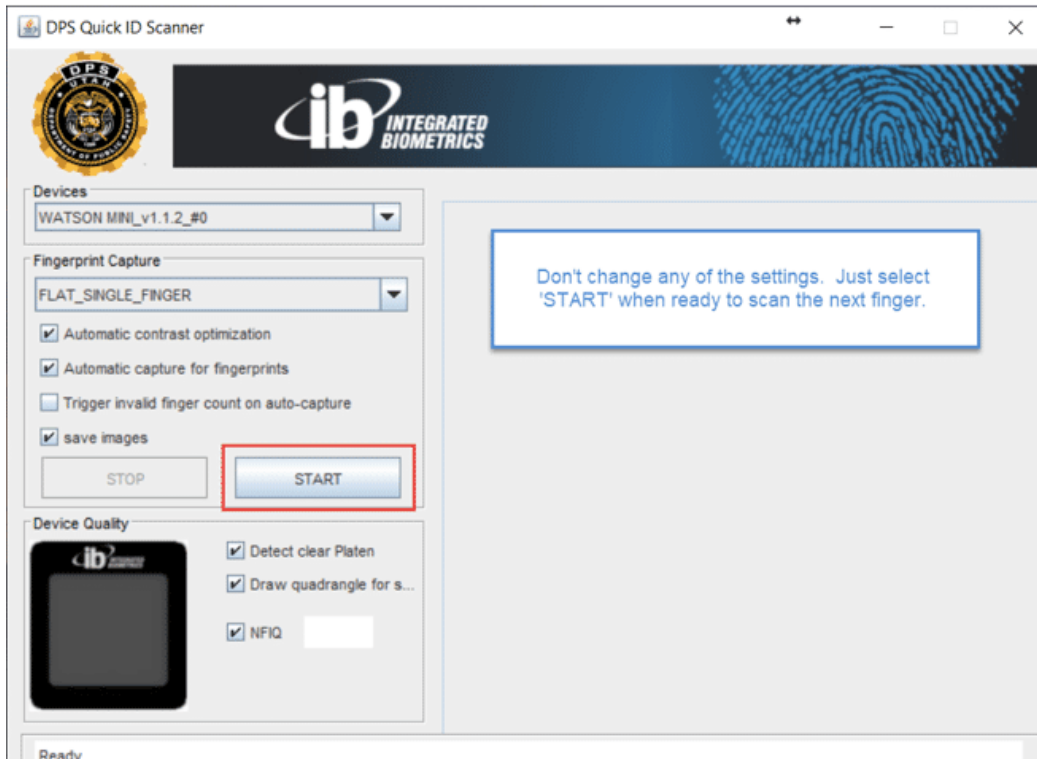


Complete the content above before moving on.

Scan and upload -- Step-by-step instructions

Step 1

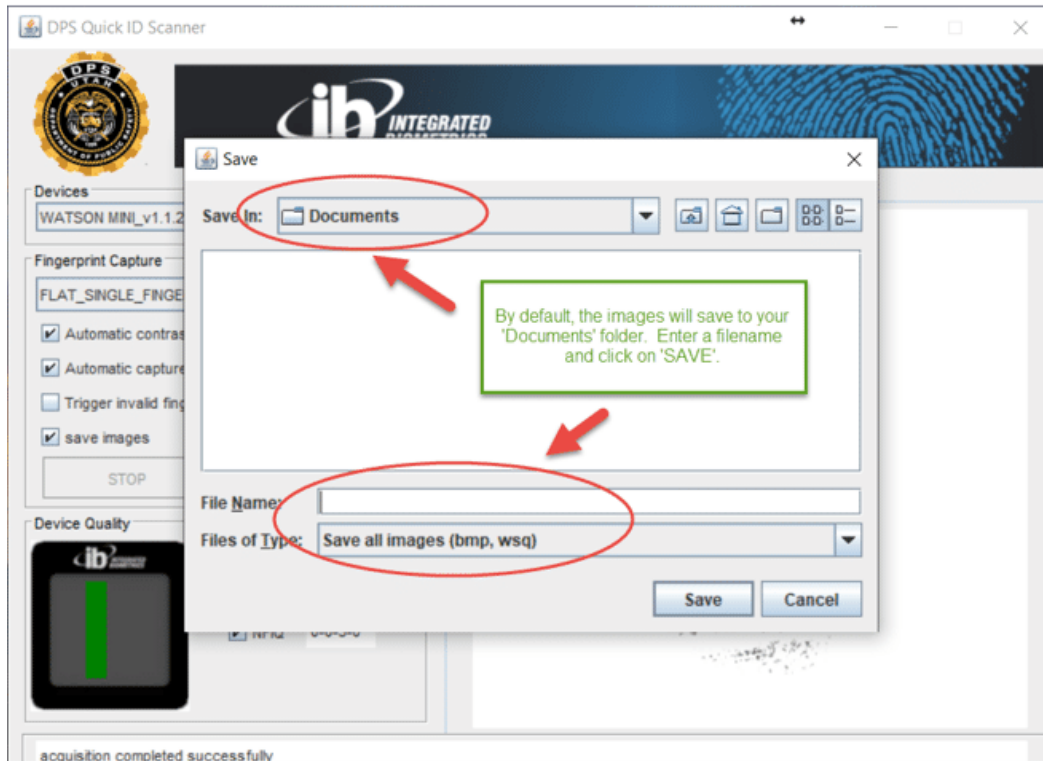
Step 1 - Capture the fingerprint



1. Load the Fingerprint Scanning software
2. Select 'START'
3. Have the subject press the fingertip of your choosing onto the surface of the Watson scanner. You should see an image of the finger begin to appear (this may happen quickly--or may take a few attempts). **When the software has enough data, you will hear a beep and the fingerprint will remain on the screen.**

Step 2

Step 2 - Save the file



- Save the file and repeat the previous step for the next finger being scanned.
- *Note: You can use the software to scan any prints you would like. You can test with your own prints. This program is used ONLY for capturing fingerprints.*

Step 3

Step 3 - Login to UCJIS

UCJIS
Utah Criminal Justice
Information System

QUIDL

New Broadcast Message

Close All

UCJIS Home

QUIDL ✕

Query

Select your ORI from the dropdown box.

Click Here to View Fingerprint Priority Image

Originating Agency Identifier

ORI:*

UTUHP1300-UHP SALT LAKE

UTUHP0000-UTUHP0000

Upload Fingerprint

1. Open a web browser and login to the UCJIS website (<https://ucjis.ps.utah.gov>)
2. Run the QUIDL transaction (enter QUIDL into the transaction box and press ENTER)
 - a. This transaction will be added to your BCI account by your agency TAC after you have completed this training.
3. Verify that your ORI is selected

Step 4

Step 4 - Enter a case number

UCJIS Home **QUIDL** ✕

Query

QUID Transaction Query

[Click Here to View Fingerprint Priority Image](#)

Originating Agency Identifier

ORI: *

Upload Fingerprint

No file selected.

Fingerprint: *

Fingerprint Type: *

All fields on this screen are required in order to successfully submit a request.

1. Enter a case number.

Step 5

Step 5 - Upload image

UCJIS Home QUIDL ✕

Query

Upload Fingerprint

No file selected.

Fingerprint: *

Fingerprint Type: * RIGHT THUMB

Upload Fingerprint

No file selected.

Fingerprint: *

Fingerprint Type: *

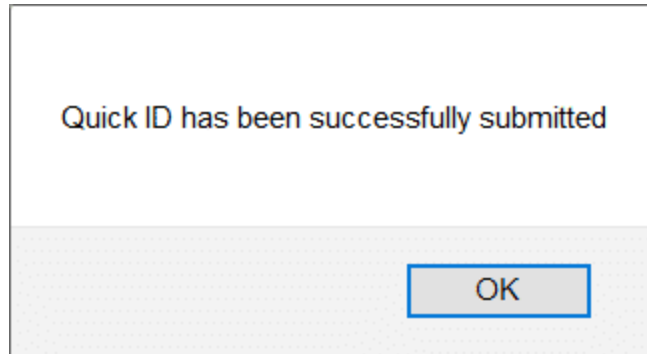
Right thumb
Right index finger
Right middle finger
Right ring finger
Right little finger
Left thumb
Left index finger
Left middle finger
Left ring finger
Left little finger

1. Click on Browse and search for the fingerprint file that you saved in a previous step.
2. Select the proper finger from the dropdown list (for that image).

Click on 'Browse' and select one of the fingerprint images that were saved to your fingerprint image folder.

Step 6

Step 6 - Select finger type



1. From the 'Fingerprint Type' dropdown list, pick which finger is being uploaded.
2. Repeat the 'Browse' process for the next fingerprint image.
3. After both fingerprints are showing on the screen, press the 'Submit' button. *You should receive a pop-up box that indicates you were successful with submitting the fingerprints.*
 - a. *Make sure your web browser allows pop-ups for the UCJIS website or you will not receive this notification*

Examine results -- step-by-step instructions

Step 1

Step 1 - Viewing the results screen

UCJIS Home QUIDL x QLOGL x

Query Results x

Audit Log Results
Created by [redacted] on 07/28/2021 10:36:32

MIP results are only available for 30 days

Q Refresh

Continue pressing the 'Refresh' button (periodically) until it changes from PENDING to 'HIT' or 'NO HIT'

Transaction Date	Case #	Status	Submission Date	SID	WIN Hit Level	WIN Response Date	FBI Hit Level	FBI Response Date	Error
07/28/2021 10:36	TEST	SUCCESS	07/28/2021 10:36		PENDING		PENDING		
05/11/2021 11:53	TEST	SUCCESS	05/11/2021 11:53	UT000321323	HIT	05/11/2021 11:56	HIT	05/11/2021 11:55	

If you are not automatically taken to the 'results' or 'log' screen, you can run the transaction 'QLOGL'.

- Once at the 'QLOGL' screen, you will see a list of all of the fingerprint queries that you have run through UCJIS using your account. You can review the last 30 days of scans before the results are removed.
 - *The list of queries will not disappear after 30 days, only the ability to review the results of each individual query.*

Step 2

Step 2 - Viewing a 'HIT'

UCJIS Home QLOGI x

Query Results x

MIP results are only available for 30 days

As soon as you get the 'VIEW MIPS' button on the left side of your fingerprint query, you can click on it and see what was found in the criminal databases.

Audit Log Results
Created by on 12/16/2020 14:54:53

Q Refresh

	Transaction Date	Case #	Status	Submission Date	SID	WIN Hit Level	WIN Response Date	FBI Hit Level	FBI Response Date
VIEW MIPS	12/08/2020 21:20	TEST	SUCCESS	12/08/2020 21:20	UT000000001	HIT	12/08/2020 21:22	HIT	12/08/2020 21:21
VIEW MIPS	12/08/2020 21:10	TEST	SUCCESS	12/08/2020 21:10	UT000321323	HIT	12/08/2020 21:13	HIT	12/08/2020 21:13
	10/28/2020 16:23	TESTCASE			UT000321323	HIT	10/28/2020 16:27	HIT	10/28/2020 16:26
	10/01/2020 14:19	TEST			UT000321323	HIT	10/01/2020 14:19	HIT	10/01/2020 14:19

The 'VIEW MIPS' buttons are gone because the queries are older than 30 days....

- Within 5-10 minutes of submitting the fingerprints, you should have results (either positive or negative) from the WIN and FBI databases.
 - If the status remains 'pending' after 10 minutes, that database may not be responding. You can try resubmitting the same fingerprints again, or select two different prints and retry the process. You may also contact BCI's 24/7 helpdesk (801-965-4446) to see if they are aware of any issues that may be happening.
- As soon as you see the 'View MIP' button on the left side of the query, you can click on the button and begin examining any of the 'HIT' data. **You will need to periodically click on the 'refresh' button so that any new information can be displayed on your screen.**

Step 3

Step 3 - Analyzing the 'HIT'

Remember that you can click on any of the TABS above to return to that transaction.

Any NCIC or UCCH record that returns a match for the subject, based on the fingerprints taken, and the 10-print card made during booking. These records will contain some or all of the following: name, aliases, date of birth, social security number and possibly driver license number.

Received Time	Agency	UserID	Transaction	ORI	Search Fields	Index	Summary
09/24/2021 13:00	UHPORE		CHQ	UTUHP1000	SID=000321323.PURPOSE_CODE=C.REQUESTER= ;AUDIT_REASON=QID-TEST	23844528	UchRapsheet SID DETAIL
09/24/2021 13:00	UHPORE		QW	UTUHP1000	TN01.QW.UTUHP1000.NAM=BEAR.YOQI.SEX=M.RAC=U.FBINA.SOC=529629590.OLN172443851		WarrantsByRequestor DETAIL
09/24/2021 13:01	UHPORE		QSW	UTUHP1000	LAST_NAME=BEAR.FIRST_NAME=YQG	23844524	WarrantsByName SEARCH
09/24/2021 13:01	UHPORE		PO	UTUHP1000	LAST_NAME=BEAR.FIRST_NAME=YQG.MIDDLE_NAME=B	23844526	SearchPO
09/24/2021 13:01	UHPORE		QSW	UTUHP1000	SSN=529629590	23844530	WarrantsByPersonIdentifier SEARCH
09/24/2021 13:01	UHPORE		QSW	UTUHP1000	DL_NUMBER=172443851	23844528	WarrantsByPersonIdentifier SEARCH

When the results of the database search are shown (referred to as the 'Audit Log Results' screen), you will need to review the summary which is located in the far right column of the screen.

If there are any UCCH records or NCIC records found, they will be a positive match with your subject based on their fingerprints. These records will contain some or all of the following information about your subject: name, aliases, date of birth, social security number and possibly driver license number.

Step 4

Examine the records found

UCJIS Home QUIDL X QLOGL X LOGSL X

Query Results X

Audit Log Results
Created by on 09/24/2021 13:02:18

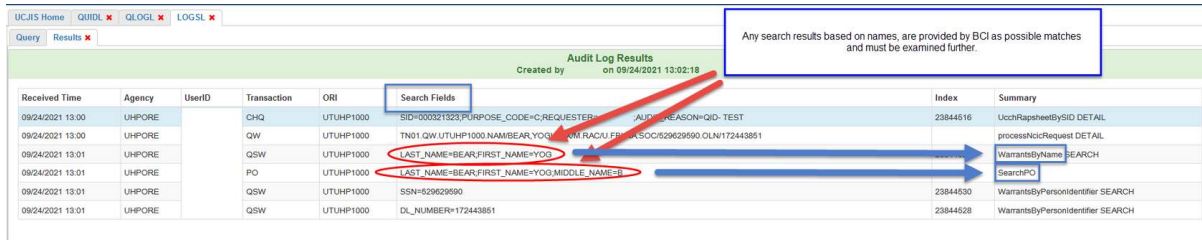
If records are found that list specific identifiers (IE: Social security number or driver license number), it means that those records are a direct match to the fingerprints you submitted. In the example below, each of the items are associated with an active warrant.

Received Time	Agency	UserID	Transaction	ORI	Search Fields	Index	Summary
09/24/2021 13:00	UHPORE		CHQ	UTUHP1000	SID=000321323.PURPOSE_CODE=C.REQUESTERS...AUDIT_REASON=QID-TEST	23844516	UchRapsheetBySID DETAIL
09/24/2021 13:00	UHPORE		QW	UTUHP1000	TN01.QW.UTUHP1000.NAM=BEAR.YOGL...RACU...S00/529629590.OLN172443851		processNcicRequest DETAIL
09/24/2021 13:01	UHPORE		QSW	UTUHP1000	LAST_NAME=BEAR.FIRST_NAME=YOG	23844524	WarrantsByName SEARCH
09/24/2021 13:01	UHPORE		PO	UTUHP1000	LAST_NAME=BEAR.FIRST_NAME=MIDDLE_NAME=B	23844526	SearchPO
09/24/2021 13:01	UHPORE		QSW	UTUHP1000	SSN=529629590	23844530	WarrantsByPersonIdentifier SEARCH
09/24/2021 13:01	UHPORE		QSW	UTUHP1000	DL_NUMBER=172443851	23844528	WarrantsByPersonIdentifier SEARCH

If you see in the 'search field' column a driver license number or social security number, these are matches to the fingerprints you submitted and most likely link to an active warrant (as indicated by a unique index number).

Step 5

'Name' results



Received Time	Agency	UserID	Transaction	ORI	Search Fields	Index	Summary
09/24/2021 13:00	UHPORE		CHQ	UTUHP1000	SID=000321323.PURPOSE_CODE=C.REQUESTER...	23844516	UchRapsheetBySID DETAIL
09/24/2021 13:00	UHPORE		QW	UTUHP1000	TN01.QW.UTUHP1000.NAM=BEAR.YOG...		processNcicRequest DETAIL
09/24/2021 13:01	UHPORE		QSW	UTUHP1000	LAST_NAME=BEARFIRST_NAME=YOG		WarrantsByName SEARCH
09/24/2021 13:01	UHPORE		PO	UTUHP1000	LAST_NAME=BEARFIRST_NAME=YOGMIDDLE_NAME=B		SearchPO
09/24/2021 13:01	UHPORE		QSW	UTUHP1000	SSN=529629590	23844530	WarrantsByPersonIdentifier SEARCH
09/24/2021 13:01	UHPORE		QSW	UTUHP1000	DL_NUMBER=172443851	23844528	WarrantsByPersonIdentifier SEARCH

Any search results based on names, are provided by BCI as possible matches and must be examined further.

A final reminder...

Per policy 639.4(e):

At a minimum, an Officer Information report will be completed to document the law enforcement purpose and supporting rationale for using the AFIS mobile scanner. This data may be documented in a Crime Report, should one be appropriate for the incident. When an officer uses AFIS mobile scanner to assist another agency, an Officer Information report will be completed and will include the other agency's case number, officer name, law enforcement purpose for the AFIS mobile scanner use, data disseminated to that agency, and any other relevant information.



Complete the content above before moving on.

Knowledge check!

True or False

To search the WIN and FBI databases, you **MUST** have at least three fingerprint images?

True

False



You **MUST** complete the content above before you will get credit.

Receive credit

Click button to receive credit and exit the course.

RECEIVE CREDIT