

1. Log into Cornerstone, <https://dallasisd.csod.com>, using your EAD credentials
2. Select the **Excellence Initiative Training Acknowledgement** from 'Your Tasks' list.



3. Select **Get Started**.

A screenshot of the 'Excellence Initiatives Training Acknowledgement' page. The page has a sidebar on the left with 'Overview' and 'Excellence Initiatives...' options. The main content area shows the title 'Excellence Initiatives Training Acknowledgement' with an 'Options' dropdown. Below the title is an employee profile card with a placeholder image, 'Employee Name', 'Position', and the dates '9/8/2016 - 6/30/2017'. To the right of the profile is a circular progress indicator showing '0%'. Below this is an 'Overview' section with the text 'Please click 'GET STARTED' to begin.' and a 'Review Step Progression' bar. A box below the bar contains a checked checkbox and the text 'Excellence Initiatives Training Acknowledgement' with another checked checkbox. At the bottom right, there is a 'Get Started' button, which is highlighted by a blue arrow pointing to it from the right.

4. Check the acknowledgement box and click **SIGN**.
5. Click **SUBMIT**.

The screenshot shows a web interface for 'Excellence Initiatives Training Acknowledgement'. On the left is a navigation menu with 'Overview' and 'Excellence Initiatives ...'. The main content area has a title 'Excellence Initiatives Training Acknowledgement' and an 'Options' dropdown. Below the title is an employee profile section with a placeholder image, 'Employee Name', 'Position', and dates '9/8/2016 - 6/30/2017'. To the right of this is a circular progress indicator showing '0%'. The main body of the form contains the title 'Excellence Initiatives Training Acknowledgement' and a paragraph of text: 'I have reviewed the materials provided for PEI, APEI, SCEI, LEI, and 3R, including the system knowledge overview webcasts. I will review additional resources as they are provided throughout the 2016-17 School Year.' Below this is a 'Self' section with a checkbox and the text: 'I acknowledge that providing my electronic approval is equivalent to signing this document and I understand that my electronic signature is binding.' To the right of the checkbox is a black 'Sign' button. Below the text is a rich text editor with a toolbar containing 'B', 'I', 'S', 'U', and other icons. At the bottom right of the form is a black 'Submit' button. Two blue arrows point to the 'Sign' and 'Submit' buttons respectively.