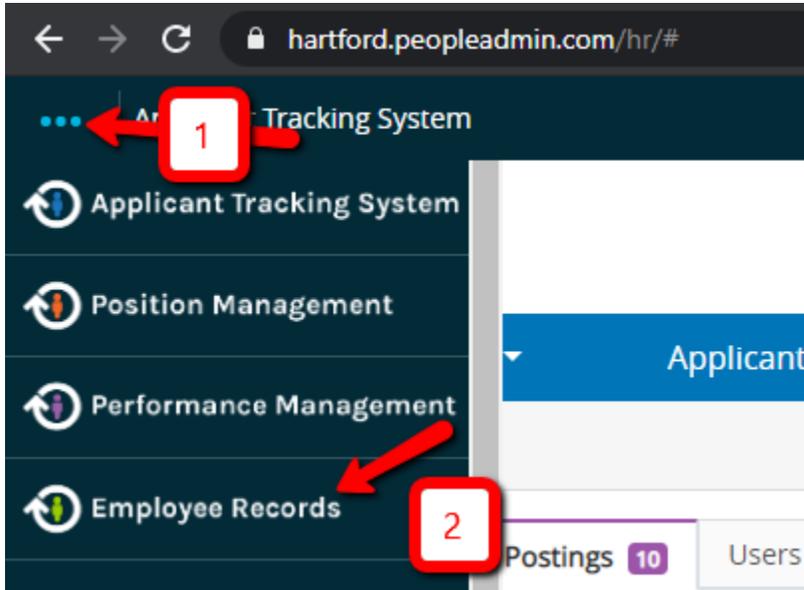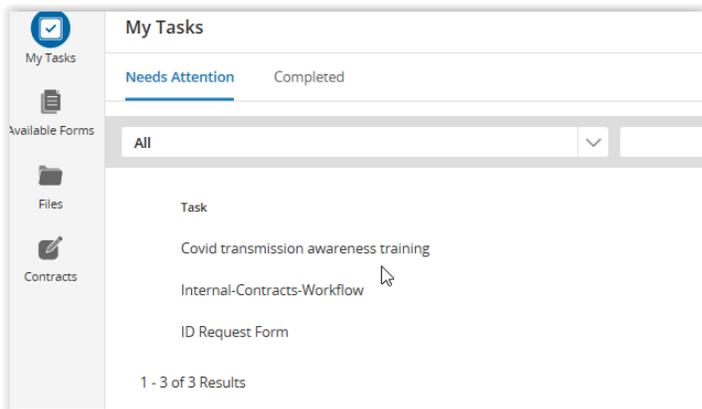Follow this link to log into PeopleAdmin.

After logging in please follow the below instructions:

A window should appear that looks very similar to this screen. Click the View button to see the task, and follow all instructions.

When you have finished, there will be a button that says "Save Final." This will allow you to add your electronic signature as proof of completion.