

Instructions for completing your Evaluation, Downloading your Certification of Attendance, and accessing your Exam Voucher

Step 1: Visit <https://aspen.eccouncil.org>. If you already have an account, skip to Step 4.

Step 2: Click **Register** and fill out the registration form. Click **SUBMIT** button.

Step 3: You will receive a confirmation email from aspen@eccouncil.org. Follow the instructions in the email to activate your EC-Council Aspen Portal account.

Step 4: Login using your Username and Password.

Step 5: Once successfully logged in, click the **Evaluation** button listed under **My Courses**.

Scenario A: All your training modules have been marked as Complete and you can proceed to key in our evaluation

Scenario B: All your training modules have not been marked as Complete; you need to click on "**I Confirm. Proceed to Evaluation**" and you can proceed to key in our evaluation

Step 6: Click "**SUMBIT EVALUATION**"

Step 7: Click "**DOWNLOAD CERTIFICATION OF ATTENDANCE**" to download your COA

Step 8: You will receive an email with your exam voucher code at your registered email id from aspen@eccouncil.org. Follow the instructions attached to proceed with your exam.

Note:

- ✓ *An authorized **EC-Council Proctor** is required to help you unlock your exam*
- ✓ *The Exam voucher is valid for **one year** from date of receipt.*

Support:

You will find detailed instructions with screenshots at <https://aspen.eccouncil.org/Home/Helpdesk> to access all services available to you in the Aspen portal including your evaluation, certificate of attendance, exam score transcript and certification as well as your continuing education scheme if applicable.

Should you have any questions, please write to us at aspensupport@eccouncil.org.