

# How to Access the Accounting Career Day Videos

1. Visit [my.ohiocpa.com](http://my.ohiocpa.com) and sign in or create an account on the top right corner by clicking on “Sign In/Register.”
  - If you do not have an account, hit the “I am a student” button to register.
  - Fill in the required information and hit “create.” You will automatically be logged in to MyOSCPA.
2. Search for “Accounting Career Day” in the “Search Catalog” bar, located in the middle of the right side of the webpage.
3. Select the first option that appears, titled: “High School Accounting Career Day Series” by clicking on the blue “View Details” button.
4. Click the blue “Add To Cart” button.
5. Scroll to the bottom of the next page and click the orange “Add to Cart” button, then click on the cart icon on the top right side of the page to access your cart. Select the orange “Secure Checkout” button in the pop up window.
6. Ensure the required billing information is entered (this is just a requirement of the website; this course is free and you will not be billed), then hit the orange “Submit” button.
7. Access the courses by visiting your Learning Center, found under the dropdown menu on the top left side of the webpage.
8. Hit the “Launch” button located next to the course to begin. The video appears as a pop up, so if you experience any issues viewing the window you may need to disable your pop up blocker.
9. Once you complete the course, you can access your completion certificate by tabbing over to the “Completed” section of your Learning Center and clicking “View Certificate” button.