



Instructions for setting up a SMART account

1. Go to "smartmo.education"
2. Click the dropdown tab "SMART Registration" on the left-hand side of the page
3. Enter all your information into the boxes shown (include the dashes in the phone number, such as 573-882-9335, and recheck the birthdate year as the calendar sometimes resets)
4. Hit "submit"
5. You will receive an email with a password (sometimes emails take up to an hour to arrive, please check your junk/SPAM folder as well)
6. Come back to the smartmo.education site and enter your email and the password
7. Under the tab "Program Dashboard" hit the "Train" icon for either server training or seller training
8. Once you complete the training, you can take the exam by clicking the "Exam" icon under "Program Dashboard"
9. Once you finish the exam a small "Print" icon will appear next to the exam icon and you can print your certificate
10. For general issues with the training, contact customer support at 573-882-9335 or smart@missouri.edu, and for issues with unreceived passwords and other technical questions, contact the technical desk at 402-472-4340 or at ode-ppdev@unl.edu