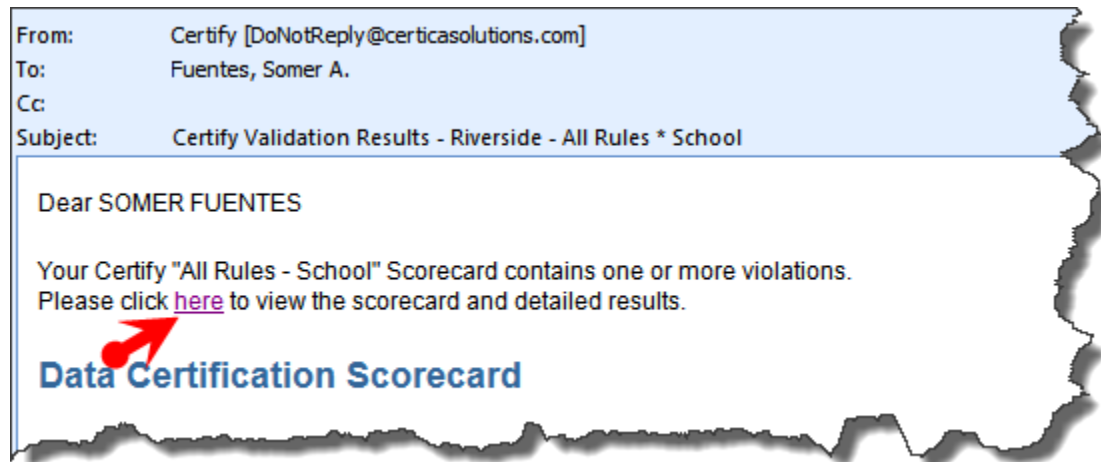


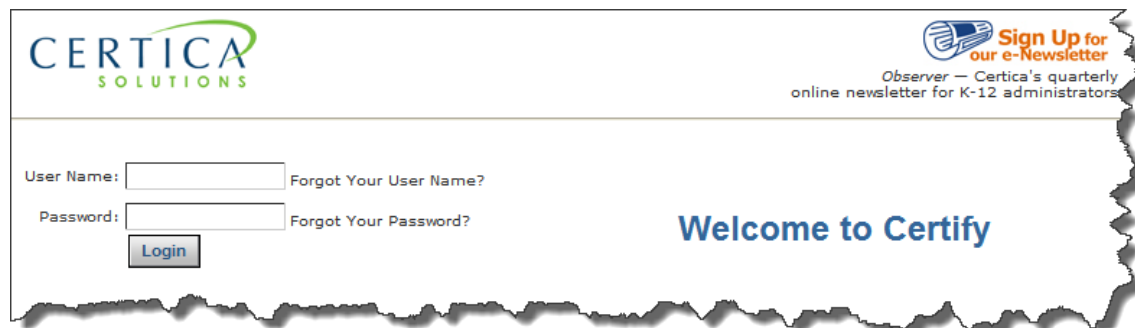
## Certify Rule Library Cheat Sheet

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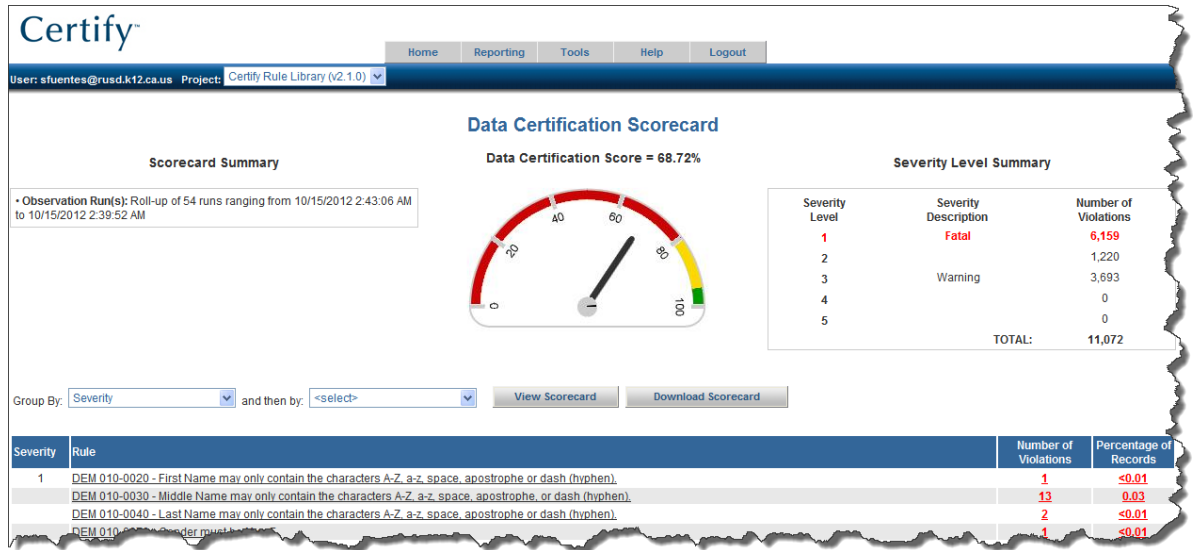
1. From the e-mail received from **Certica Solutions** click on the [here](#) link



2. Once you've clicked on the link, the Login window for **Certify Rule Library** will display.
3. From the Login window, type the **User Name** and **Password** that was provided to you by TS.



4. Click the **Login** button
5. Once you are logged onto **Certica Rule Library**, your schools Data Certification Scorecard will display.



- To address the 'errors' for your site, you will need to click on the number in the **Number of Violations** column to see the students information along with the error.
- To see more detail on this error click on [More Info...](#)
- Next click on [Click here to see the Prescription for this Rule](#) to see a detailed description of where to locate this error and how to fix it.