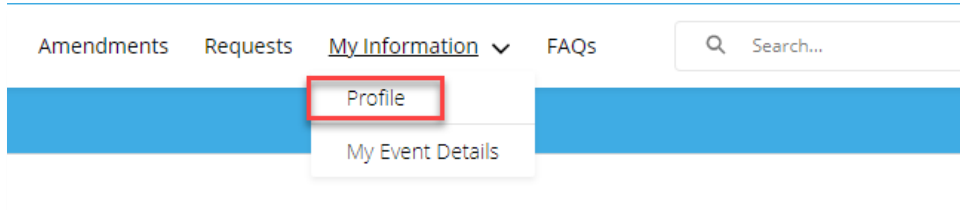


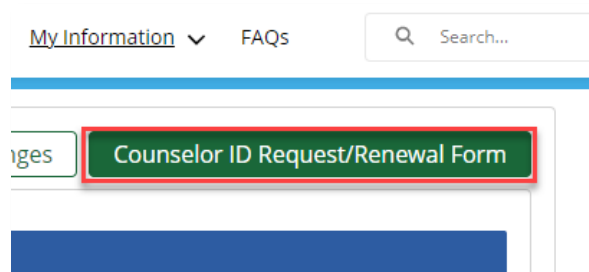
How to Request Test Counselor ID's

1. Login to SHOARS
2. At the top of the page, select **"My Information,"** then select **"Profile."**



A screenshot of the SHOARS navigation menu. The menu items are 'Amendments', 'Requests', 'My Information', and 'FAQs'. A search bar is located to the right of the menu. The 'My Information' dropdown menu is open, showing 'Profile' and 'My Event Details'. The 'Profile' option is highlighted with a red box.

3. Select the green button labeled, **"Counselor ID Request/Renewal Form."**



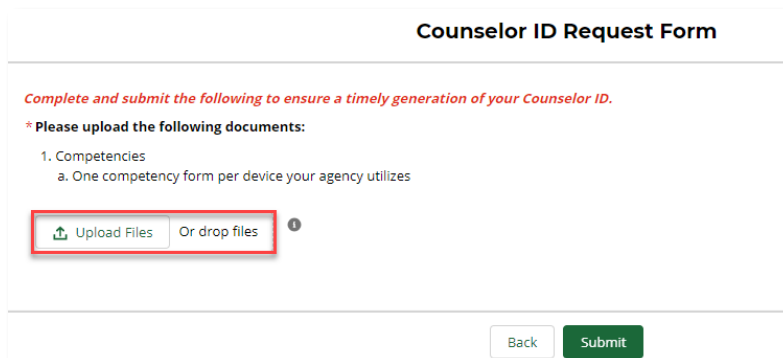
A screenshot of the SHOARS navigation menu. The menu items are 'My Information', 'FAQs', and a search bar. The 'My Information' dropdown menu is open, showing 'Counselor ID Request/Renewal Form' and 'My Event Details'. The 'Counselor ID Request/Renewal Form' option is highlighted with a green box and a red border.

4. Select **"Request Counselor ID"**



A screenshot of the 'Request/Renewal Counselor ID Form'. The form has two radio button options: 'Renew Counselor ID' and 'Request Counselor ID'. The 'Request Counselor ID' option is selected and highlighted with a red box. At the bottom of the form, there are 'Cancel' and 'Next' buttons.

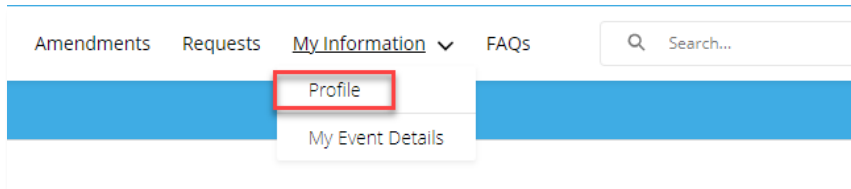
5. Use the **"Upload Files"** button to upload competencies, then click **"Submit."** Upon review of your uploaded documents you will be assigned an ID.



A screenshot of the 'Counselor ID Request Form'. The form has a heading 'Counselor ID Request Form' and a sub-heading 'Complete and submit the following to ensure a timely generation of your Counselor ID.' Below this, there is a list of documents to upload: '1. Competencies' and 'a. One competency form per device your agency utilizes'. At the bottom of the form, there is an 'Upload Files' button and an 'Or drop files' button. The 'Upload Files' button is highlighted with a red box. At the bottom of the form, there are 'Back' and 'Submit' buttons.

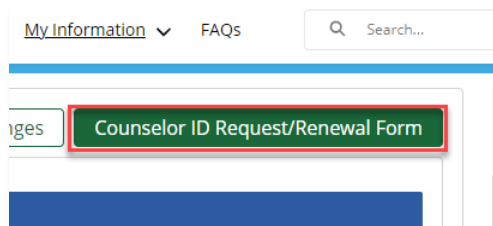
How to Renew Test Counselor ID's

1. Login to SHOARS
2. At the top of the page, select **"My Information,"** then select **"Profile."**



A screenshot of the SHOARS user interface showing a navigation menu. The menu items are "Amendments", "Requests", "My Information", and "FAQs". A search bar is located to the right of the menu. The "My Information" dropdown menu is open, showing two options: "Profile" and "My Event Details". The "Profile" option is highlighted with a red rectangular box.

3. Select the green button labeled, **"Counselor ID Request/Renewal Form."**



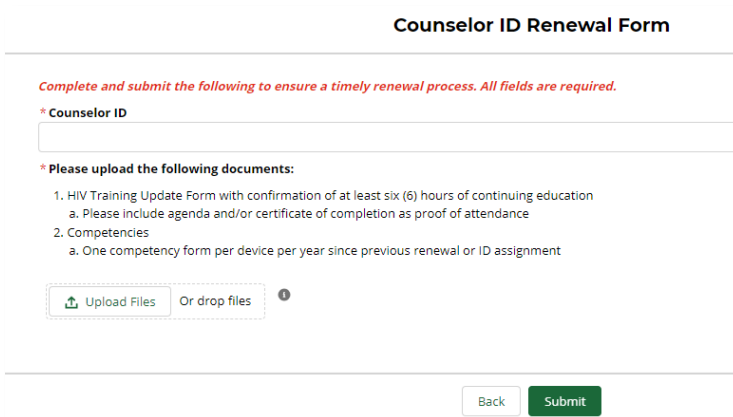
A screenshot of the SHOARS user interface showing a navigation menu. The menu items are "My Information" and "FAQs". A search bar is located to the right of the menu. The "My Information" dropdown menu is open, showing a list of options. The "Counselor ID Request/Renewal Form" option is highlighted with a green rectangular box.

4. Select **"Renew Counselor ID"**



A screenshot of the "Request/Renewal Counselor ID Form". The form has two radio button options: "Renew Counselor ID" and "Request Counselor ID". The "Renew Counselor ID" option is selected and highlighted with a red rectangular box. At the bottom of the form, there are two buttons: "Cancel" and "Next".

5. Input your counselor ID number and use the **"Upload Files"** button to upload your HIV Training Update Form and Competencies, then click **"Submit."** Upon review we will recertify you and update your expiration date.



A screenshot of the "Counselor ID Renewal Form". The form has a title "Counselor ID Renewal Form" and a red instruction: "Complete and submit the following to ensure a timely renewal process. All fields are required." Below this, there is a text input field for "Counselor ID". Underneath, there is a section titled "Please upload the following documents:" with two numbered items: "1. HIV Training Update Form with confirmation of at least six (6) hours of continuing education" and "2. Competencies". Each item has a sub-item "a." with further details. At the bottom of the form, there is a file upload button labeled "Upload Files" and "Or drop files". At the very bottom, there are two buttons: "Back" and "Submit".