

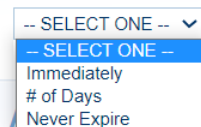
# Create an Affidavit



Affidavits must be attached to module or reference assets. You can create an asset void of any content if you wish to display only an affidavit.

1. [Navigate to an asset](#) .
2. Select **Create Affidavit** from the properties menu. If there is already an affidavit attached to this asset, the menu will say View Affidavit instead.
3. Enter the **Title** of the affidavit.
4. Enter the **Content** that users must read and design the look of the affidavit using the [content editor](#) .
5. Optionally require an **Electronic Signature** .
6. Optionally choose an **Expiration Rule** using the drop-down menu. This will not affect a user's prior asset completion based on the acceptance of an affidavit.

## Expiration Rules



- a. Select **Immediately** to have users re-accept the affidavit each time they visit the asset.
  - b. Select **Number of Days** to enter the number of days before the affidavit must be re-accepted.
  - c. Select **Never Expire** if users do not need to re-accept the affidavit after the first time. This is the default behaviour.
7. Optionally select [check boxes](#) to define certain **Actions** when an affidavit is accepted or rejected. This can redirect users to a URL, a LMS page, or lock their access to a selected asset.

## Actions

### On Accept:

Redirect To:

Lock Assets:

### On Reject:

Redirect To:

Lock Assets:



- a. Do Nothing. This is the default behaviour.
- b. Redirect to a selected asset within the same product.
- c. Lock the Following Asset: The participant will not be able to access the asset.

8. Optionally **Add Display Rules** to define when an affidavit is presented to users. Select **Add** to apply one or more rules.

- a. Display affidavit only when affidavit has not been agreed to
- b. Display affidavit only when asset has not been viewed: Use the drop-down menu to select a product and the corresponding asset. Create multiple rules if you have more than one asset that must be viewed.

9. **Save.**

## Informetica Sample Course - Affidavit Example

 Edit  Print Page  English A A A

### Course Credit Requirements

Last Viewed On: Never

Current Status:

The following conditions must be met in order to receive course credit. I hereby certify that I understand these requirements:

1. I must provide my Primary Agency and Student ID # on my Profile form.
2. I must receive a 80% or higher score on this course.

**Note that you will not be able to complete the exam until you have accepted the conditions.**

Accept

Reject

