



How to view and
print a Certificate
of Completion

How to view and print a **Certificate of Completion**

- Select **Learning History** from left side menu
- Scroll down to the desired course
- Click **View Certificate** to the right of the title

How to view and
print your
Learning History

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- Select **Learning History** from left side menu
- Click to **View as Report** on the right side
- Click transcript report next to checkmark

How to review
training content
after completion

How to review training content after completion

- Select **Learning History** from left side menu
- Scroll down to the desired course
- Click course title to access modules