

How to view, print, and save a certificate of completion

You can view your certificates of completion for all courses that you have completed in your **Learning History**. The process for saving or printing the certificate depends on your device and browser.

Windows / Google Chrome

1. Click the link in the left menu to open your **Learning History**.
2. Scroll to the course you completed, then click to **View Certificate**.
3. In the new window, click **View as PDF** at the top of the frame.
4. Click the **Printer** icon in the top right corner.
5. To print, open the **Destination** menu, select your printer, then click the **Print** button at the bottom right.
6. To save as a PDF, open the **Destination** menu, select **Save as PDF**, then click the **Save** button at the bottom right.

Windows / Microsoft Edge

1. Click the link in the left menu to open your **Learning History**.
2. Scroll to the course you completed, then click to **View Certificate**.
3. In the new window, click **View as PDF** at the top of the frame.
4. Click the **Printer** icon in the top right corner.
5. To print, open the **Printer** menu, select your printer, then click the **Print** button at the bottom left.
6. To save as a PDF, open the **Printer** menu, select **Save as PDF**, then click the **Save** button at the bottom right.

Windows / Firefox

1. Click the link in the left menu to open your **Learning History**.
2. Scroll to the course you completed, then click to **View Certificate**.
3. In the new window, click **View as PDF** at the top of the frame.
4. Click the **Printer** icon in the top right corner.
5. To print, open the **Destination** menu, select your printer, then click the **Print** button at the bottom right.
6. To save as a PDF, open the **Destination** menu, select **Save as PDF**, then click the **Save** button at the bottom right.

Android (Phone or Tablet) / Chrome

1. Click the link in the left menu to open your **Learning History**.
2. Scroll to the course you completed, then click to **View Certificate**.
3. In the new window, click **View as PDF** at the top of the frame.
4. Tap the three-dot icon in the upper-right corner of the screen and select **Print**.
5. Select **Save as PDF** from the list of available printers.
6. Tap **Save** to continue.
7. Select where you want to save the file, then select **Save** to finish.

Mac OS / Google Chrome

1. Click the link in the left menu to open your **Learning History**.
2. Scroll to the course you completed, then click to **View Certificate**.
3. In the new window, click **View as PDF** at the top of the frame.
4. Click the **Printer** icon in the top right corner
5. To print, open the **Destination** menu, select your printer, then click the **Print** button at the bottom right.
6. To save as a PDF, open the **Destination** menu, select **Save as PDF**, then click the **Save** button at the bottom right.

Mac iOS (iPhone or iPad)/ Chrome

1. Tap the link in the left menu to open your **Learning History**.
2. Scroll to the course you completed, then tap **View Certificate**.
3. In the new window, tap to **View as PDF** at the top of the frame.
4. Tap the **Send/Share** icon (a box with arrow pointing upwards) in the address bar at the top of the screen.
5. Scroll down and select **Print**.
6. Tap the **Send/Share** icon on this screen, then select where you want to send the PDF file, ex. Mail, Gmail, Save to Files, etc.

Mac OS / Safari

1. Click the link in the left menu to open your **Learning History**.
2. Scroll to the course you completed, then click to **View Certificate**.
3. In the new window, click **View as PDF** at the top of the frame.
4. Click the **Printer** icon in the top right corner
5. To print, open the **Destination** menu, select your printer, then click the **Print** button at the bottom right.
6. To save as a PDF, open the **Destination** menu, select **Save as PDF**, then click the **Save** button at the bottom right.

Mac iOS (iPhone or iPad)/ Safari

1. Tap the link in the left menu to open your **Learning History**.
2. Scroll to the course you completed, then tap **View Certificate**.
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5. Scroll down and select **Print**.
6. Tap the **Send/Share** icon on this screen, then select where you want to send the PDF file, ex. Mail, Gmail, Save to Files, etc.