

The process varies depending on the device and browser you are using.

Several common combinations are provided here.

<p>Windows 7 or 10 / Google Chrome</p> <ol style="list-style-type: none"> 1. From My Dashboard, click the link to My Transcript 2. Scroll to the course you completed, then click to View Certificate 3. In the new window, click to View as PDF at the top of the frame 4. Click the Printer icon in the top right corner 5. Select your printer (Destination) – check the settings – click to Print 6. You also have the option to change the Destination to Save as PDF 	<p>Windows 7 or 10 / Internet Explorer 11</p> <ol style="list-style-type: none"> 1. From My Dashboard, click the link to My Transcript 2. Scroll to the course you completed, then click to View Certificate 3. In the new window, click to View as PDF at the top of the frame 4. Menu options appear to Save, Print, adjust view or to view in Acrobat Reader. Click Printer icon 5. Select printer, confirm settings, then click Print button at bottom right 6. You also have the option to change the Destination to Save as PDF
<p>Windows 10 / Microsoft Edge</p> <ol style="list-style-type: none"> 1. From My Dashboard, click the link to My Transcript 2. Scroll to the course you completed, then click to View Certificate 3. In the new window, click to View as PDF at the top of the frame 4. Right click on the image to see the option to Save as ... click to save PDF 5. Rename and save in a location you will remember 6. Open and print using Acrobat Reader or send as an email attachment 	<p>Windows 7 or 10 / Firefox</p> <ol style="list-style-type: none"> 1. From My Dashboard, click the link to My Transcript 2. Scroll to the course you completed, then click to View Certificate 3. In the new window, click to View as PDF at the top of the frame 4. Click the Tools option (>>) in the upper right corner of the new window 5. Click the Print option at the top of the Tools menu 6. Select your Printer Name from the drop-down list or Abode PDF to save the file 7. 7. Rename the file and select the location to help you find the file later to print or attach to an email.

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Mac OS / Google Chrome	Mac OS / Safari
<ol style="list-style-type: none"> 1. From My Dashboard, click the link to My Transcript 2. Scroll to the course you completed, then click to View Certificate 3. In the new window, click to View as PDF at the top of the frame 4. Click the Printer icon at the top of the screen 5. Select your printer (Destination) – check the settings – click to Print 6. You also have the option to change the Destination to Save as PDF 	<ol style="list-style-type: none"> 1. From My Dashboard, click the link to My Transcript 2. Scroll to the course you completed, then click to View Certificate 3. In the new window, click to View as PDF at the top of the frame 4. Click the third icon from the left to open the PDF in Acrobat Reader 5. Open and print using Acrobat Reader or send as an email attachment
Mac iOS / iPhone or iPad	Android / Phone or Tablet
<ol style="list-style-type: none"> 1. From My Dashboard, click the link to My Transcript 2. Scroll to the course you completed, then click to View Certificate 3. In the new window, click to View as PDF at the top of the frame 4. Click the Send/Share icon at the top of the window 5. If you have a printer “connected” to your iPhone, click the Printer icon 6. If not, scroll right and click on the PDF icon to create a PDF to send via email 7. Click the Share/Send icon once again ... now located in the bottom left corner 8. When you click the Mail icon, the certificate will be attached to an email 9. Address to co-worker or friend, then Send 	<ol style="list-style-type: none"> 1. From My Dashboard, click the link to My Transcript 2. Scroll to the course you completed, then click to View Certificate 3. In the new window, click to View as PDF at the top of the frame 4. Click the three dots in the upper right corner of the new window 5. Click the option in the menu to Send file via email or to your printer 6. Select your email service to send PDF or your printer if you have one 7. Send your certificate as an email attachment to a co-worker or friend to print or save as a PDF