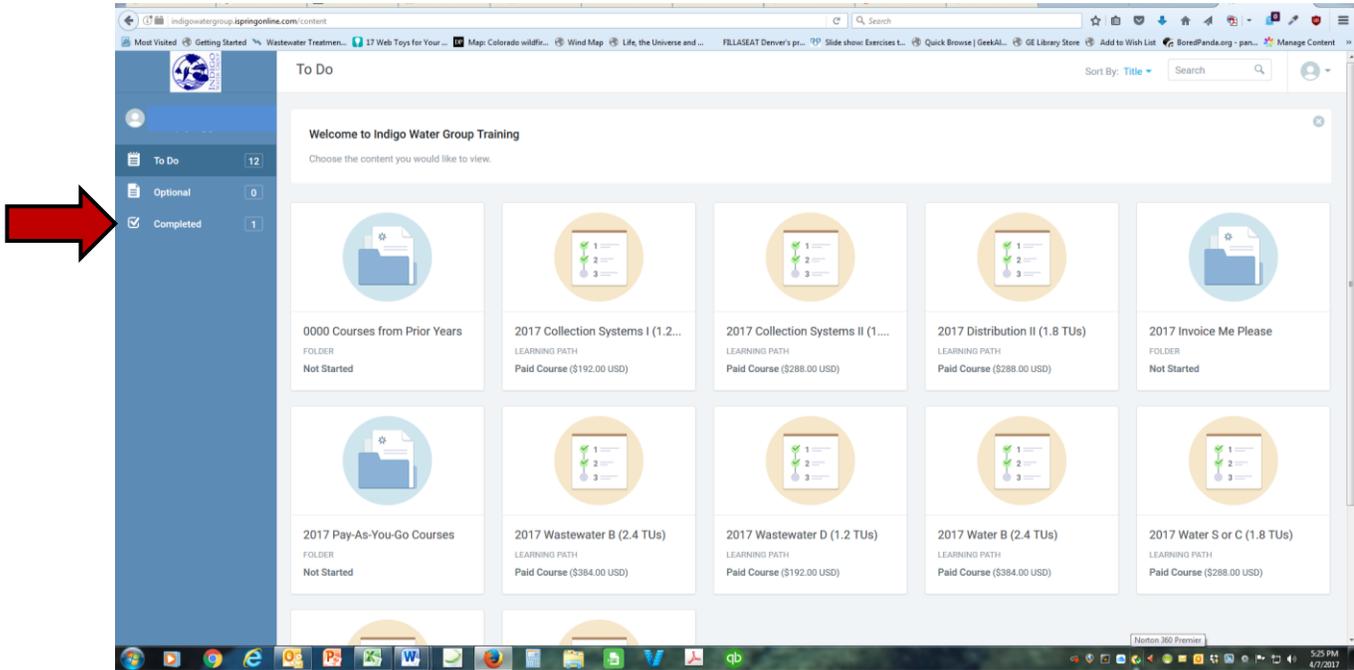


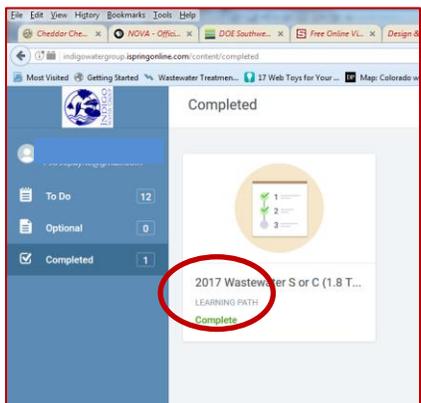
## Printing Your Certificates

1. When you log in, your screen should look something like the picture below. Not every user has access to the same folders. Folders full of courses to complete are shown in BLUE. Learning paths are shown in TAN.

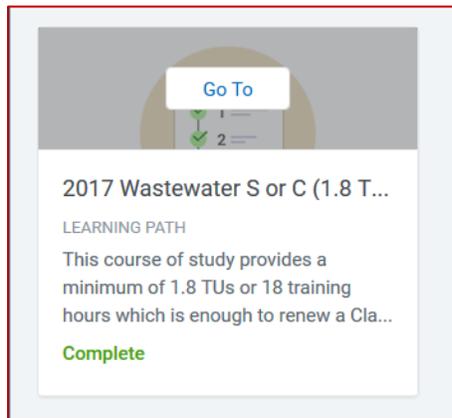


2. Completed courses will not be shown. Look to the blue column on the left side of your screen. There are three folders. This user has 1 item shown as completed.

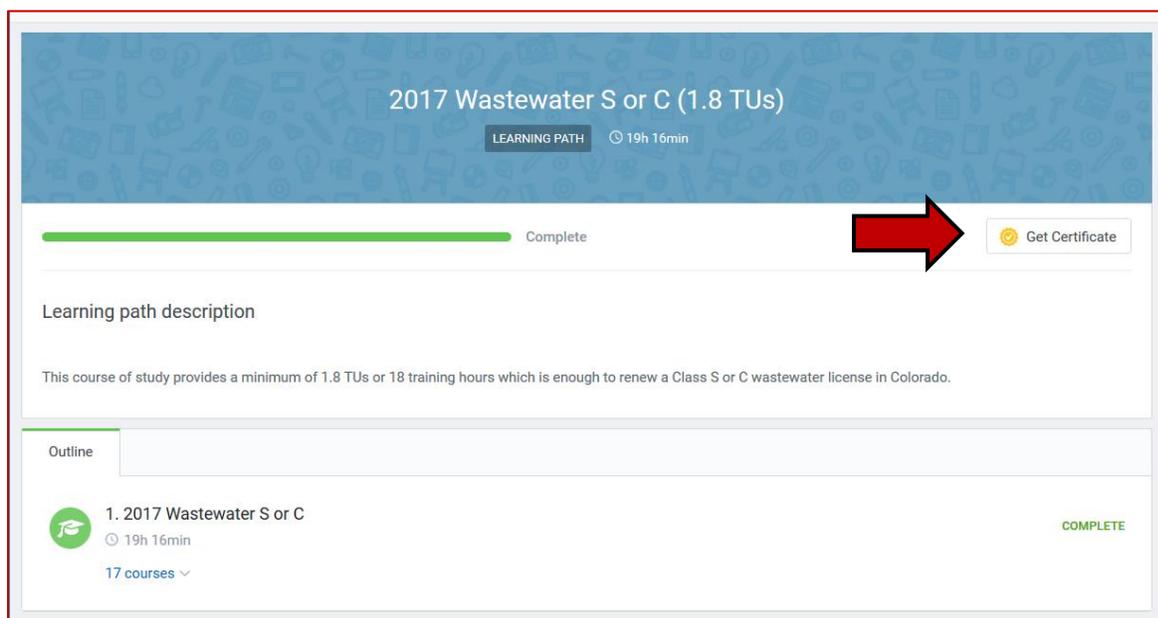
3. Click on the Completed box. The screen should now show your completed learning paths and classes.



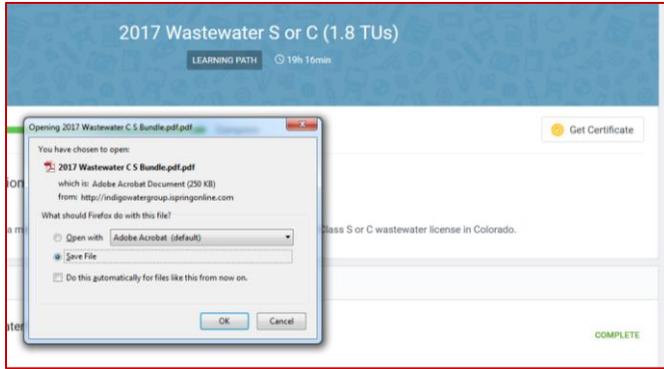
4. Hover your mouse over the completed class. A window will pop up like this one. Click on the Go To button to move to the next screen.



5. The next window will show your completed course or learning path. Over on the far right side of the screen, there should be a box that says “Get Certificate”.



6. When you click on the “Get Certificate” button, a pop up window with the certificate will appear. You can now save or print the PDF file.



7. If you are completing a learning path (bundle), one certificate will be printed for the entire learning path. If you need some of your class certificates before finishing the learning path, they can be printed individually. Please contact us for assistance at 303-489-9226.