

# Locating Certificates of Completion

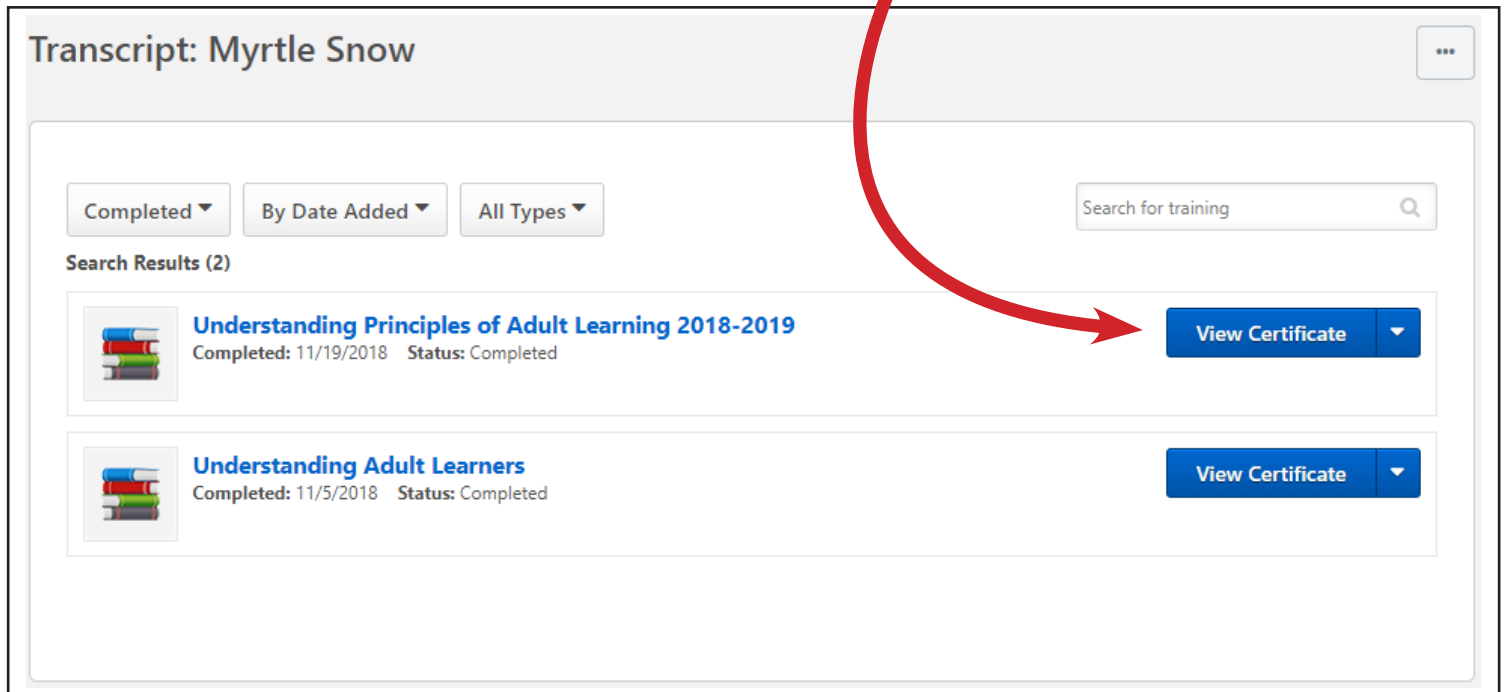
There are several ways you can locate your certificates of completion.

1. From your Learner Home page, click on **Completions** or **Hours**.



A learner profile summary card for Myrtle Snow. It features a circular profile picture of a woman on the left. To the right, there are three rows of statistics: a checkmark icon followed by '12 Completions', an hourglass icon followed by '12 Hours', and a badge icon followed by '1 Badge'. A red arrow points from the '12 Hours' text to the right.

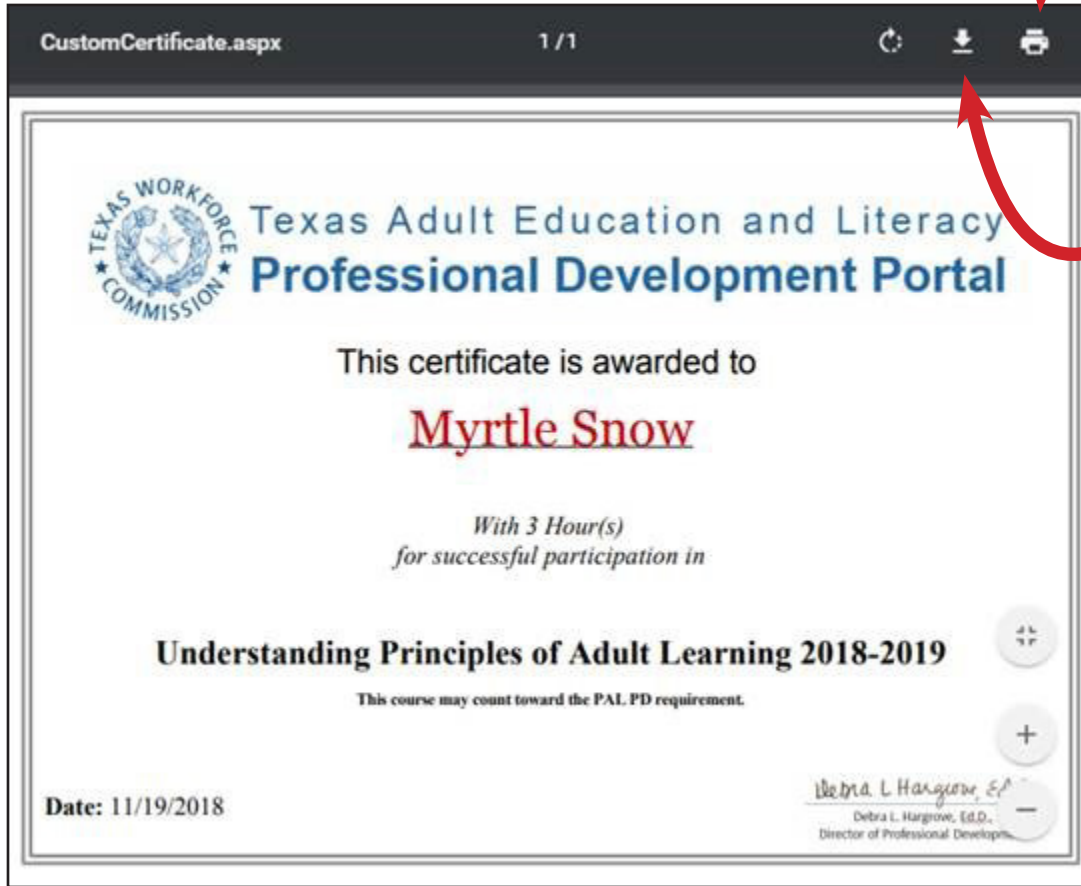
2. Locate the completed training and click **View Certificate**.



A screenshot of the 'Transcript: Myrtle Snow' page. The header shows the name 'Myrtle Snow' and a menu icon. Below the header are filter buttons for 'Completed', 'By Date Added', and 'All Types', along with a search bar labeled 'Search for training'. The search results section shows two items: 'Understanding Principles of Adult Learning 2018-2019' (Completed: 11/19/2018, Status: Completed) and 'Understanding Adult Learners' (Completed: 11/5/2018, Status: Completed). Each item has a 'View Certificate' button with a dropdown arrow. A red arrow points from the 'View Certificate' button of the first item to the right.

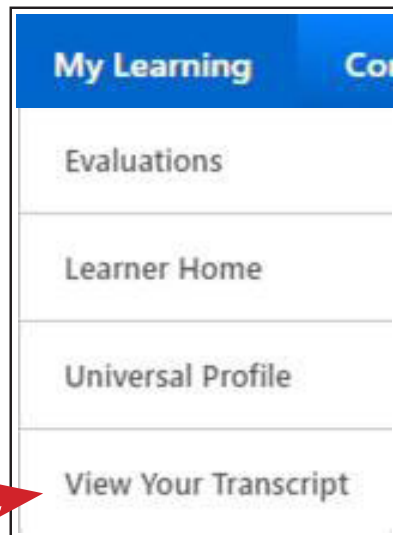
3. If you want to download and save to your computer, click the **down arrow** in the upper right-hand corner.

If you want to print, click the **printer icon** also in the upper right-hand corner.

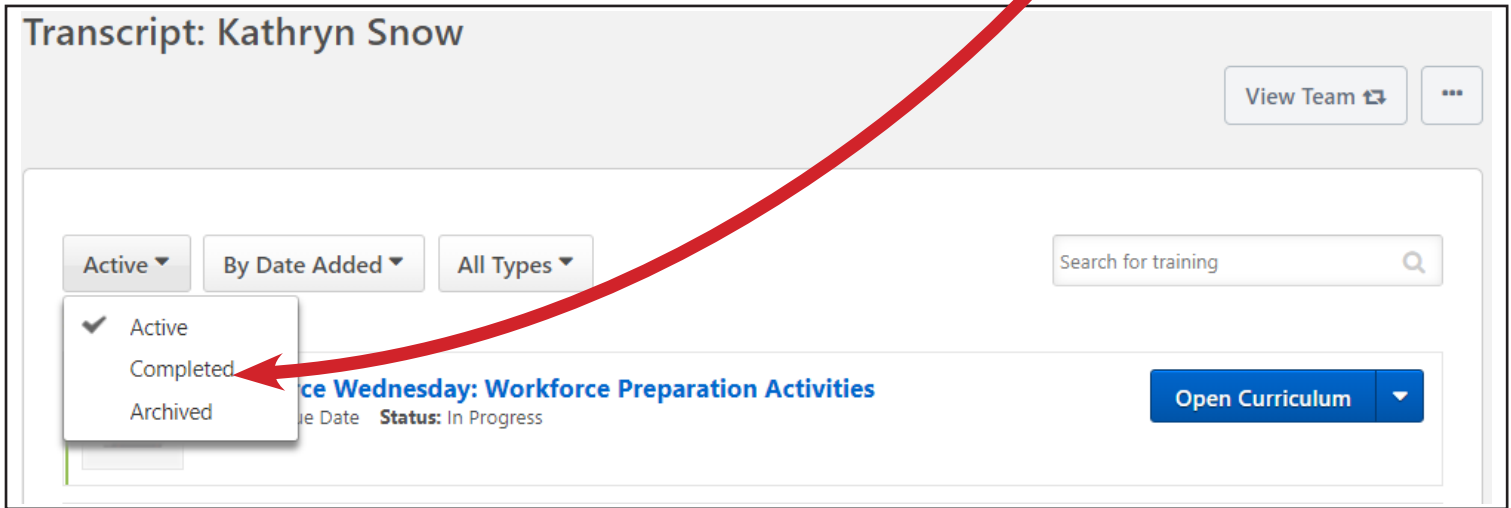


## Alternate Way to Locate Certificates of Completion

1. Another way to get to your certificates of completion is to use the navigation tabs. Hover over the **My Learning** tab and select **View Your Transcript**.



2. Click on the down arrow next to Active and select **Completed**.



3. Repeat steps 2 and 3 from page 1.

**QUICK REMINDER:** Step 2: Locate the completed training and click View Certificate. Step 3: Download or print.