User Documentation

# Job Aid: Locate and Print Training Certificate

Date: December 18, 2019
Version: 3

## DOCUMENT OVERVIEW:

*Locate and Print Training Certificate* is the process a user follows to find and print a certificate of completed training in the Success Center.

## TIPS AND TRICKS:

You can access certificates directly from your completed transcript with the exception of conferences and symposiums, training held further in the past, or training with externally awarded contact hours. Paper certificates are generally handed out at these educational events. Contact your training contact listed in Success Center if you need another copy of your certificate.

## STEP-BY-STEP PROCEDURE:

1. Open the *Success Center* application and log in.

2. Locate the *Learning Shortcuts* section and click **MyLearning** to access your transcript.
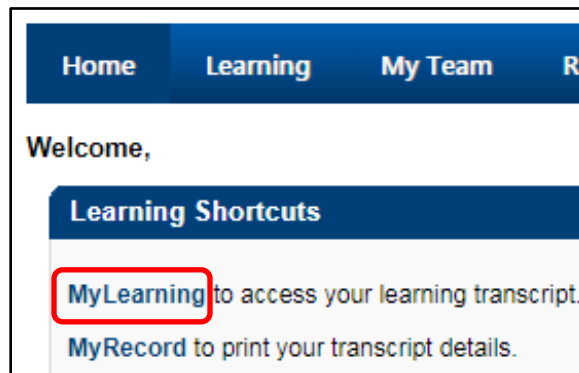


**Note:** You can also access your transcript by hovering over the *Learning* tab at the top of the page and selecting **View Your Transcript.**

3. Navigate between the *Completed*, *Active* and *Archived* transcript areas by clicking on the dropdown pictured below. The button shows the name of the transcript area currently displayed.
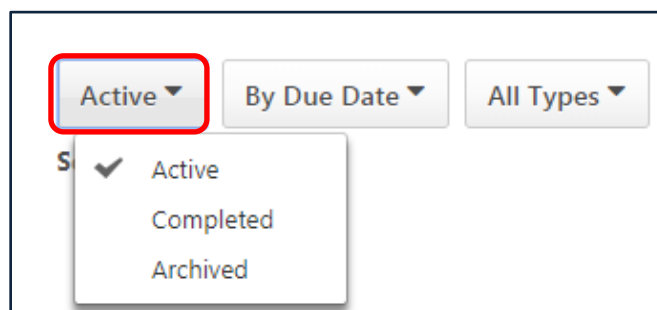
| Transcript Area | Transcript Area Description |
|---|---|
| Active (default view) | Training that has been assigned or self-selected |
| Completed | Training that has been completed |
| Archived | Training no longer needed may be removed to your Archived area |

4. From the *Completed* area of your transcript, locate the desired training.

5. Click the **View Certificate** button to the right of the training title to view or print a PDF of the certificate.



**Note:** Not all training has a certificate attached in Success Center.

**Examples:** Conferences or symposiums generally have paper certificates handed out at the event. Older training may have had paper certificates that the training contact or LEAD Center may have a copy of.