



## **LEARNING MANAGEMENT SYSTEM (LMS) PRINT A CERTIFICATE OF COMPLETION**

This QRG will guide you through the steps to print a certificate of completion.

1. Log into the LMS.

**NOTE:** For instructions about logging on, refer to the [Log-On Instructions \(TS02-L\)](#) QRG.

2. Navigate to your transcript/completed courses.

**NOTE:** For instructions on viewing your transcript, refer to the [Viewing Your Transcript \(TS04-L\)](#) QRG.

3. Click the **Print Certificate** link that is located under the Actions column.

**Completed Learning**

Completed learning is a list of all your completed courses and the results achieved. To export your transcript to Excel, click the Export link. To access and launch content for a completed online course, click the View Learning Assignments link.

Active | Inactive

From  To

Delivery Type: All

1 2 3 4 Next

Item Name	Status	Marked Complete By	Ended/Completed On Date	Actions
External Course Test Testing	Successful On: 06/01/2015 Score:	Brian HUGHES		<a href="#">View Details</a> <a href="#">Print Certificate</a>
Alternative Dispute Resolution (ADR)	Successful On: 06/15/2015 Score: 0		06/15/2015	<a href="#">View Details</a> <a href="#">View Learning Assignments</a> <a href="#">Print Certificate</a>

**Print  
Certificate  
link**

Figure 1 – Print Certificate link on the Completed Learning/Transcript page

4. The certificate will now be displayed. Click the **Print** link in the upper left corner of the screen

**NOTE:** Do not use the print button on your browser. The certificate will not be formatted properly if you use the **Print** link on the certificate.



Figure 2 – Print link on Certificate of Completion page

If you experience trouble with this process, please refer to the [LMS Support Page](#).