
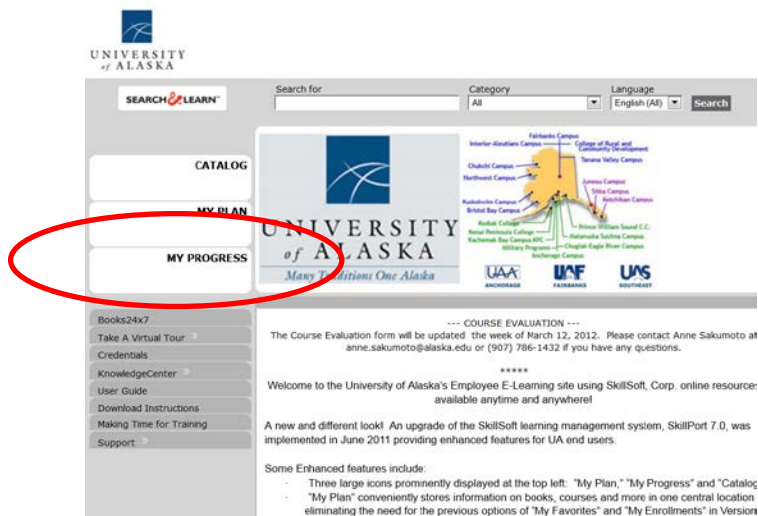


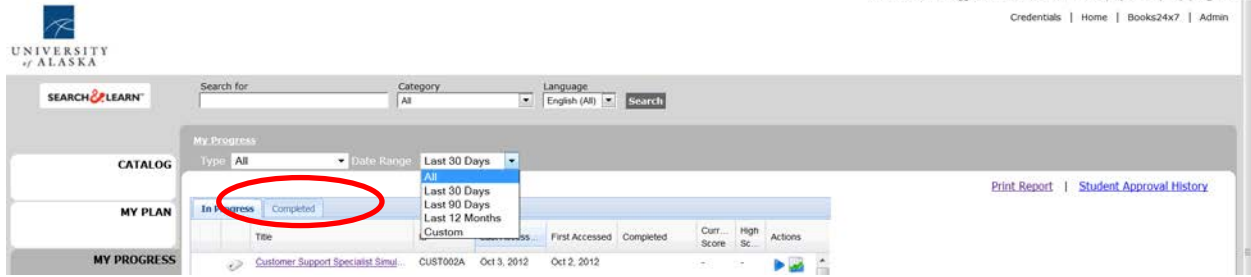
To Print a course “Certificate of Completion” or your individual “Progress Report”
For screenshots of these steps, see further below.

1. Log-in to SkillSoft resources (if you need assistance, see the “Log-In QuickStart”)
2. Click on the “My Progress” icon on left side
3. Click on the “Completed” tab to display a list of your completed courses. Or Click on the “In Progress” tab for all courses started, but not yet completed.
4. Click on the “Date Range” drop-down menu to select the time period desired. Choose “All” for your full report.
5. To print a course certificate, find the appropriate course line item
 - a. Select the “view certificate” icon  to open the certificate
 - b. Select “File” and “Print”
6. To print your individual Progress Report:
 - a. select the link at upper right “[Print Report](#)”
 - b. Check the box of the report(s). This will return a screenshot of the report.
 - c. Select “File” and “Print” to print the report

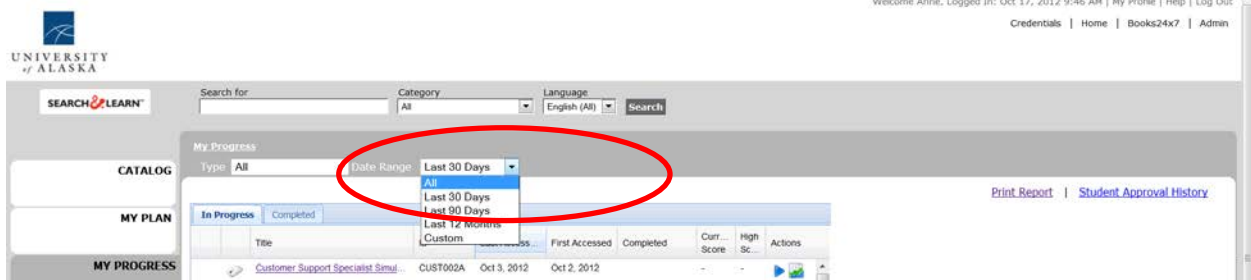
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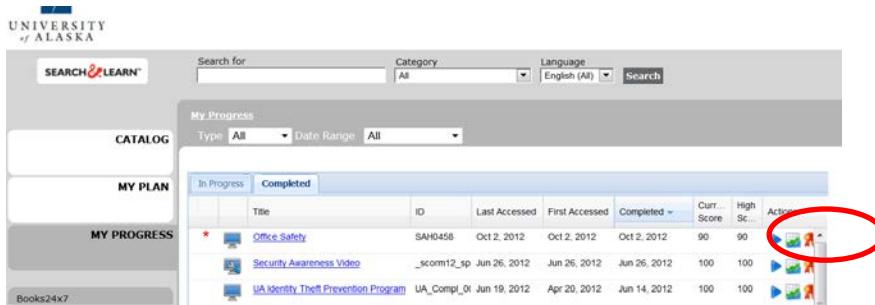
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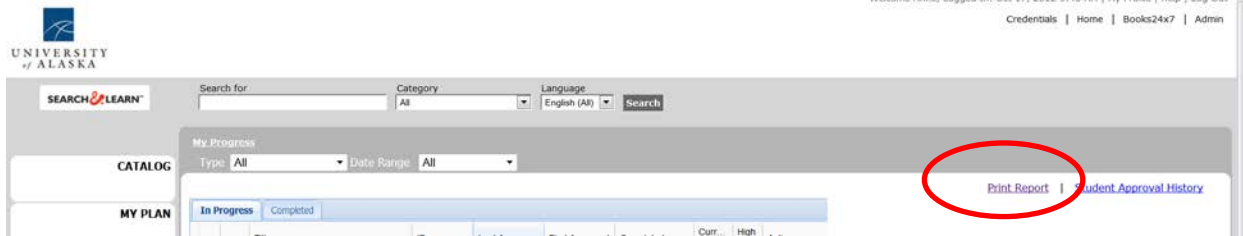
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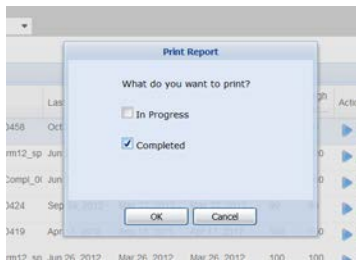
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 6. select the link at upper right “Print Report”



7. Check the box for the report(s) you are seeking (This will return a screenshot of the report).



8. Select “File” and “Print” to print the report

