

## Pulling A Certificate for a Completed Course

Step 1: Under Shortcuts, go to “My Report,”

The screenshot shows the SEARCH-and-LEARN interface. In the left-hand 'Shortcuts' menu, the 'My Report' link is circled in red. A red arrow points from this link to the 'My Report' section in the main content area, which is also circled in red. Below the 'My Report' heading, there is a button labeled 'Take me to summary view of report...' which is also circled in red.

Step 2: After the report opens, find the course for which you want a “Certificate of Completion.”

Step 3: Under the “Controls” column, click on the “view certificate” icon (Hint: If you move your mouse over the icon on your report, it will say “View Certificate”)



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The screenshot shows the 'My Report' page. At the top, there are date range selection options. Below that is a table titled 'COMPLETED' with the following data:

Course Title	Course ID	Started	Completed	Current Score	Controls
<a href="#">Hazard Communication</a>	SAH0435	03/02/2009	05/17/2010	100	GO>
<a href="#">Human Resources Intervention Simulation</a>	HR0240	07/28/2009	07/28/2009	100	GO>
<a href="#">Managing</a>					

Red arrows point to the 'View Certificate' icon in the 'Controls' column for the 'Hazard Communication' course. A tooltip box labeled 'View Certificate' is shown over the icon.

Once the “Certificate of Completion” opens to full screen, you may print by selecting “File” and “Print” from the top toolbar.

