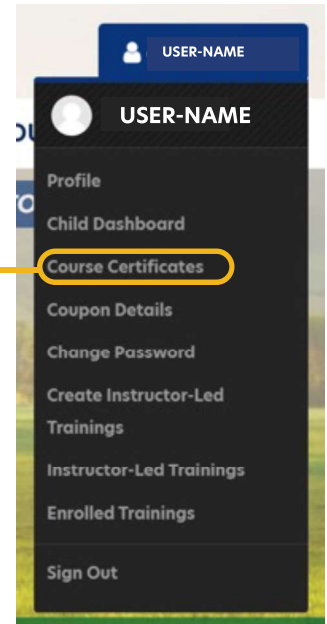


PRINTING CERTIFICATION

STEP 1

Access your certificate using the dropdown menu under "Course Certificates." Select the "+" to see dropdown on completed courses.



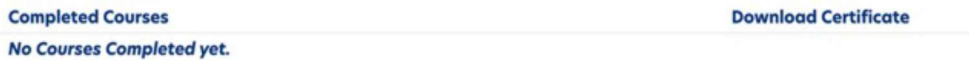
STEP 2

Select the blue button to download certificate.

Web-Based Training Certificates



Instructor-Led Training Certificates



STEP 3

On a PC computer, the downloaded PDF will be available in the upper right-hand corner of the screen and in the "Downloads" folder.

On a Mac computer, the downloaded PDF will be available in your browser downloads at the bottom of the window and in the "Downloads" folder.

On a smart phone, the downloaded PDF will be in "My Files" and "Downloads".

On an iPhone, you will have the option to save your downloaded PDF to your photos, files, or other applications you have on your phone.

STEP 4

Rename and/or move the file to a location that is easily accessible for future use.

To print PDF, select printer icon and send to local printer.