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 <u>Log-On Instructions (TS02-L)</u> QRG.

2. Navigate to your transcript/completed courses.

   NOTE: For instructions on viewing your transcript, refer to the <u>Viewing Your Transcript (TS04-L)</u> QRG.

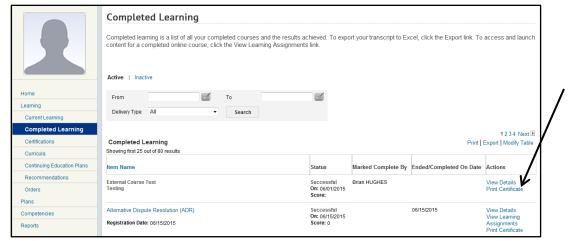3. Click the **Print Certificate** link that is located under the Actions column.

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.

Print link

Figure 2 – Print link on Certificate of Completion page

If you experience trouble with this process, please refer to the LMS Support Page.