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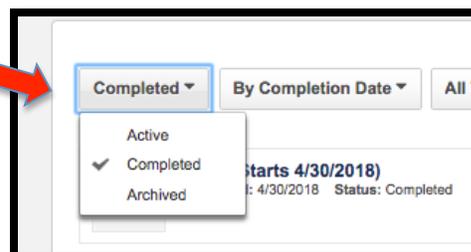
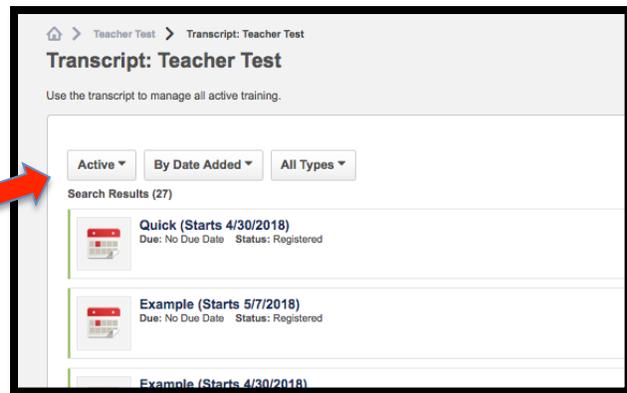
Viewing and Printing an Event Completion Certificate

1. Follow the directions in STEPPER 1: LOGGING IN AND SEARCHING to access the system. You will land on the Welcome page.

2. On the Welcome page, hover over the LEARNING tab. When the drop down menu appears, select VIEW YOUR TRANSCRIPT.



3. On your transcript page, you will see your active events. Click the tab that says ACTIVE. Choose COMPLETED from the drop down.



STEPPER 7: EVENT CERTIFICATE

4. When you see the completed sessions on your transcript page, click the box that says **VIEW COMPLETION PAGE** next to the event you want a certificate for.



5. From the drop down, choose **VIEW CERTIFICATE**.

6. A pop-up box will open, showing your certificate. From this box, you can download the certificate (to attach to an email or save to a folder) or print it.

