How to Access and Save Your Certificate to a PDF File

These instructions explain how to save your certificate of completion to a PDF file so you can print it later or include it as an email attachment.

Log in to where you took your training by selecting the Login tab on the upper right side of the screen.



1. Select "Log In to my training".

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2. Log in using your User ID and password.

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Log In			
New user? Click here to register	If you already have a User ID, log in here User ID (this is probably your email) Password Log in Help: Forgot your password?		
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3. Below "Courses you have purchased:", select the option "Display a certificate of completion".

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	Display a certificate of completion	
	Add to LinkedIn Profile - Display your course completion	
	Play this course now	
	Email a copy of the receipt for this purchase	
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	© 2018 All rights reserved.	

4. Select "Print Certificate".



5. If you normally print to a printer by default you may have to select Change to scroll through your options. Lookfor an option, "Save to PDF," Or something like that."

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6. Change the printer setting to "Save to PDF". This may look a little different on your computer. After selecting print to a PDF you will be prompted for a filename and the destination you want the file to be stored on your computer or device.

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7. Once saved, you can access the certificate by navigating to the destination you saved the PDF copy to and print it or attach it to an email from there.