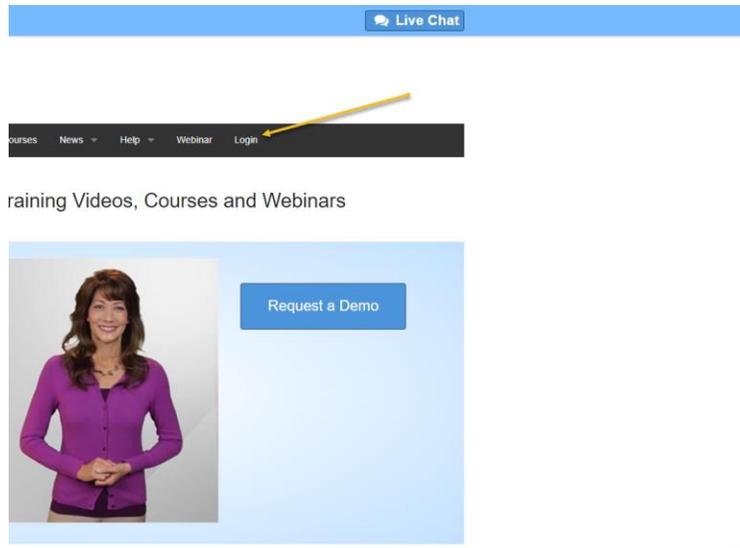


How to Access and Save Your Certificate to a PDF File

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".



2. Log in using your User ID and password.

Secure Transaction 09:33 AM Sep 13, 2018

MasteryNet™ Live Chat 800-258-3837

Log In

New user?
Click here to register

If you already have a User ID, log in here

User ID [redacted] (this is probably your email)

Password [redacted]

Log In

Help: [Forgot your password?](#)

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3. Below “Courses you have purchased:”, select the option “Display a certificate of completion”.

Secure Transaction 10:17 AM Sep 13, 2018 t.craig (Trevor)

MasteryNet™

Welcome Trevor

Courses you have purchased:

Microsoft Office 365: Excel Online (sonimo365eo_vod)

You completed this course. It is available for 7 additional days.

- 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

Return to site home page

BBB ACCREDITED BUSINESS BBB Rating: A+ as of 9/13/2018 Click for Profile

AuthorizeNet

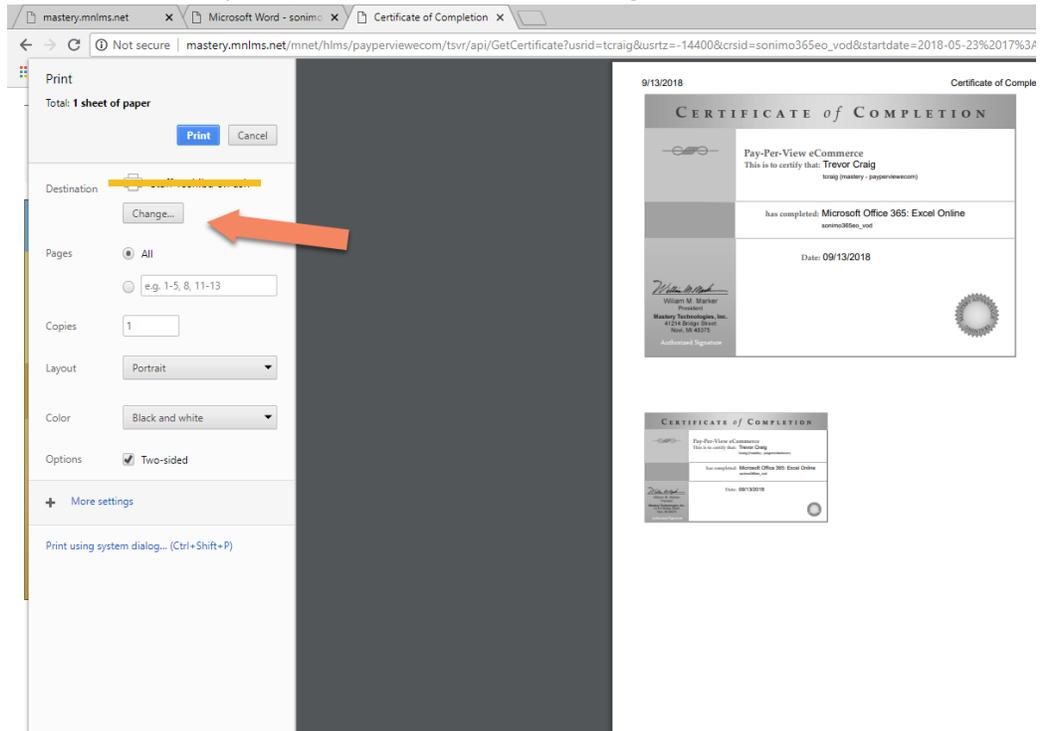
Norton SECURED powered by djcert ABOUT SSL CERTIFICATES

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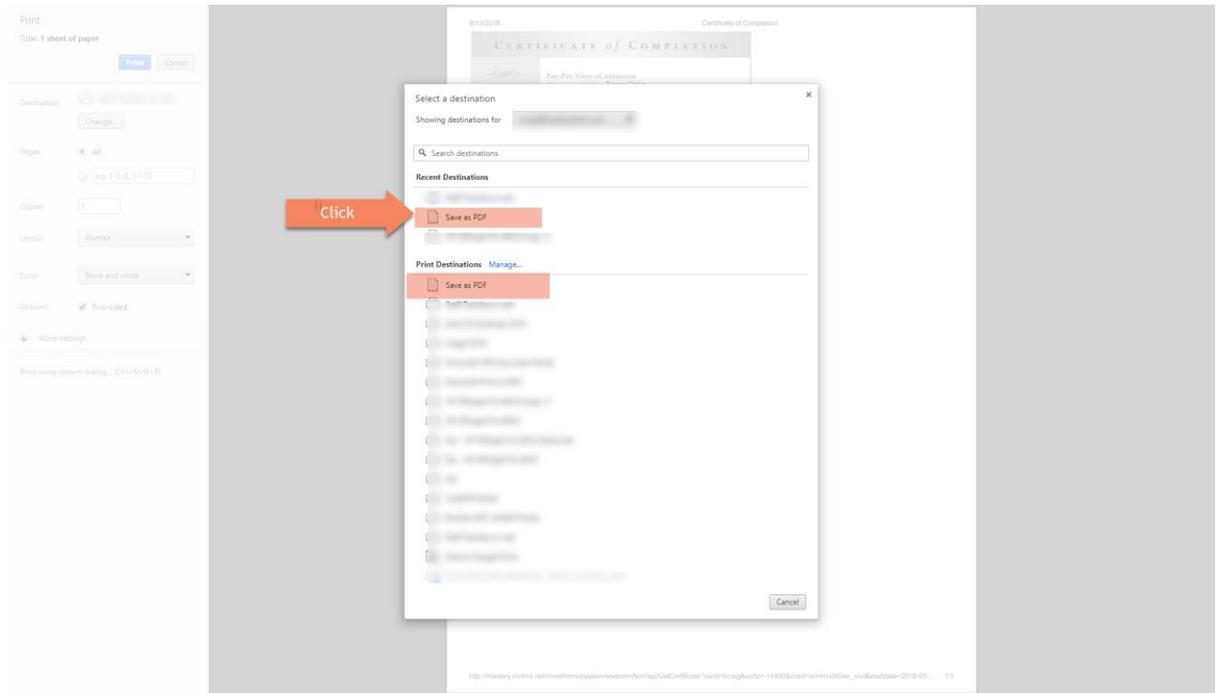
4. Select "Print Certificate".



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



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.



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.