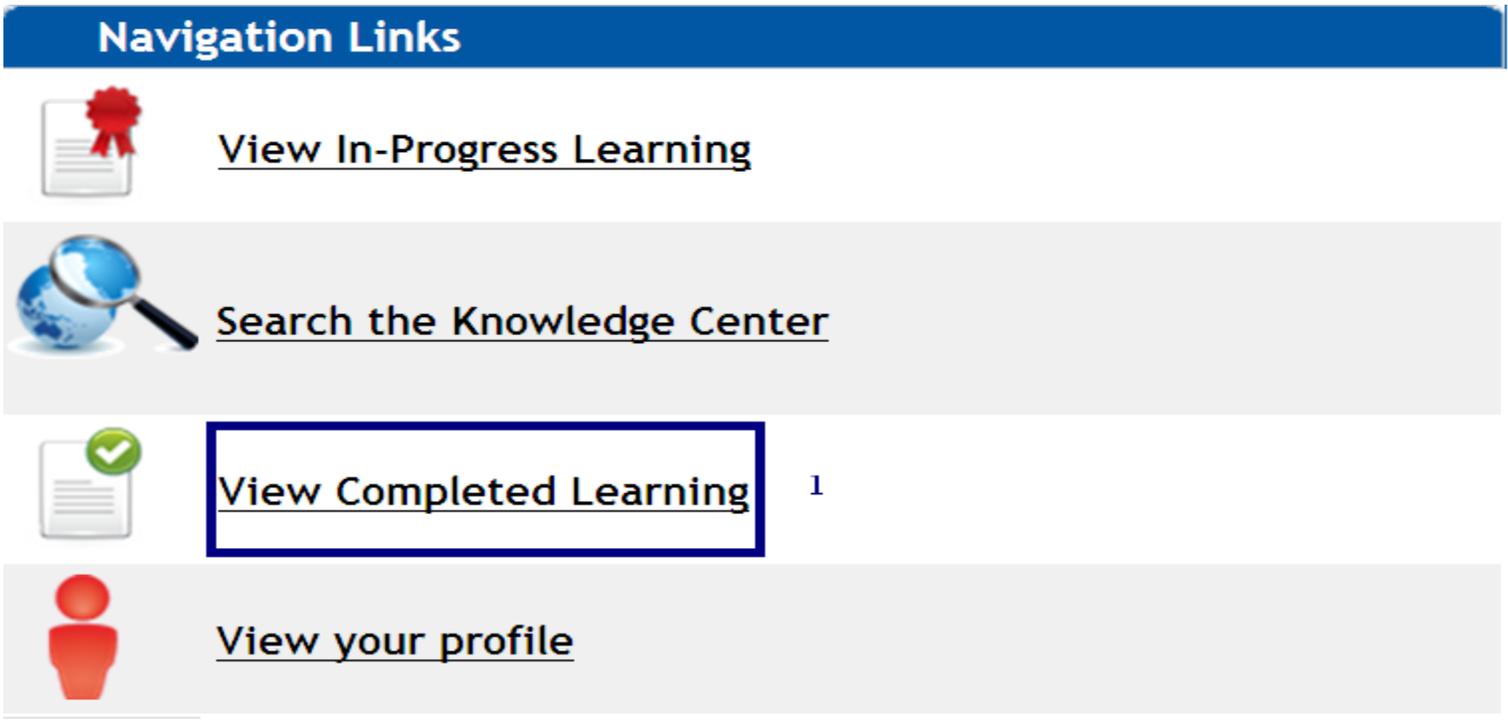


Job Aid: How to Print Completion Certificates

Purpose: Use this job aid to learn how to print completion certificates.

1) After logging into the HHS Learning Portal, locate the Navigation Links portlet. Click the View Completed Learning link.



Navigation Links

-  [View In-Progress Learning](#)
-  [Search the Knowledge Center](#)
-  [View Completed Learning](#) 1
-  [View your profile](#)

2) The window will refresh to the My Completed Courses page where the list of most recent completed courses are populated. Click on the Print Certificate of Completion link located in the Completion Status column of the completed course.

Home
Success Plan
Learning
Skills
Collaboration
Profile

All Learning Activity

- My Certifications
- My Curricula
- Transcript
- Continuing Education
- Order History
- In-Progress Learning
- Knowledge Center
- Learning Requests
- Request Approval
- Evaluations & Surveys

My Completed Courses

View the courses you have completed. For suggestions of additional courses you can complete,

Active
Inactive

Completion Date after:

Completion Date before:

Delivery Type:

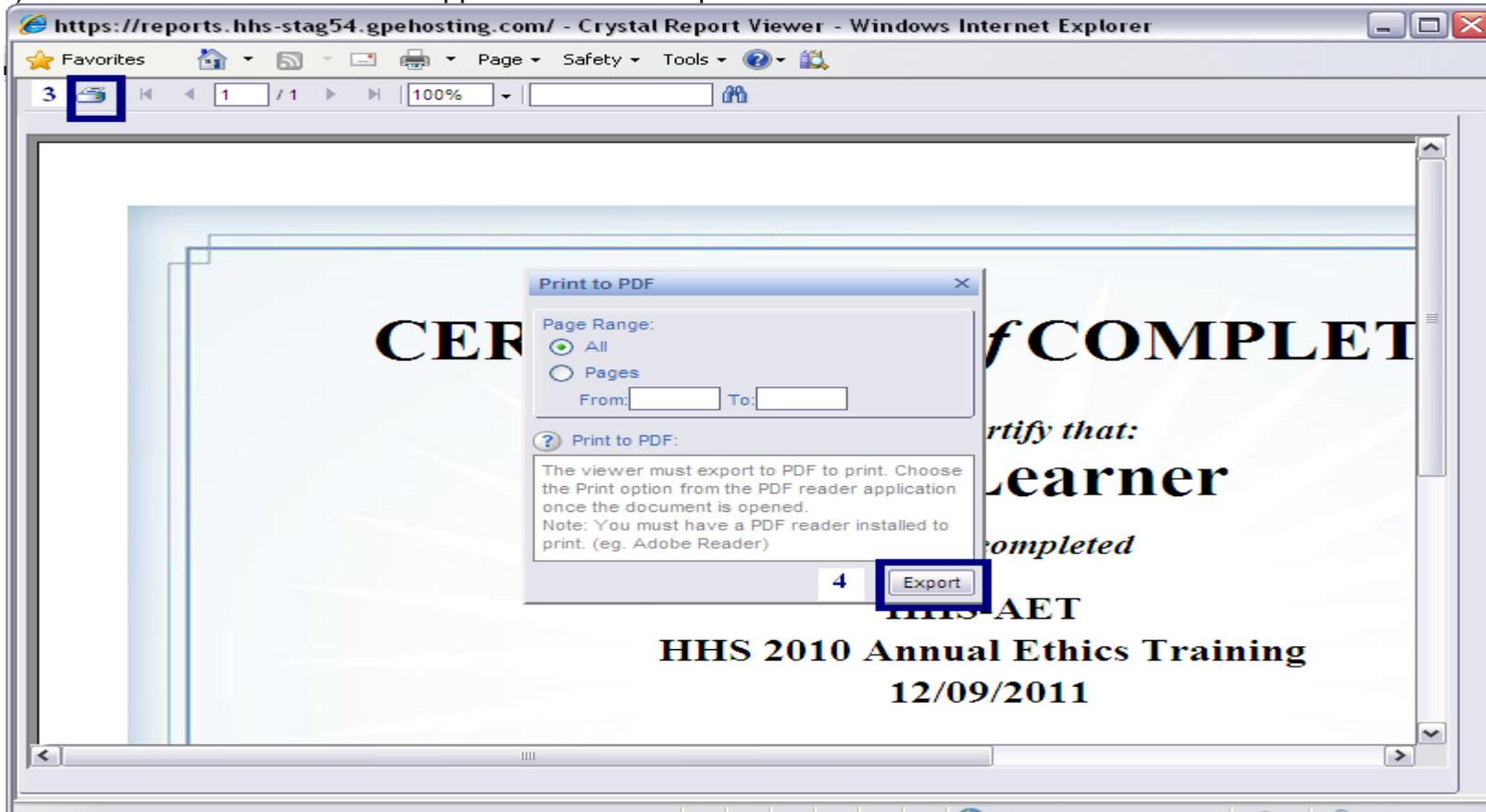
Completed Courses [Print](#) | [Export](#) | [Modify Table](#)

Showing 2 out of 2 results

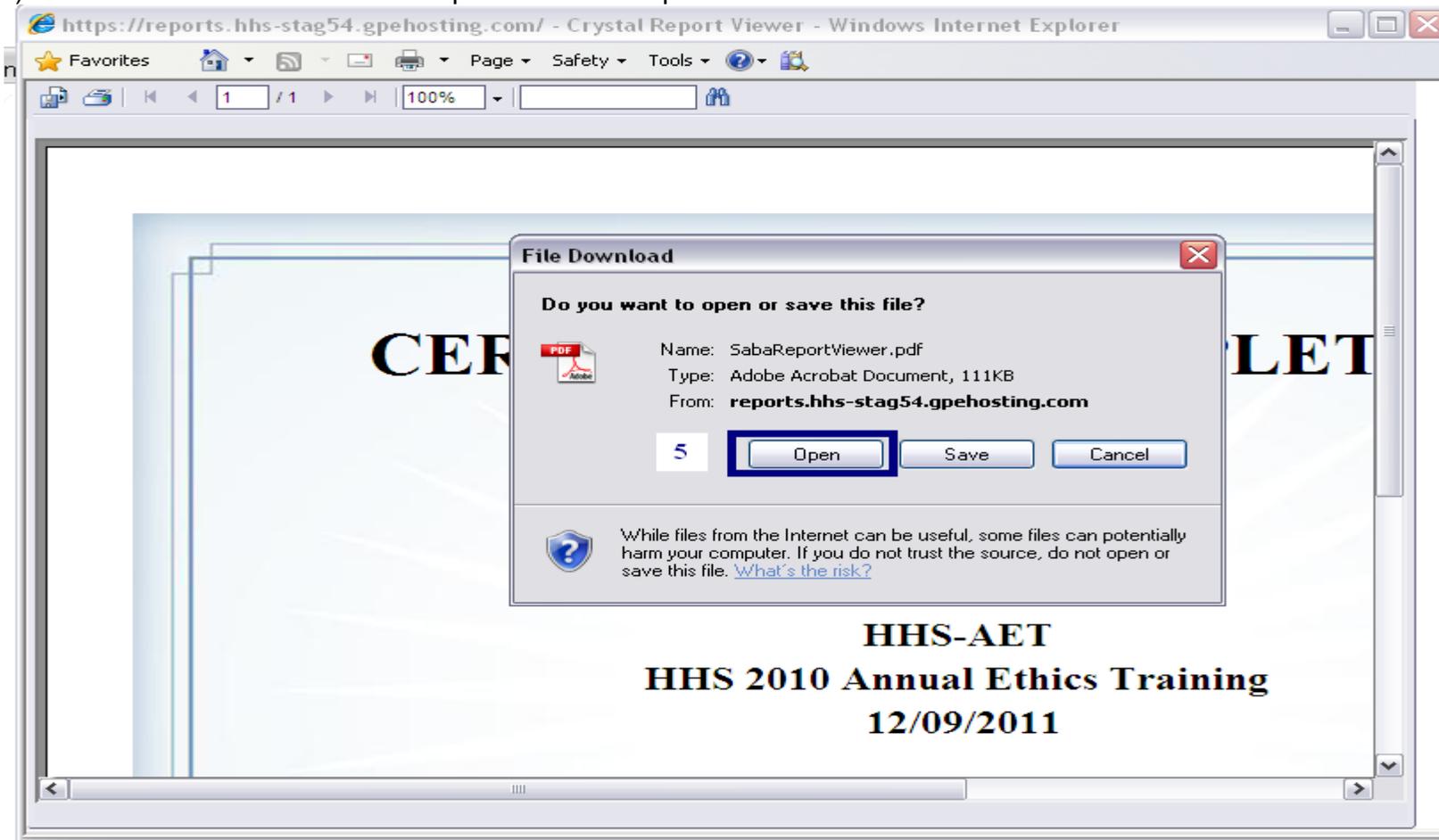
| Title | Version | Delivery Type | Registration Date | Completion Status | Date Marked Complete | Marked Complete by | Score | Grade | Credits | Actions |
|---|---------|-----------------|-------------------|---|----------------------|--------------------|-------|-------|---------|-------------------------|
| HHS 2010 Annual Ethics Training | 1.0 | Online Training | 12/09/2011 | Successful Print Certificate of Completion | 12/09/2011 | JOAN BERNAL | | | | Actions |
| HHS Initial Ethics Orientation | 1.0 | Online Training | 12/09/2011 | Successful Print Certificate of Completion | 12/09/2011 | | 0 | | | Actions |



- 3) A window will open with the user's Completion Certificate. Select the Print icon located in the upper left hand corner of the window. It is located just below the Favorites icon.
- 4) The Print to PDF window will appear. Click the Export button.

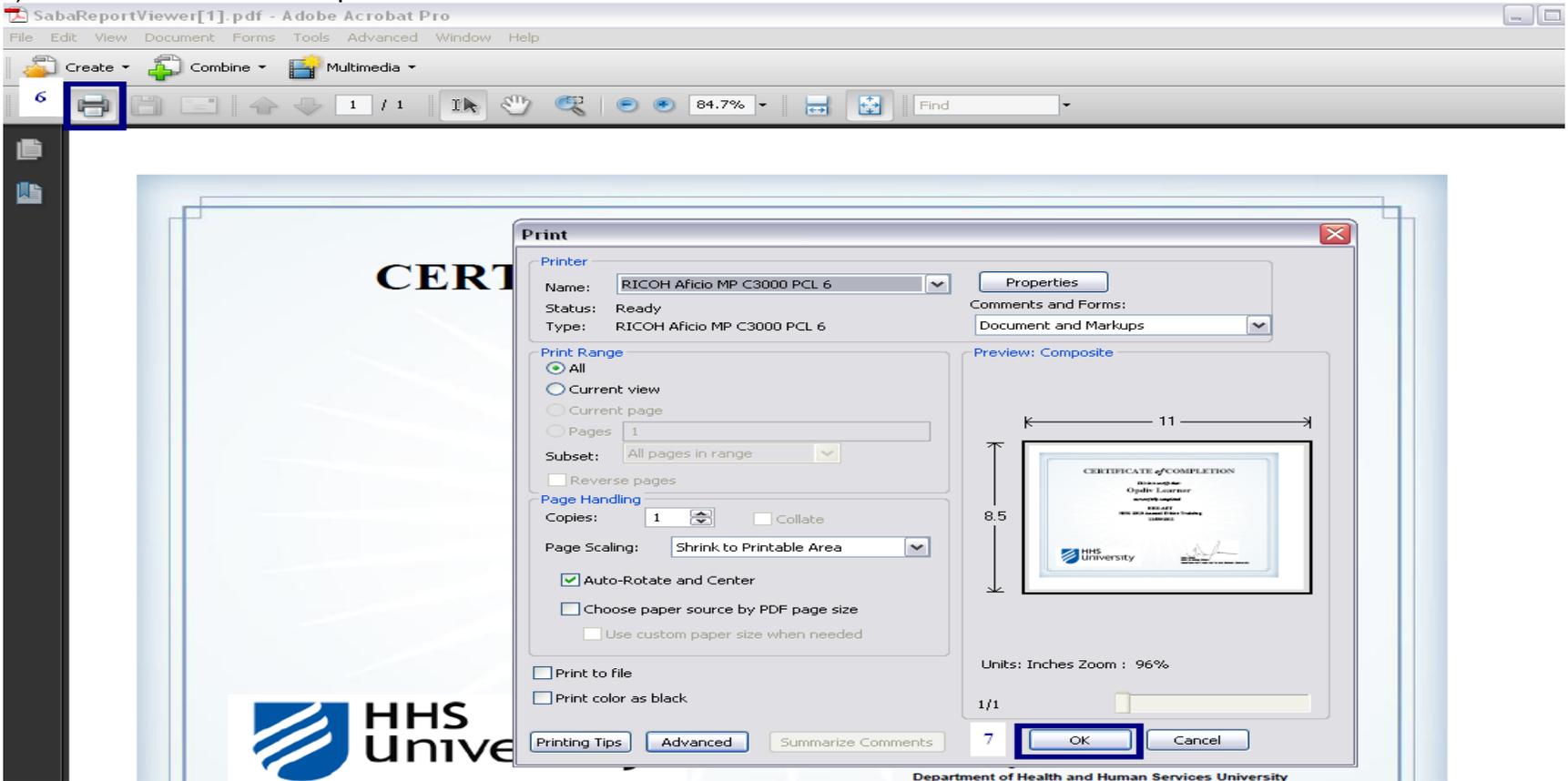


5) The File Download window will open. Click the Open button.





- 6) The PDF viewer will open. Click the printer icon located on the left hand side.
- 7) The Print window will open. Click the OK button.



- 8) This concludes the job aid.