



## Job Aid: How to Print Certificate of Completion

**Purpose:** Use this job aid to learn how to print certificate of completion.

- 1) Log in to the HHS Learning Portal. On the Home page, navigate to Learning and then to the Completed Learning sub-menu.

**Completed Learning**

For more details on the OPM standard EHRI values, start looking on page 7 of the document found [here](#).

View the courses you have completed.

**Active** | [Inactive](#)

From:  To:   
 Delivery Type:

**Completed Learning** Print | Export | Modify Table

Showing 1 out of 1 results

Item Name	Status	Actions
FY2014 Records Management Registration Date: 03/04/2014	Successful On: 03/04/2014 Score: 0	View Details Edit Delete View Learning Assignments Print Certificate



2) Provide the required search criteria and select Search button. Select the Print Certificate link.

**Completed Learning**

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View the courses you have completed.

**Active** | **Inactive**

From  To   
Delivery Type

**Completed Learning** [Print](#) | [Export](#) | [Modify Table](#)

Showing 1 out of 1 results

Item Name	Status	Actions
<a href="#">FY2014 Records Management</a> Registration Date: 03/04/2014	Successful On: 03/04/2014 Score: 0	<a href="#">View Details</a> <a href="#">Edit</a> <a href="#">Delete</a> <a href="#">View Learning Assignments</a> <a href="#">Print Certificate</a>

3) The Select Certificate Template popup page will appear.

4) Select the available template.

5) This concludes the job aid.