

## **External Users - Viewing Certificates of Completion**

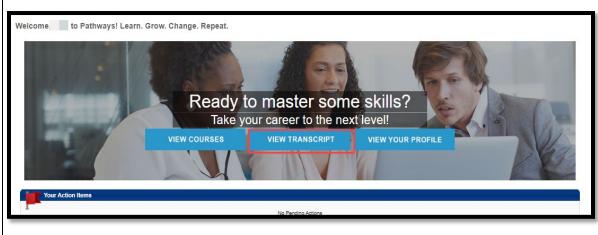
## Objective

To provide a detailed procedure for external users to view their certificates of completion for training courses.

## 1 Click the link to visit the DGS Pathways website. https://learning-dgs.csod.com/client/learning-dgs/orim.aspx 2 Log into Pathways using your username and password.



On the homepage select View Transcript.



On the left side of the screen under Filter by Training Status, click the drop-down menu and select Completed. **Welcome to your Transcript** Here you can manage all of your Not Started, In Progress, or Completed learning. Change Active to Completed to view your Completed learning, and change Completed to Active to view your In Progress learning. Filter by Training Status Sort by Search Active Date Added ▼ All Types gration (Starts 8/3/2023 10:00 AM) ue Date Status : Cancelled Training Type : Session Click on the drop-down menu on the blue box across from the training course title. Filter by Training Type Filter by Training Status Sort by Search by Keyword Q Search Date Added ▼ All Types Search Results (1) Basic Safety Training (Starts 1/23/2024) View Training D... Due: No Due Date Status: Registered Training Type: Session Withdraw View Training Details Request Exemption

Click on View Certificate. View Completio... View Completion Page View Certificate Take Post-Test View Training Details Your certificate will open as a PDF file in Adobe. Certificates should be saved for 7 your personal records as proof of completion of a training course. To print or save your certificate, please refer to the next step. **CERTIFICATE OF COMPLETION** This certifies has successfully completed Office Ergonomics Training for Trainers on 6/16/2022

