

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

Objective	lo provide a detailed procedure for external users to view
	ineir centricates of completion for training courses.



4	On the left side of the screen under Filter by Training Status, click the drop-down
	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.         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     Filter by Training Type     Search by Key       Active     Date Added     All Types     Search
	Completed Archived ue Date Status : Cancelled Training Type : Session
5	Click on drop down arrow located on the blue box across from the training course title.
	Filter by Training Status Sort by     Filter by Training Type     Search by Keyword       Completed     Completion Date     All Types     Search     Q
	Search Results (1)           Defensive Driver Training         View Completio           Completed : 12/11/2023         Status : Completed         Training Type : Curriculum

6	Click on Vie	w Certificate	e.			
	Filter by Training Sta Completed Search Results (1) Defen Comple	tus Sort by Completion Date * sive Driver Training ted : 12/11/2023 Status : Compl	Filter by Training Type All Types		Search by Keyword Search View Comple View Comple View Certific Open curric Evaluate View Trainin	Q tio V etion Page ate Jum g Details
7	Your certific your person save your c	ate will ope al records a ertificate, pl	n as a PDF file in s proof of compl ease refer to the	Adobe. Certificate etion of a training o next step.	s should be course. To p	saved for print or
		CERTIFIC	ATE OF COMPLETI	ON		
			This ce has successfu <b>Defensive Dr</b> on 12/1	Ily completed iver Training 1/2023		
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Erint	Ctrl+P	has successfully completed
		on 12/11/2023
Exit Application	Ctrl+Q	
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