

PRINT A CERTIFICATE OF COMPLETION

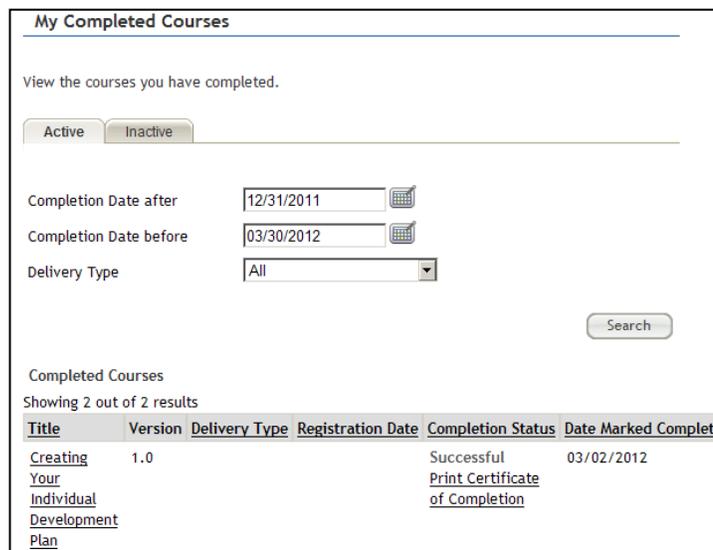
This tip sheet will guide you through the steps to print a certificate of completion.

1. Log on to the LMS.

NOTE: For instructions about logging on, refer to the *Log-On Instructions (TS02-L) tip sheet*.

2. Navigate to your transcript/completed courses.

NOTE: For instructions on viewing your transcript, refer to the *Viewing Your Transcript (T S04-L) tip sheet*.



Print Certificate of Completion link

Figure 1: My Completed Courses screen

3. Click the **Print Certificate of Completion** link that is located under the *Completion Status*.

4. The certificate will now be displayed. Click the **printer icon** in the Report Menu bar at the top of the certificate.

NOTE: Do not use the print button on your browser. The certificate will not be formatted properly if you use the web browser print function.

Printer icon



Figure 2: Report Menu bar

5. Click **OK** in the window that pops up.

NOTE: Depending on your web browser settings, you may get a message like the following:

Security
Message



Figure 3: Report Menu bar with security message

6. If you receive the above message, click the **yellow bar** and select **Download File** from the menu that appears.
7. Repeat steps 4 and 5. The certificate should now print.

If you experience trouble with this process, please contact the helpdesk for support at LMSSupport@mail.nih.gov.