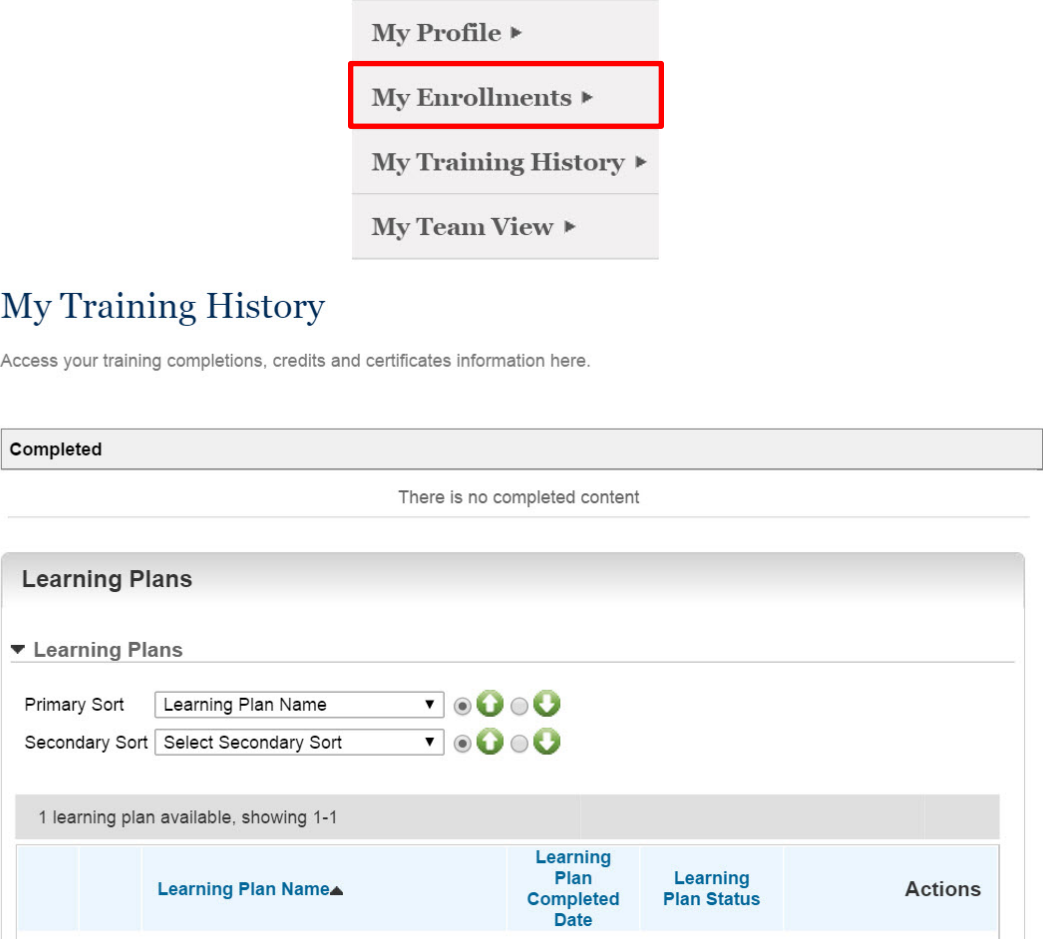



## Methods and Procedures: How to View & Print Certificates



STEP	ACTION	RESULT				
1	Click 'My Training History' from the training panel on the left of the Home Page.	<p>The My Training History page should display.</p>  <p>My Profile ▶</p> <p><b>My Enrollments ▶</b></p> <p>My Training History ▶</p> <p>My Team View ▶</p> <h3>My Training History</h3> <p>Access your training completions, credits and certificates information here.</p> <p><b>Completed</b></p> <p>There is no completed content</p> <h4>Learning Plans</h4> <p>▼ Learning Plans</p> <p>Primary Sort: Learning Plan Name [Sort icons]</p> <p>Secondary Sort: Select Secondary Sort [Sort icons]</p> <p>1 learning plan available, showing 1-1</p> <table border="1"> <thead> <tr> <th>Learning Plan Name▲</th> <th>Learning Plan Completed Date</th> <th>Learning Plan Status</th> <th>Actions</th> </tr> </thead> </table>	Learning Plan Name▲	Learning Plan Completed Date	Learning Plan Status	Actions
Learning Plan Name▲	Learning Plan Completed Date	Learning Plan Status	Actions			



2

Click  'Display Completion Certification' icon under the **Actions** list.




### Learning Plans

▼ Learning Plans

Primary Sort   

Secondary Sort   

1 learning plan available, showing 1-1

		Learning Plan Name▲	Learning Plan Completed Date	Learning Plan Status	Actions
1		GEMS Foundations	2/18/2015	Completed	 

*Show Legend*

**The certificate should then display in a new window.**

3

Click 'Print' and complete normal printing processes.



## Certificate of Completion

This certificate is awarded to

GOV04 GTA

in recognition of successfully completing Georgia Technology Authority's

GEMS Foundations

on February 18, 2015



Georgia Technology Authority



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First Signor

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Second Signor

**The certificate should then print as normal.**

		<p>Print</p> <p>Total: <b>1 sheet of paper</b></p> <p><input type="button" value="Print"/> <input type="button" value="Cancel"/></p> <hr/> <p>Destination  330-01 RICOH MP C45...</p> <p><input type="button" value="Change..."/></p> <p>Pages</p> <p><input checked="" type="radio"/> All</p> <p><input type="radio"/> e.g. 1-5, 8, 11-13</p> <p>Copies</p> <p>1 <input type="button" value="+"/> <input type="button" value="-"/></p> <p>Layout</p> <p>Portrait <input type="button" value="v"/></p> <p>Color</p> <p>Color <input type="button" value="v"/></p>	<p>2/18/2015 GEMS Certificate</p> <div style="border: 1px solid black; padding: 20px; text-align: center;"> <p><b>Certificate of Completion</b></p> <p>This certificate is awarded to GOV04 GTA</p> <p>in recognition of successfully completing Georgia Technology Authority's GEMS Foundations on February 18, 2015</p>  <p>Georgia Technology Authority</p> <p>_____ First Signor</p> <p>_____ Second Signor</p> </div>
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	<p><b>End of Method and/or Procedure</b></p>	<p><b>&lt;&lt;&lt;Insert any additional notes/comments here&gt;&gt;&gt;</b></p>
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