![GTA Learning Center]
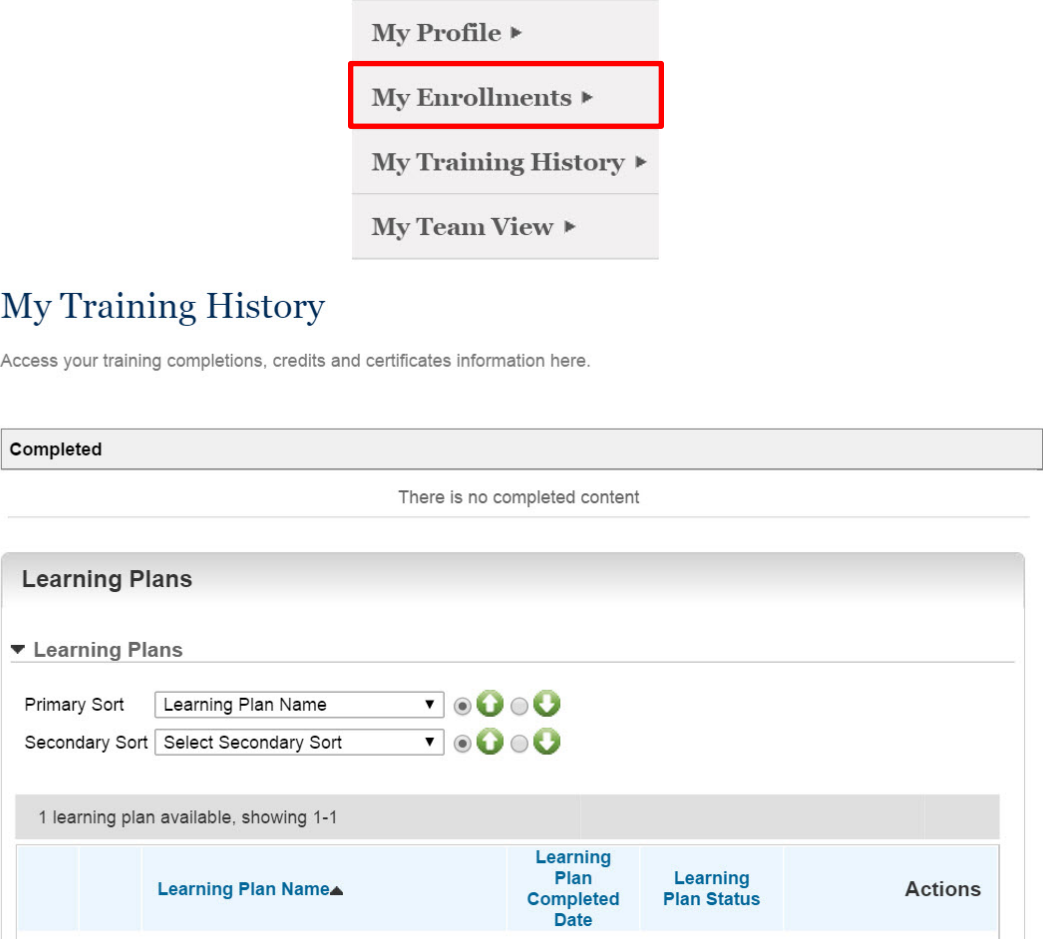
Methods and Procedures: How to View & Print Certificates

STEP	ACTION	RESULT
1	Click '**My Training History**' from the training panel on the left of the **Home Page**.	**The My Training History page should display.**

2	Click [icon] **'Display Completion Certification'** icon under the **Actions** list.	
		The certificate should then display in a new window.
3	Click **'Print'** and complete normal printing processes.	
		The certificate should then print as normal.

| | End of Method and/or Procedure | <<<Insert any additional notes/comments here>>> |