

## Locating your certificate of completion on Trojan Learn.

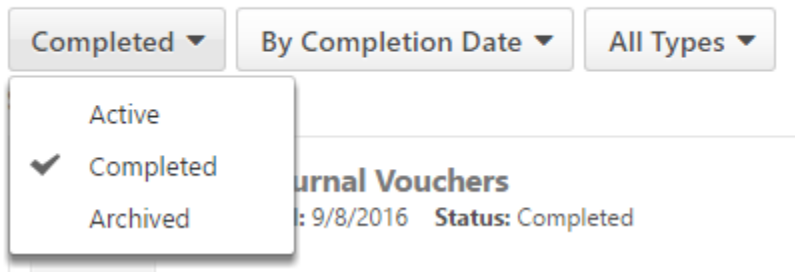
Once you have completed the online course, you can view the status in your Transcript on Trojan Learn.

On the Trojan Learn start page, select your transcript by clicking on the link to see all:

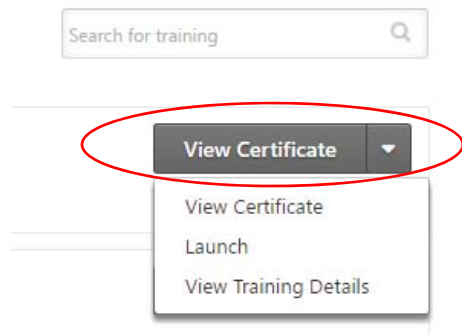


Be sure to select “Completed” for the status instead of the default “Active”. Then you will see the list of the courses you have completed.

Use the transcript to manage all active training.



On your transcript find the View Certificate button.



Select **View Certificate**, and print that file or save it as a PDF file. Be sure you have pop-ups allowed for Trojan Learn so that your certificate will display in the pop-up window.

You want to attach that to your access request or send it to the person who is preparing your access request on your behalf.

If you have difficulty in printing the certificate, you can print the transcript with your name, the course, and the date completed.

Certificates may not be available for all courses, and are usually only available if the course is required for access.