How To Download a Learner Certificate For Administrators

How to get there?

Click on System Administration (1), then with your cursor hover over Modules (2) | Manage Employees (3).

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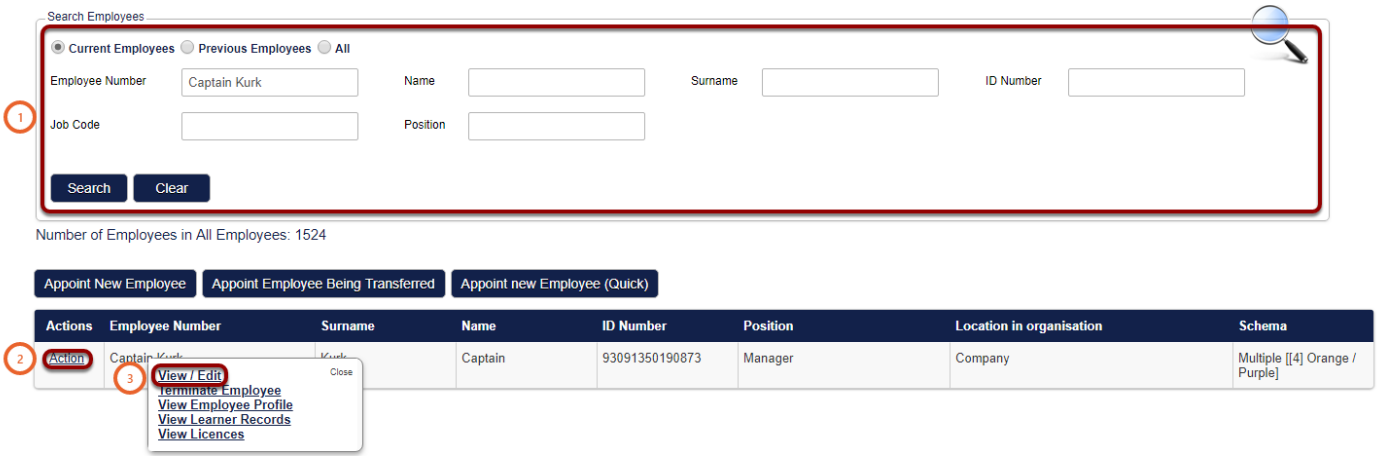
What to do?

- Search for the user using the search boxes and click on Search (1).
- Navigate to the user and click on Action (2).
- A new windows will open.
- Click on View / Edit (3).



- You will be navigated to a new screen.
- On the left click on the plus icon at Employee Development (4).
- Navigate to Learner Records (5).

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- Click on Action (6) for the desired learner record.
- A new window will open.

> Note: Only a certification type learner record will allow you to download a certificate.

- Click on Download Certificate (7).
- The certificate will start to download in your browser.

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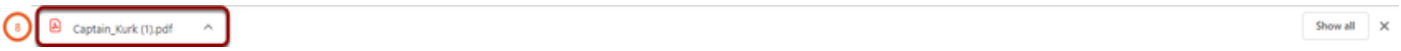
- Click on the certificate to view (8).



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