

How To Download a Learners Certificate For Users

A Pathway Certification Step

- Navigate to and click on LMS Portal (1).



- Click on the e-Learning Programmes (2) tab.

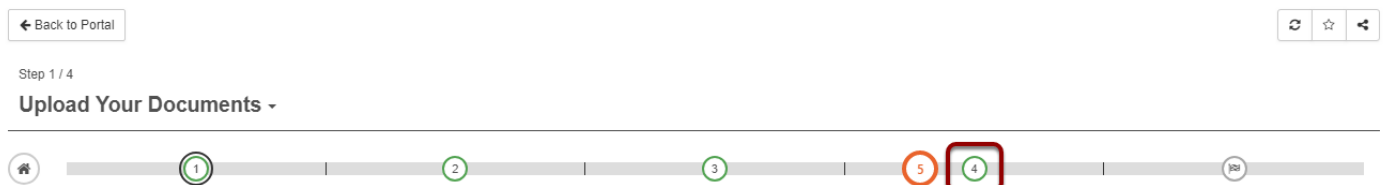


- With your cursor hover over the pathway (3).
- Click on Launch (4).



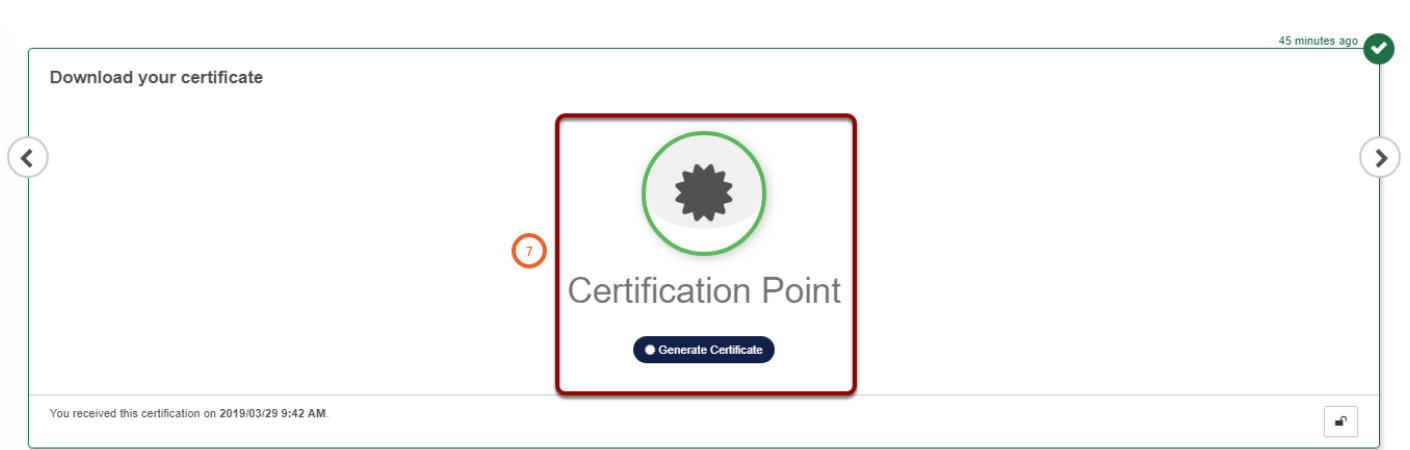
- Navigate to the last step in the pathway (5).
- Or click on the Certification step (6)

Note: To download your certificate all the prerequisites of the pathway must be met and the pathway must be completed.

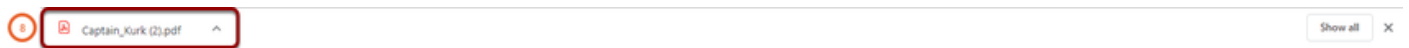


SUMMARY		
Step	Date Last Accessed	Status
1. Upload Your Documents	2019/03/15 07:25	✓ Submitted
2. Download Your Documents	2019/03/15 09:49	✓ Downloaded
3. Image upload	2019/03/29 09:42	✓ Completed
6 4. Certificate	2019/03/29 09:42	✓ Completed

- Click on the Certification Point (7).
- Your certificate will download in your browser.



- Double click on your certificate to view (8).



My Achievements

- Click on LMS Portal (1)



- Option 1:
 - Navigate to the My Achievements tab (2).
 - Click on COURSES (3).
 - Then Navigate to and click on the certificate icon (4).
- Option 2:
 - Click on All Certificate (5).
 - A new window will open.
 - Click on Download Certificate (6)

Your certificate will download in your browser.

Training Requirements 0 | e-Learning Programmes 29 | Book a Course 0 | My Achievements 2

5 All Certificates 2 PDF Excel

0 TRANSLATED NEXT 0 points | 2 COURSES 3

Badge	Course	Dates	Completed / Competent	Score
	Congratulations!!	Start: 2019/03/29 End: 2019/03/29	Completed: ✓ Competent: ✓	
	Document Upload	Start: 2019/03/15 End: 2019/03/15	Completed: ✓ Competent: ✗	0



- Double click on your certificate to view (7).

7 Captain_Kurk (2).pdf Show all X

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