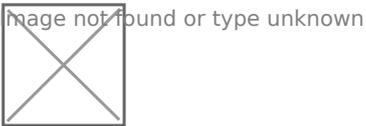


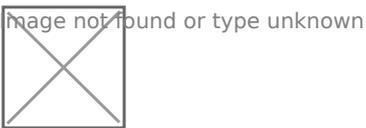
How To Download a Learners Certificate For Users

A Pathway Certification Step

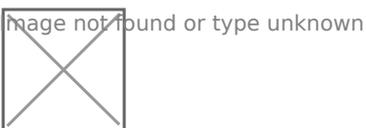
- Navigate to and click on LMS Portal (1).



- 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.

[← Back to Portal](#)



Step 1 / 4

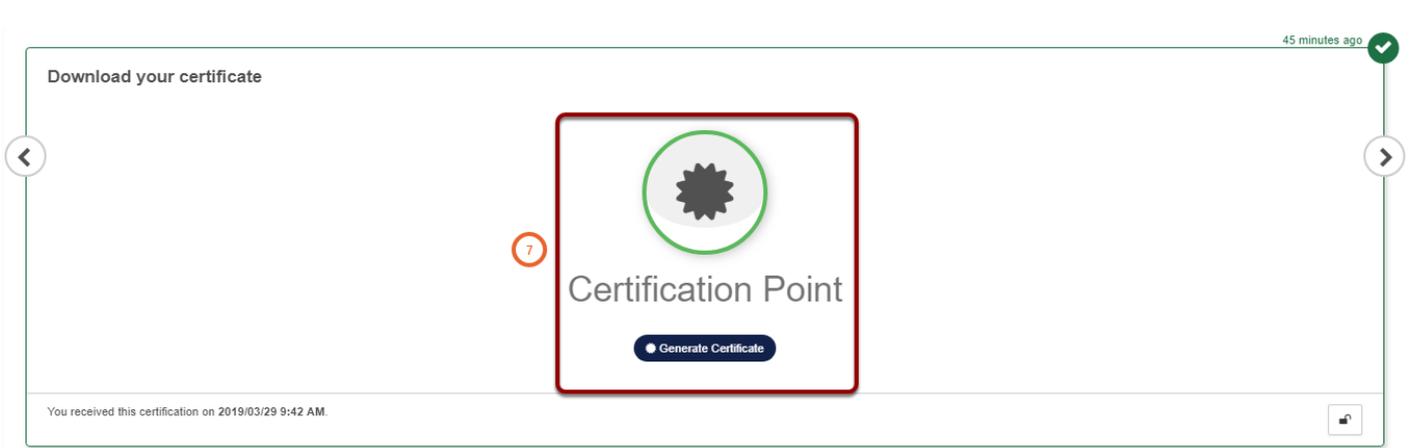
Upload Your Documents -



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.

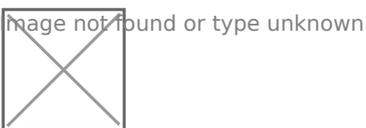


- Double click on your certificate to view (8).



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.

Navigation bar: Training Requirements (0), e-Learning Programmes (29), Book a Course (0), My Achievements (2)

5 All Certificates (2)

0 TRANSLATED NEXT 0 points (3) 2 COURSES (3)

ON YOUR MARKS

| 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 |

Image not found or type unknown



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

7 Captain_Kurk (2).pdf (Show all X)

Revision #1

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Updated 31 March 2021 15:52:03 by Lizette Lotter