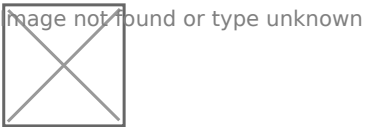


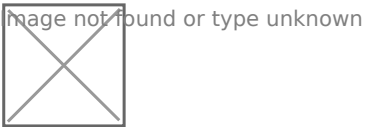
# How To Download a Learners Certificate For Users

## A Pathway Certification Step

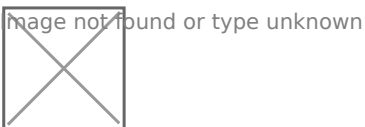
- Navigate to and click on LMS Portal (1).



- 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

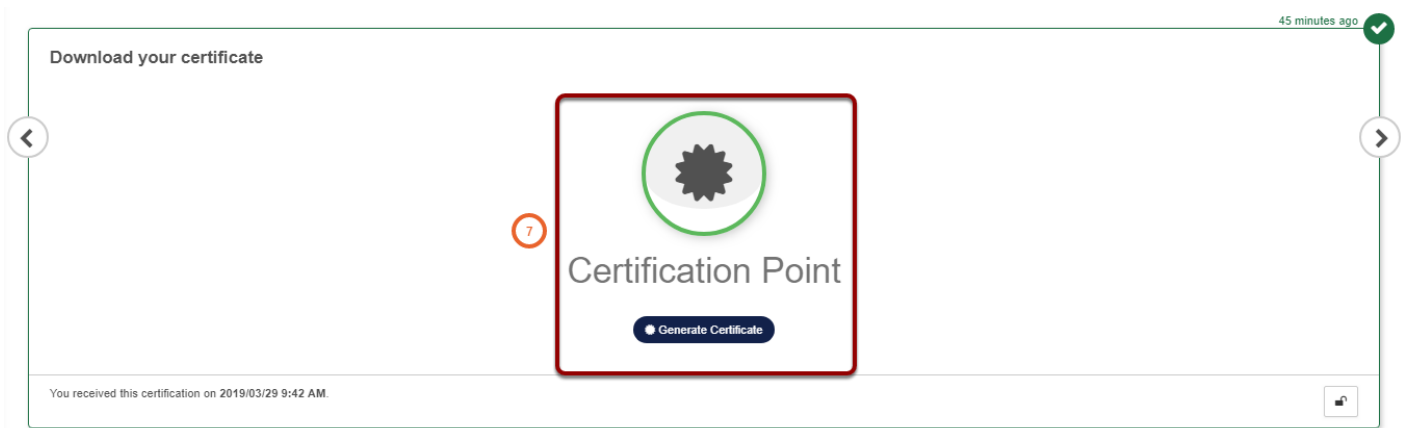
**Upload Your Documents -**



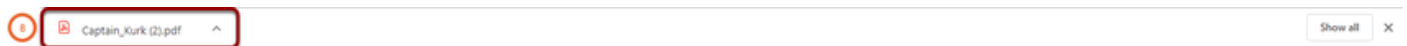
#### SUMMARY

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.

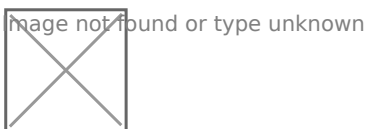


- Double click on your certificate to view (8).



# My Achievements

- Click on LMS Portal (1)



1. Option 1:
  - Navigate to the My Achievements tab (2).
  - Click on COURSES (3).
  - Then Navigate to and click on the certificate icon (4).
2. 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 Requirements0

e-Learning Programmes29

Book a Course0

My Achievements2

5 All Certificates

PDF

Excel

0 TRANSLATED NEXT 0 points

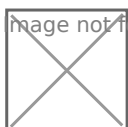
2 COURSES

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\_Xurk (2).pdf

Show all X

Revision #1

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