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.

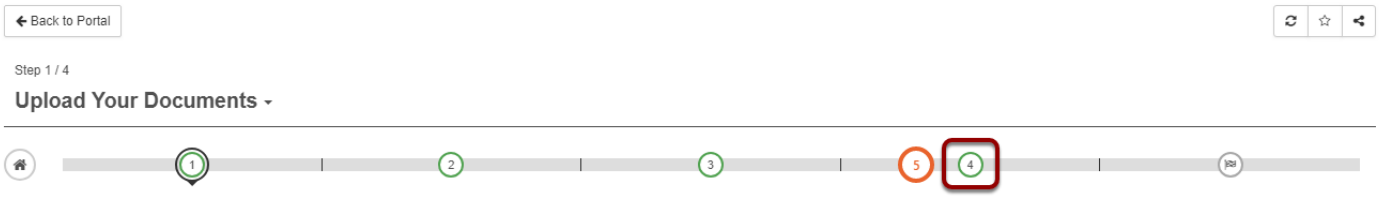


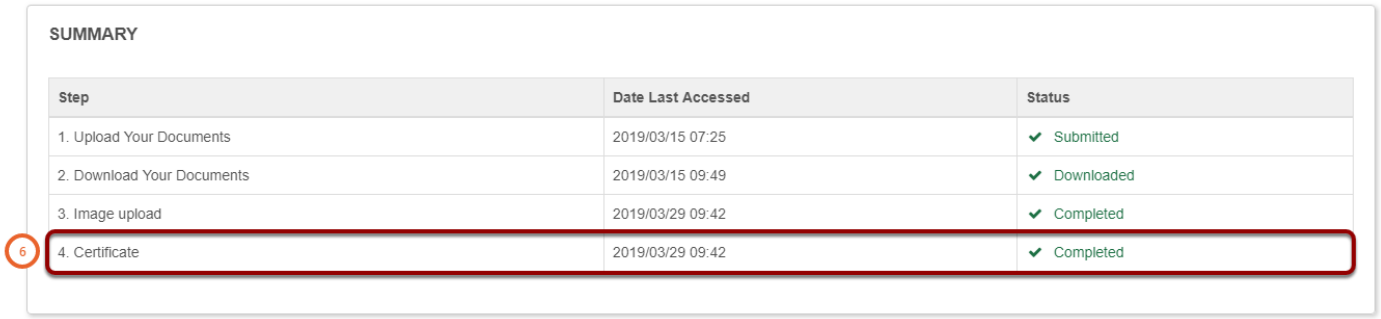
- With your cursor hover over the pathway (3).
- Click on Launch (4).



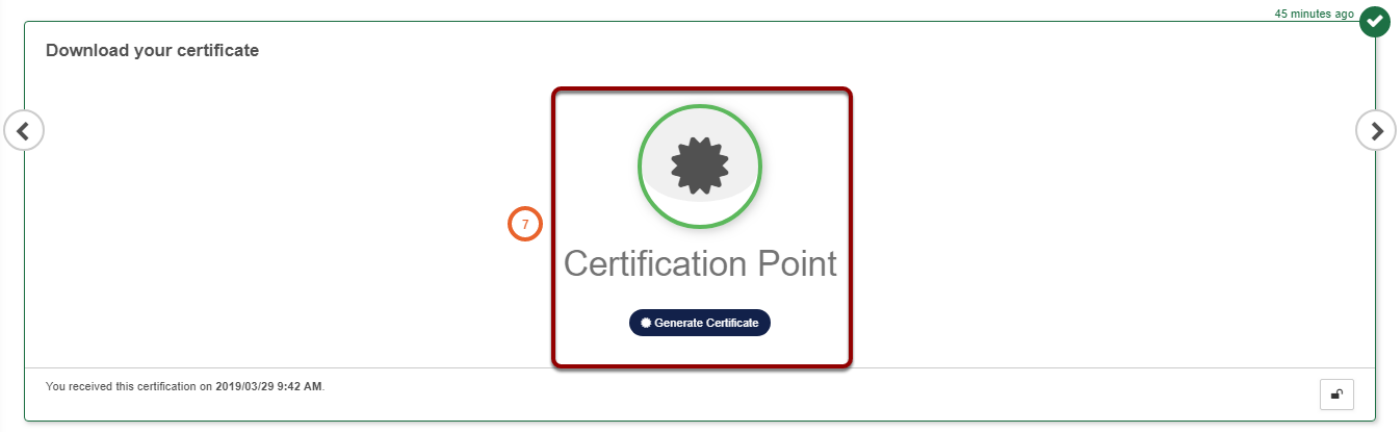
- Navigate to the last step in the pathway (5).
- Or click on the Certification step (6)

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

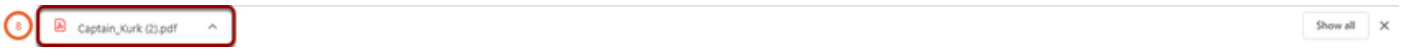




- Click on the Certification Point (7).
- Your certificate will download in your browser.



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



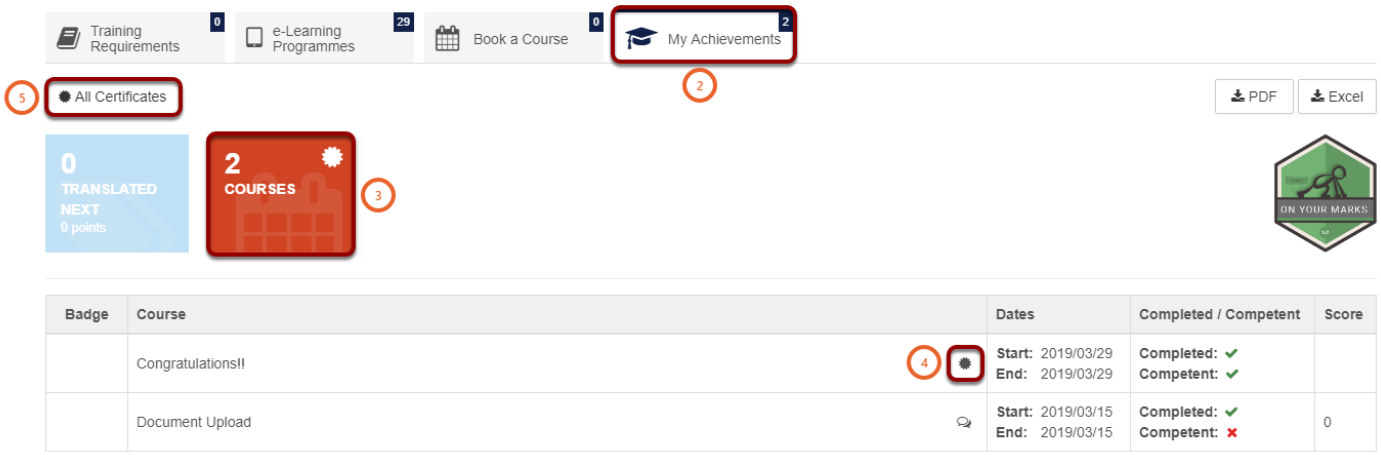
My Achievements

- Click on LMS Portal (1)



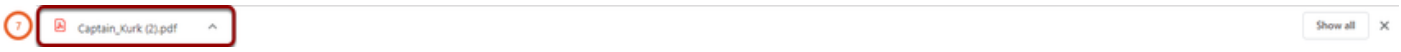
1. Option 1:
   - Navigate to the My Achievements tab (2).
   - Click on COURSES (3).
   - Then Navigate to and click on the certificate icon (4).
2. Option 2:
   - Click on All Certificate (5).
   - A new window will open.
   - Click on Download Certificate (6)

Your certificate will download in your browser.





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



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