

Accessing Certificates

1. Click on the **Admin** tab at the top of the page
2. Click on **Reports** on the left
3. Click on **Certificates**
4. Use the **Search** parameters to display desired certificates
5. Click the + icon to add certificate to the print queue
6. Click Print to print the selected certificates

Search

Search:

Filter:

Site:

Job Title:

Cost Center:

Completed Date: (Blank = Show All) To:

Submit

Paulson,Iris [ABCXYZ_ipaulson]

1 - MANDATED REPORTING - 2021 (2.25 HRS):
Paulson,Iris [ABCXYZ_ipaulson]

 **Remove**

SEVERE MENTAL ILLNESS ORIENTATION - 2021 (1.25 HRS):
Paulson,Iris [ABCXYZ_ipaulson]

Add
 +

1 item(s) in print queue

Preselected

Print

You also have the option of creating custom certificate print styles and exporting certificate reports.

Administration

COURSES >> CERTIFICATES

Manage Certificates

Certificate Print Styles **Export**

Search

Search:

Filter:

Completed Date: (Blank = Show All) To:

