How to navigate my history / print a certificate

Recent History: View the list of courses you completed in the last 30 days

Complete History: Click **View All** to see the full list of completed courses

Back: Click **back** to go back to **My Learning** Page

Completion Date and Time

Course Name

Completion Status

Filter: You can filter by completion date, title or status

Print Certificate: Click on the printer icon next to course name to generate a certificate of completion.

A new page will open and you certificate of completion will appear