How to view your employee's learning history and print a certificate
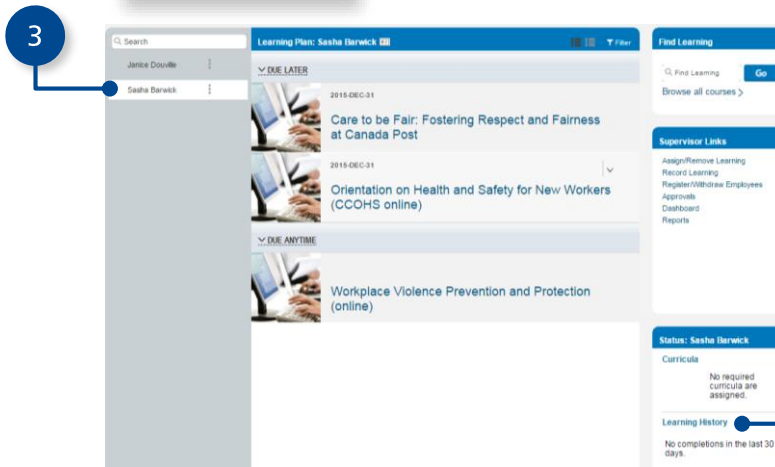
Click on **My Learning**

1

Click on **My Team**

2

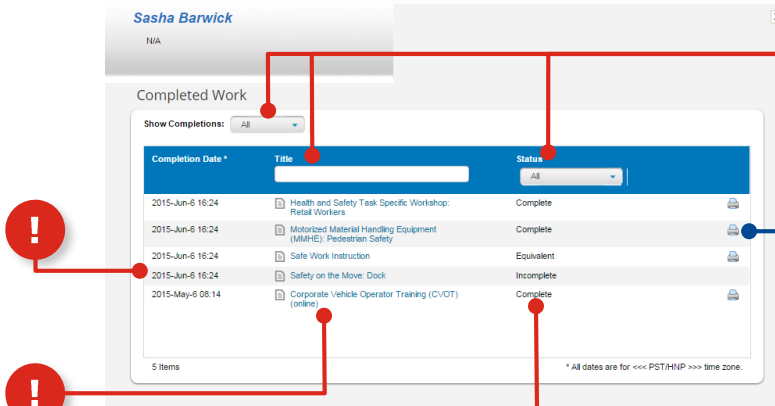Click on the **employee name**

3

Click on **Learning History**

4

Filter: You can filter by **completion date**, **Title** or **Status**

!

Completion Date and Time

!

Course Name

!

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

5

Completion Status

!