



User Job Aid: Print a Certificate of Completion

(Revision date: September 10, 2020)

Purpose

The purpose of this job aid is to guide you through the step-by-step process of printing a certificate of completion.

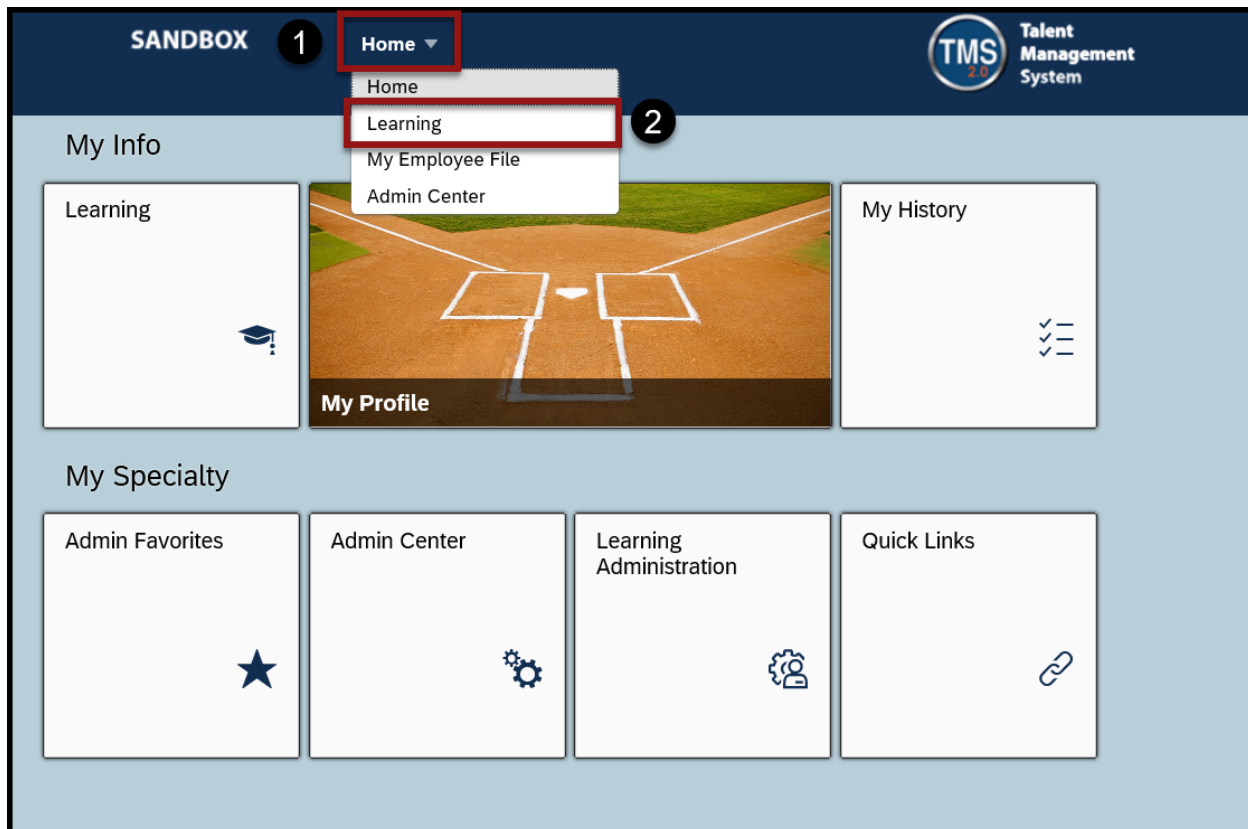
In this job aid, you will learn how to:

- Task A. Access Learning
- Task B. Print a Certificate of Completion



Task A. Access Learning

1. Select the **Home** drop-down menu.
2. Select the **Learning** option.





Task B. Print a Certificate of Completion

1. Select the **View All** button in the Learning History widget.





The screenshot shows the TMS Learning interface. At the top, there's a 'Sandbox' header with 'Learning' and a dropdown arrow. Below this, 'My Learning' and 'Instructor View' are visible. The main content area is divided into several sections:

- To-Do:** A section with a search bar (Keyword: Course name or ID), a 'Select All' button, and a 'Filter' button. It lists two items:
 - FISMA Requirement:** Curriculum Requirement - 1 items from item pool. Part of FISMA Reporting Curriculum. A 'CHOOSE COURSES' button is next to it.
 - VA Privacy and Information Security Awareness and Rules of Behavior:** VA 10176. Part of VA Staff Mandatory Training. A 'START COURSE' button is next to it.
- My Curricula:** A section with a green circle icon and a 'Due Later (2)' label.
- Links:** A list of links including 'Add to Learning His...', 'Enterprise Service...', 'News', 'Options and Settings', 'Reports', 'Skillssoft Books', 'Talent Profile', 'VA Mandatory Train...', 'VAKN Calendar', and 'VHA Desktop Library'.
- Learnin...:** A section with a circular arrow icon, a red circle with '0', and a 'View All' button. Below this is a black circle with the number '1'.

2. Select the **printer icon** next to the training you would like to print a certificate.

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Learning History

Show Completions: All

Completion Date *	Title	Status	Action
12/16/2019 09:07 AM	 VA Privacy and Information Security Awareness and Rules of Behavior	VA-Complete	 2

Items: 1

* All dates are for America/Chicago time zone.

3. The certificate will open in a second browser window. Select the **print icon** in order to print the Certificate of Completion.

