



TMS
2.0

VA

User Job Aid

Print a Certificate of Completion

User Job Aid: Print a Certificate of Completion

(Revision date: September 10, 2020)

Purpose

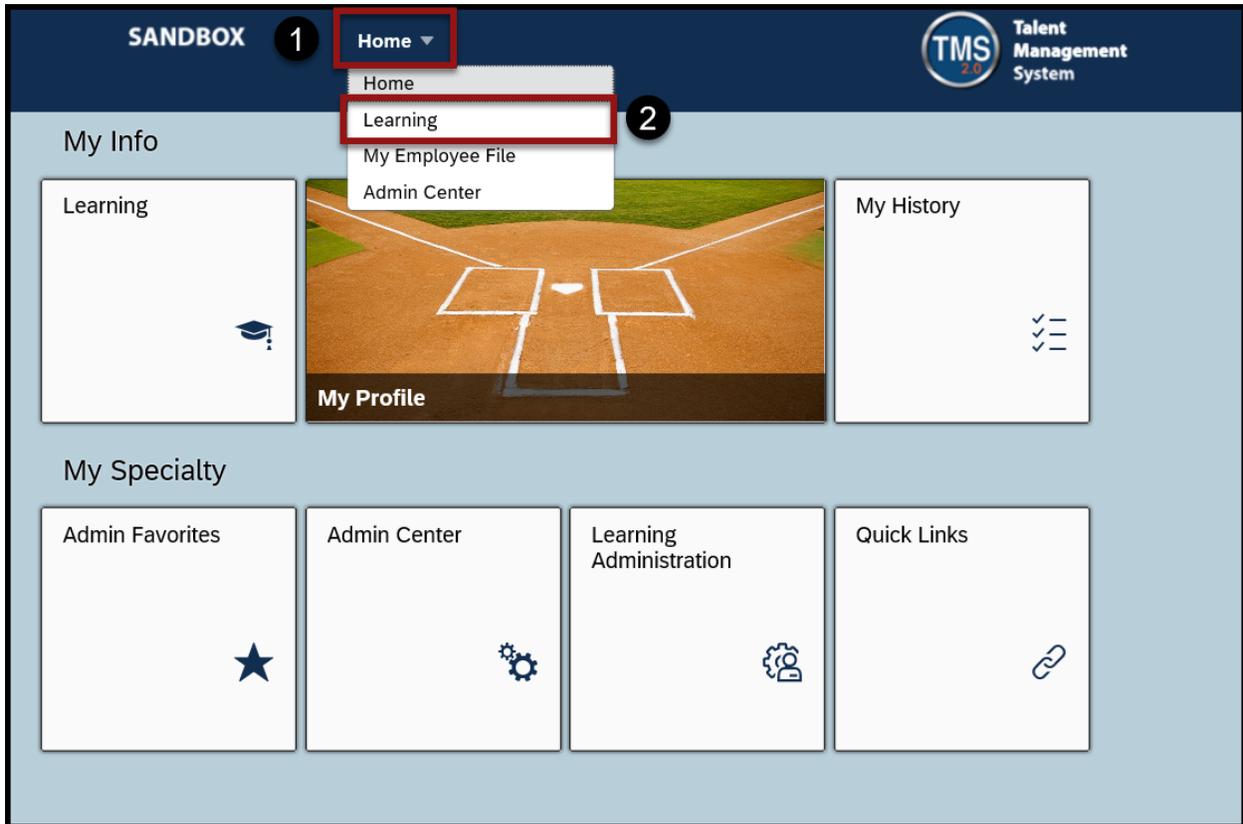
The purpose of this job aid is to guide you through the step-by-step process of printing a certificate of completion.

In this job aid, you will learn how to:

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

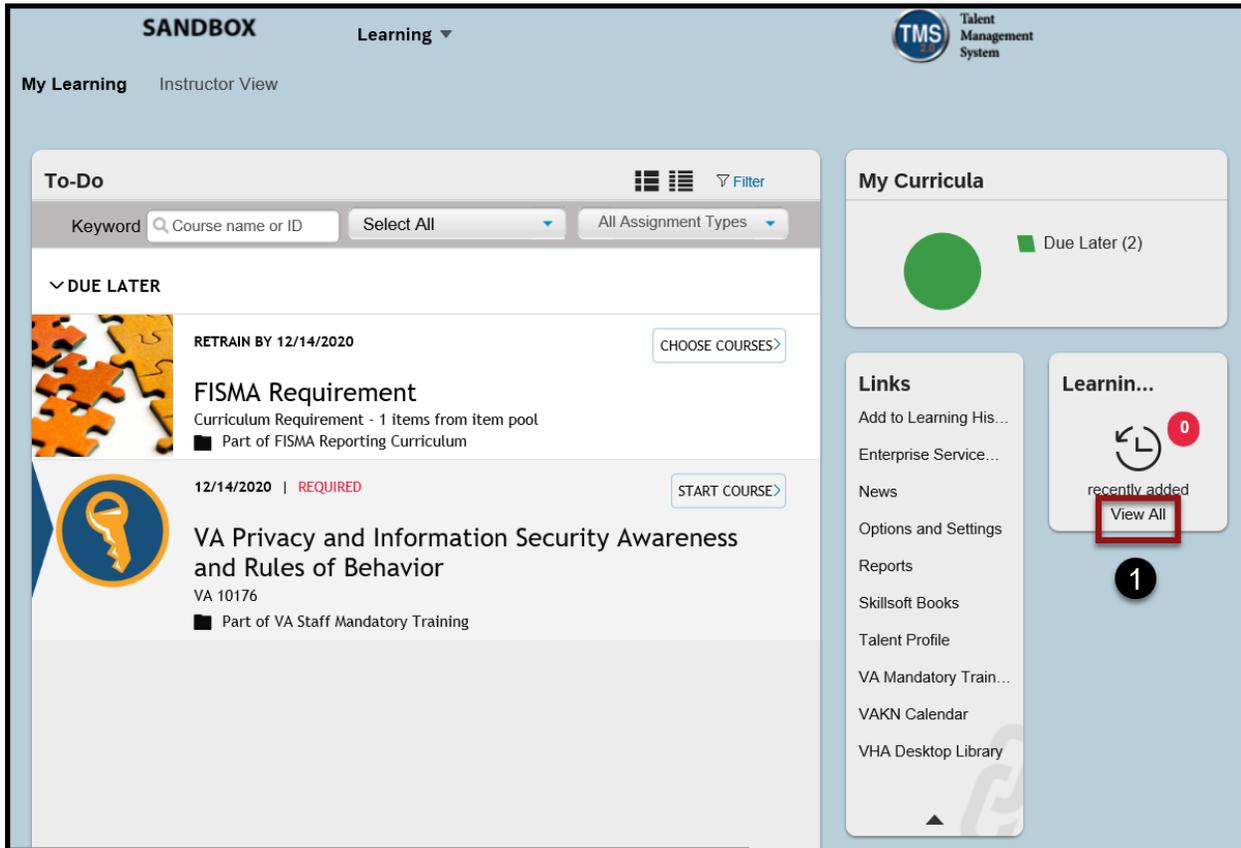
 **Task A. Access Learning**

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



 **Task B. Print a Certificate of Completion**

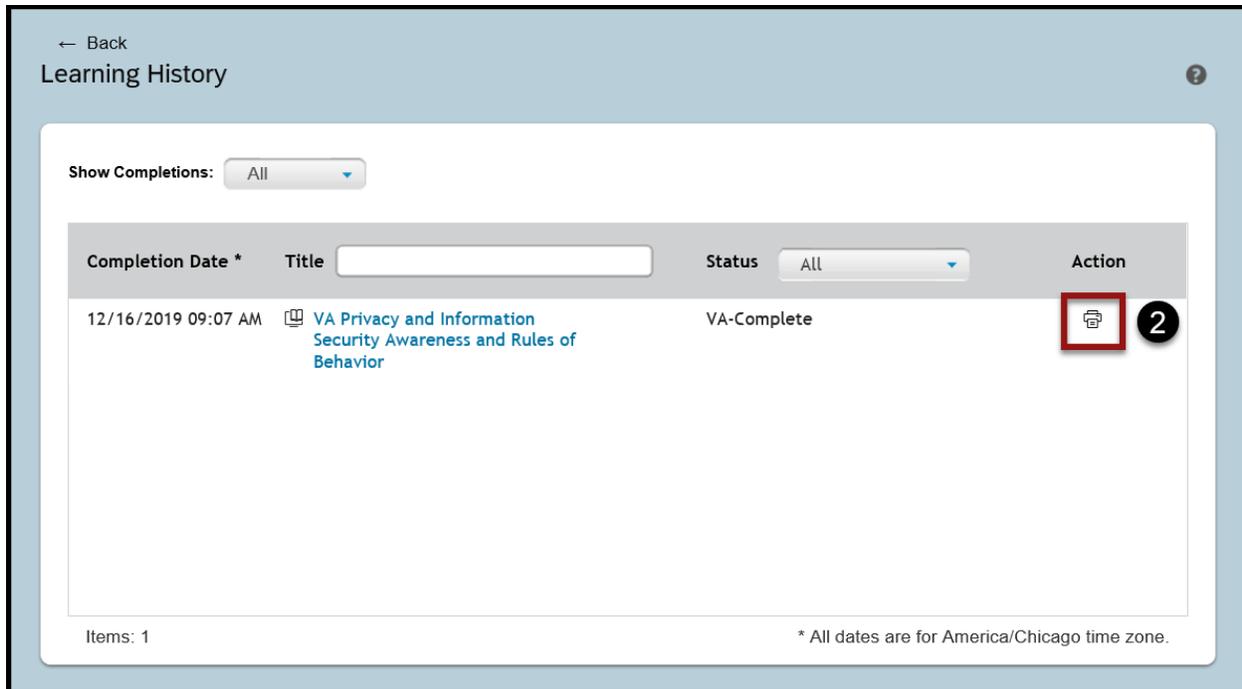
1. Select the **View All** button in the Learning History widget.



The screenshot displays the TMS Learning Management System interface. At the top, it shows 'SANDBOX' and 'Learning' with a dropdown arrow. The 'My Learning' section is set to 'Instructor View'. The main content area is divided into several widgets:

- To-Do:** Features a search bar for 'Course name or ID', a 'Select All' dropdown, and a 'Filter' button. Below this, a section titled 'DUE LATER' contains two items:
 - FISMA Requirement:** A curriculum requirement with 1 item from an item pool, part of the FISMA Reporting Curriculum. It includes a 'RETRAIN BY 12/14/2020' warning and a 'CHOOSE COURSES' button.
 - VA Privacy and Information Security Awareness and Rules of Behavior:** A required course (VA 10176) part of VA Staff Mandatory Training, with a '12/14/2020 | REQUIRED' warning and a 'START COURSE' button.
- My Curricula:** Shows a green circle and 'Due Later (2)'.
- Links:** A vertical list of navigation options including 'Add to Learning His...', 'Enterprise Service...', 'News', 'Options and Settings', 'Reports', 'Skillsoft Books', 'Talent Profile', 'VA Mandatory Train...', 'VAKN Calendar', and 'VHA Desktop Library'.
- Learnin...:** A widget with a circular refresh icon, a red '0' badge, the text 'recently added', and a 'View All' button highlighted with a red box. Below it is a black circle with a white '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.

