1. Go to Self → Reporting → Training Transcript.



- 2. Edit DATE RANGE as needed to see all trainings.
- 3. Locate the training you wish to print certificate for and click the diploma icon to LEFT of the title.

Date Range  Start Date 4/1/2018 08:20am	End Date 8/8/2018 08:20am	REFRESH	
Start Date 4/1/2018 08:20am	End Date 8/8/2018 08:20am	REFRESH	
4/1/2018 08:20am	8/8/2018 08:20am	REFRESH	
	1		

- 4. Your diploma will appear in a popup window. Click Export to PDF. Another window will appear.
- 5. Click Print File. Your transcript will download in another window or tab depending on your browser settings. Click OK to close the window.