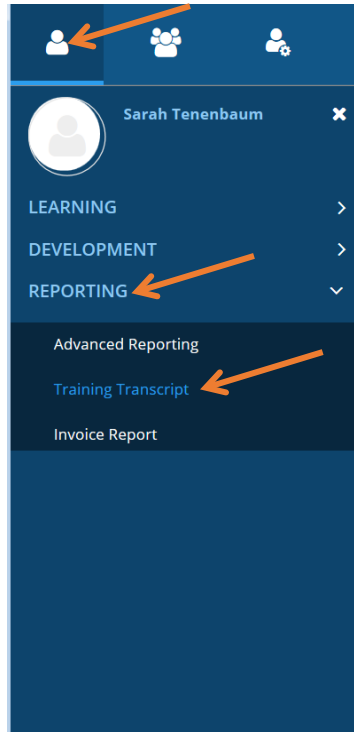


Printing Diplomas

1. Go to **Self** → **Reporting** → **Training Transcript**.



2. Edit dates as needed.
3. Locate the training you wish to print certificate for and click the diploma icon to LEFT of the title.

TRAINING TRANSCRIPT

Select a year or date range to filter completed training records.

Date Range

Start Date End Date


██████████

List of completed activities from 4/1/2018 to 8/8/2018

Username:
██████████

E-mail:
██████████

ACTIVITIES

Activity	Code	Estimated Credit Hours	Start Date
 eCourse: FERPA (Family Educational Rights and Privacy Act)	ME-REG-FERPA-0518		5/18/2018

An orange arrow points to the 'Date Range' dropdown menu. Another orange arrow points to the diploma icon in the first row of the activities table.

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.