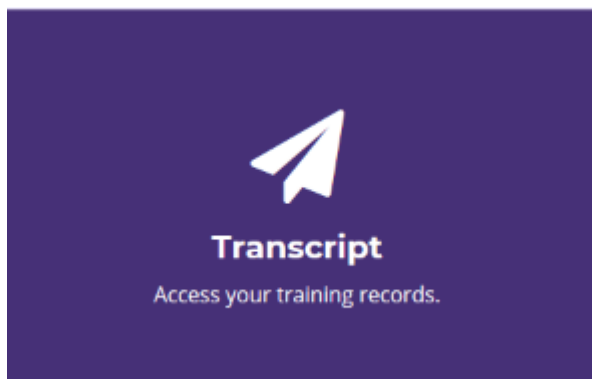# How to Locate and Print a Certificate of Completion

1. When an activity has registered completion, navigate to the homepage and click on the "Transcript" tile on the bottom right side of the screen.

2. When you enter the transcript area, change the Date Range to "All", which will give you full visibility of all the activity and completion records in your profile.

TRAINING TRANSCRIPT

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

Date Range ▾

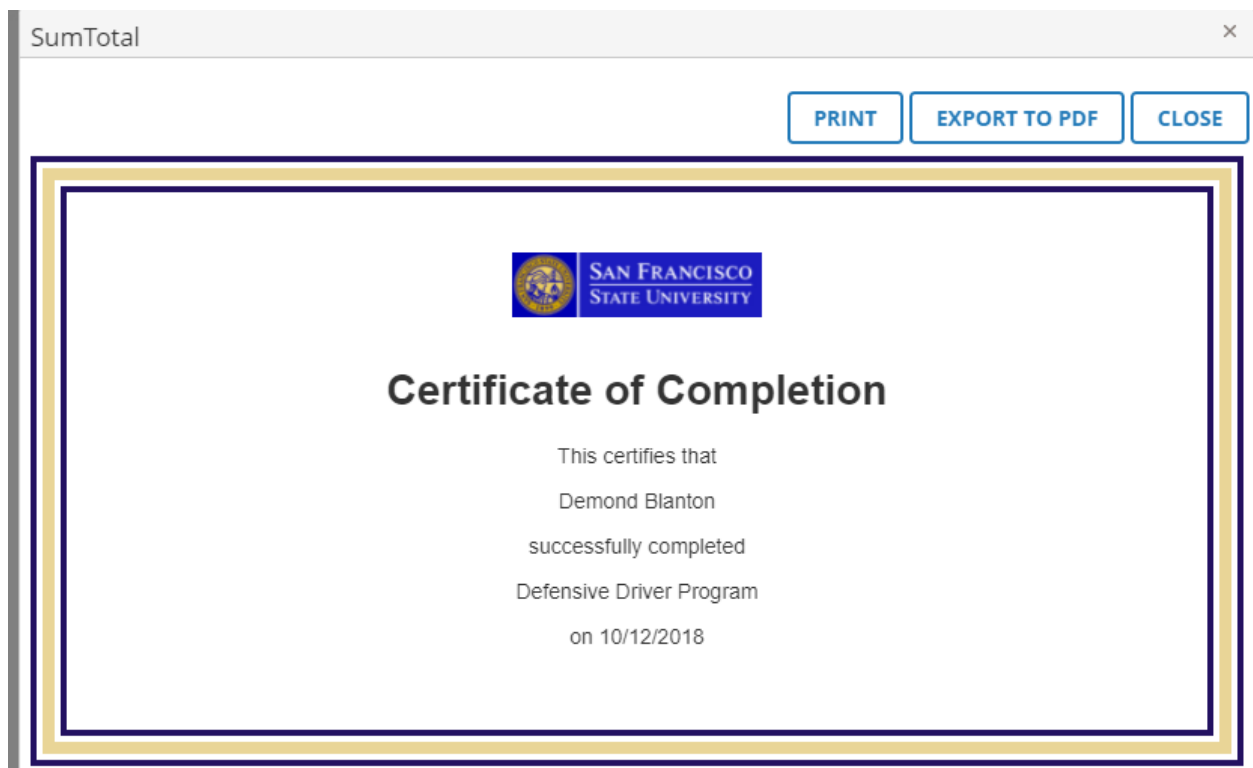| Start Date	End Date	
4/8/2020 10:35am 📅▾	4/8/2021 10:35am 📅▾	**REFRESH**

3. Next to a completed course will be a diploma icon. Click this icon to access the certificate.

Curriculum:	SFSU-CURRIC-DDP	10/12/2018	10/12/2018	Attended	10/11/2022
Defensive Driver Program					
ILT Course:	ilt_sfsu_fire_extinguisher	9/19/2018	9/19/2018	Attended	100
Fire Extinguisher – Hands-On					

4. To print the certificate (either a physical copy or a PDF copy), click the print button.

a. For printing: Select your printer and make sure the certificate displays on one page

b. For PDF, change your destination to Export To PDF (or Print to) PDF. Name the file and select a location on your computer to save the file.