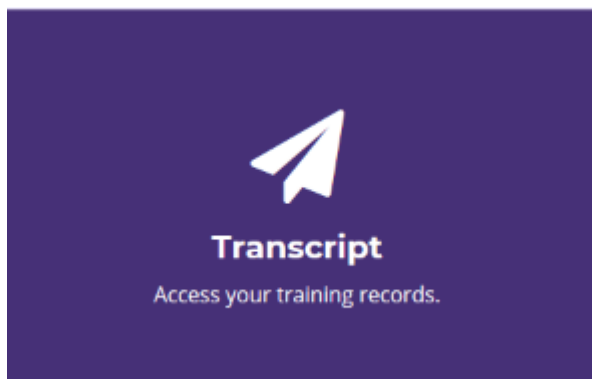




How to Locate and Print a Certificate of Completion

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.

▼

Start Date End Date

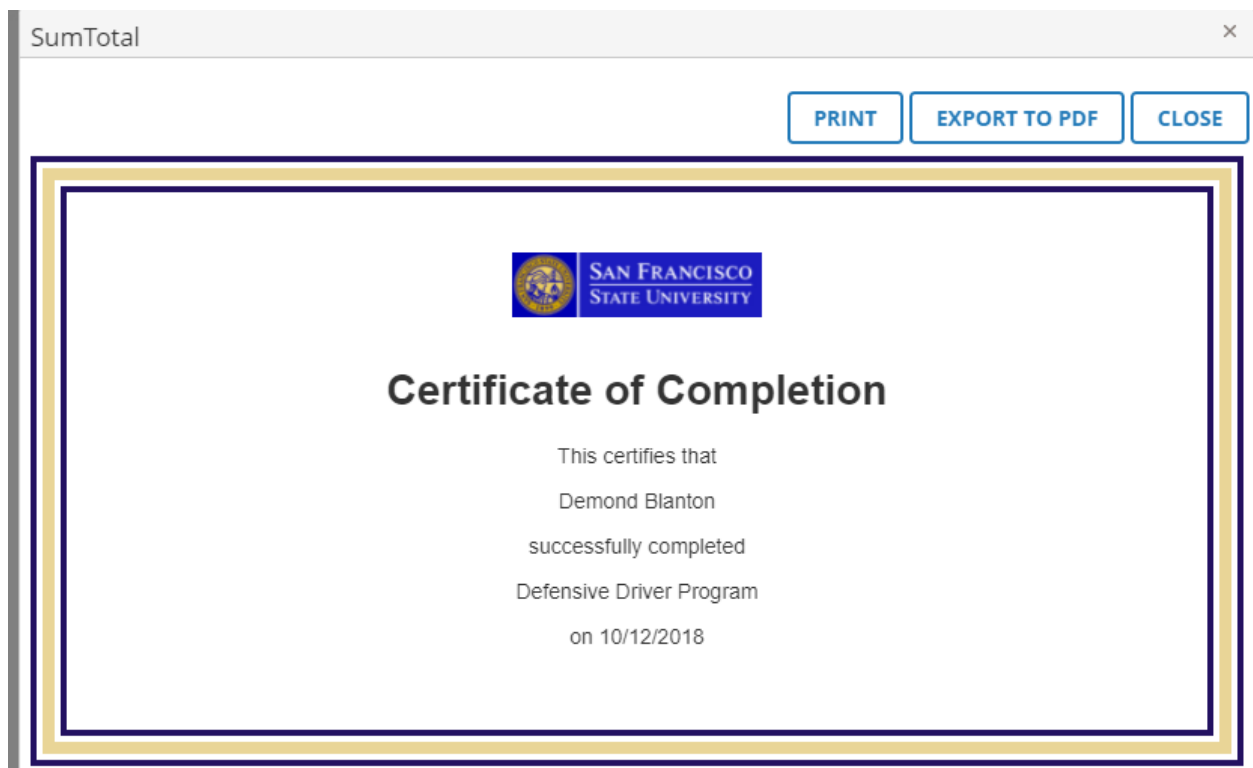
3. Next to a completed course will be a diploma icon. Click this icon to access the certificate.

 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.



The screenshot shows a window titled "SumTotal" with a close button (X) in the top right corner. Below the title bar are three buttons: "PRINT", "EXPORT TO PDF", and "CLOSE". The main content area displays a certificate from San Francisco State University. The certificate text reads: "Certificate of Completion", "This certifies that", "Demond Blanton", "successfully completed", "Defensive Driver Program", "on 10/12/2018". The certificate is framed by a double-line border, with the inner line being blue and the outer line being yellow.