

## Access Certificate of Completion when training is completed

Corporate Communications - 2018-12-01 - Comments (0) - Process Safety Learning<sup>®</sup>

Process Safety Learning<sup>®</sup> allows users to download and share a Certificate of Completion once training is completed successfully. View, download, and print a certificate from the user's Dashboard by following these simple steps:

1. Expand the "Profile" menu found on the left side of the screen
2. Select "Dashboard" from the drop-down list
3. Under "My Courses" locate the completed class or module and click on the green ribbon icon located next to "Completed" under the "Status" column
4. Your certificate will automatically generate as a PDF and click on the download when ready
5. Choose to save or open your certificate as a PDF
6. After training is complete, be sure to provide us with feedback. Access a brief survey by clicking on the blue thumbs up icon located next to the green ribbon icon.