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Access Certificate of Completion when training is completed Corporate Communications - 2018-12-01 - Comments (0) - Process Safety Learning®

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.