

ESS – Print Completion Certificate

Purpose: The purpose of this task is to search the SuccessFactors LMS Learning History to print completion certificates for courses you have taken.

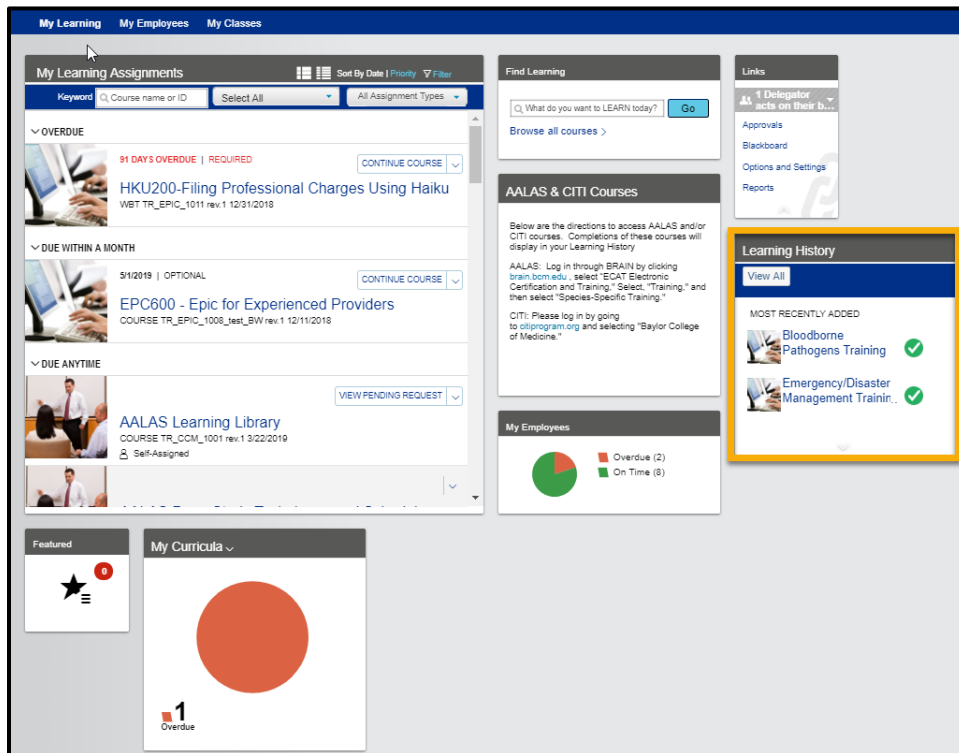
How to Access: From the *SuccessFactors Home Page* screen, scroll down to the *My Info* section, and click the **Learning** tile to go to the *My Learning* screen.

Audience: Everyone

- Helpful Hints:**
- Access to **My Learning** is also available by going to the **Home** drop down at the top left corner and selecting **Learning**
 - Managers also have the ability to print completion certificates of their direct reports

Procedure: Complete the following steps to print a completion certificate.

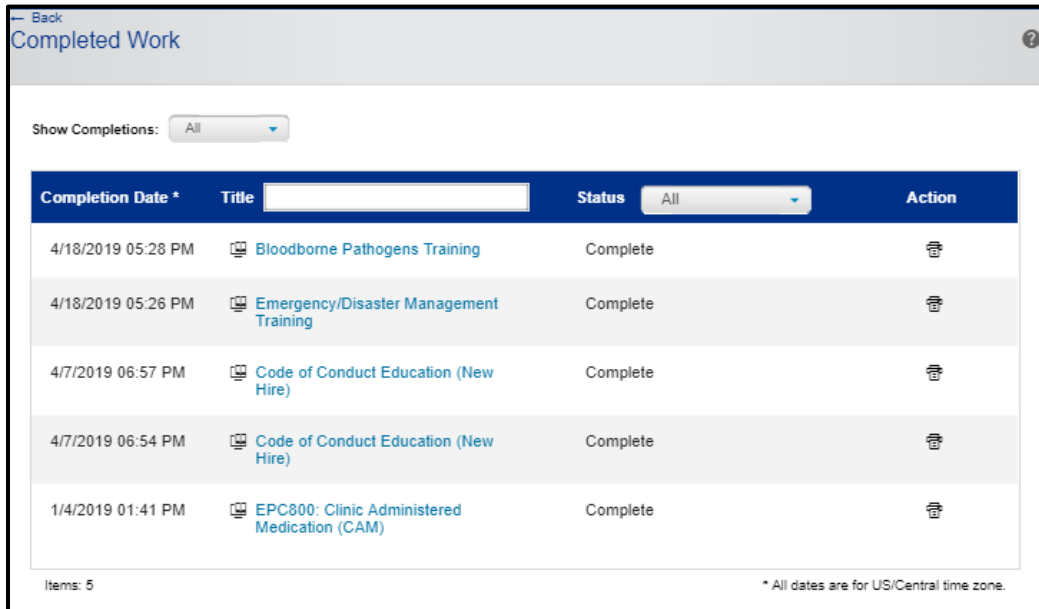
My Learning



1. Click the **View All** button on the *Learning History* tile to go to the *Completed Work* screen.

Note: If no learning events have occurred during the last 30 days, a note displays, “Nothing was recorded in the last 30 days.”

Completed Work



- Review the list of completed training.

Note: If the required training does not display, search for the course by entering the **Course Title** into the **Title** field.


- As required, complete one or more of the following actions:

If you want to...	Then...	Go To
Print a completion certificate,	Click the of the required course to go to the <i>Certificate of Completion</i> pop-up window. Note: The system message, “Waiting in queue” while generating the certificate.	Step 4
View details of a course,	Hover your cursor over the required Course Title , and click the View Details option to go to the <i>Completed Work Details</i> screen.	Step 7
Review the content of the course,	Hover your cursor over the required Course Title , and click the Review Content option to go to the <i>Online Content Structure</i> screen.	Step 10
Return to your <i>SuccessFactors Home Page</i> screen,	Click .	–

Certificate of Completion

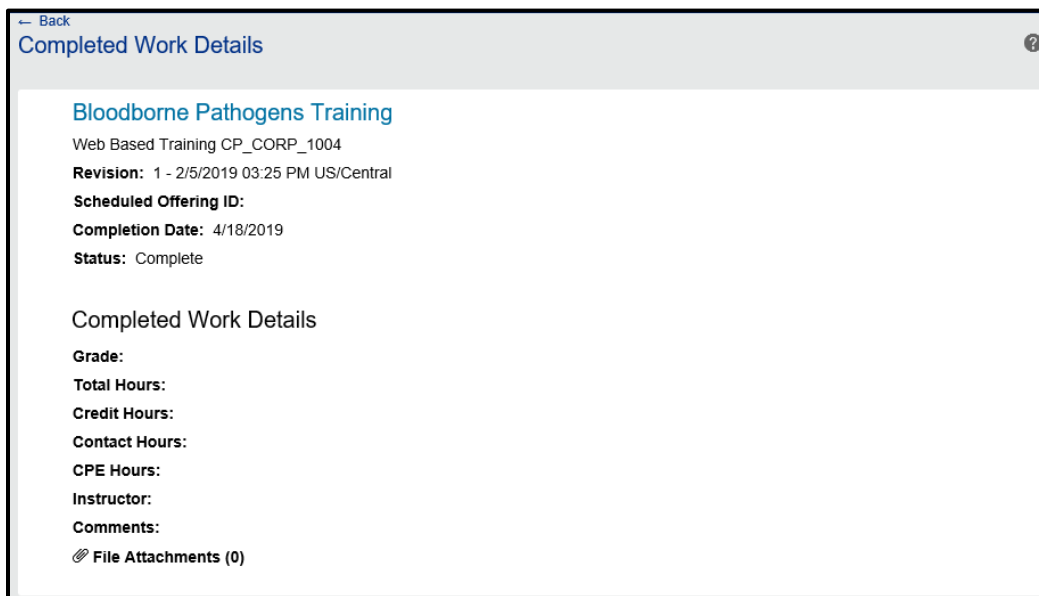



4. Click  to print your certification.

Note: It is also possible to download a copy of the certificate by clicking . Options for printing or downloading can vary depending on your internet browser.

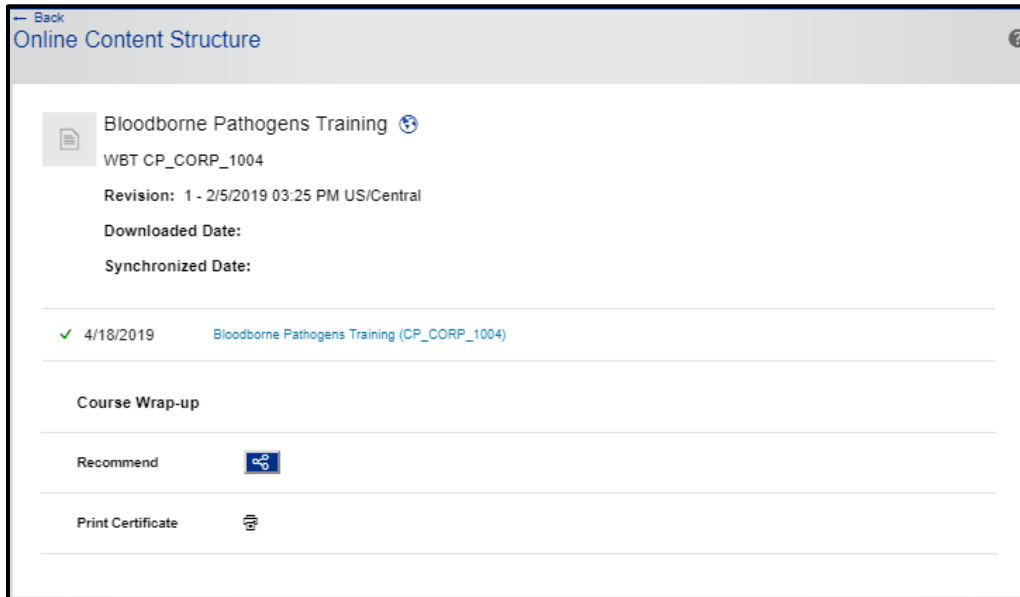
5. Close certificate page.
6. Return to [Step 3](#).

Completed Work Details



7. Review the displaying course details.
8. Click  in the top-left corner of the window to return to the *Completed Work* screen.
9. Return to [Step 3](#).

Online Content Structure

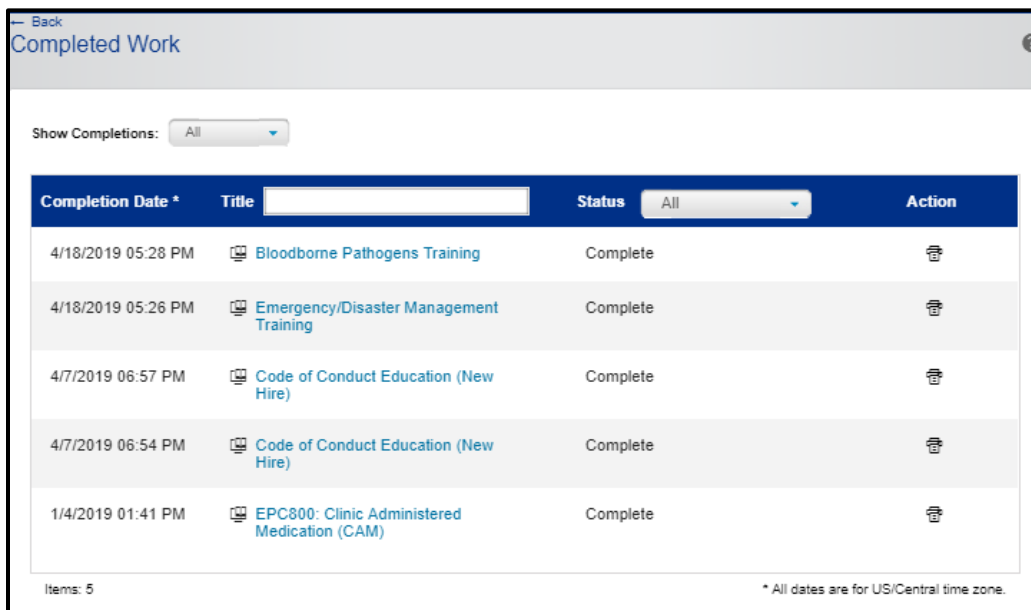


10. Review the available course content.

Note: It is also possible to click on available links to access the course materials, print a completion certificate, and recommend to others.

11. Click [← Back](#) to return to the *Completed Work* screen.

Completed Work



12. Click [← Back](#) to return to your **My Learning** page.

Result:

You have successfully printed your completion certification.