# 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 <i>SuccessFactors Home Page</i> screen, scroll down to the <i>My Info</i> section, and click the <b>Learning</b> tile to go to the <i>My Learning</i> screen.
Audience:	Everyone
Helpful Hints:	<ul> <li>Access to My Learning is also available by going to the Home drop down at the top left corner and selecting Learning</li> <li>Managers also have the ability to print completion certificates of their direct reports</li> </ul>
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.

### Learning Management System

<u>Note:</u> If no learning events have occurred during the last 30 days, a note displays, "Nothing was recorded in the last 30 days."

#### Completed Work

ompleted Work			
Show Completions: All	•		
Completion Date *	Title	Status All	<ul> <li>Action</li> </ul>
4/18/2019 05:28 PM	Bloodborne Pathogens Training	Complete	6
4/18/2019 05:26 PM	Emergency/Disaster Management Training	Complete	큡
4/7/2019 06:57 PM	Code of Conduct Education (New Hire)	Complete	큡
4/7/2019 06:54 PM	Generation (New Hire)	Complete	큡
1/4/2019 01:41 PM	EPC800: Clinic Administered Medication (CAM)	Complete	큡
Items: 5			* All dates are for US/Central time zone.

2. Review the list of completed training.

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

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

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

Certificate of Completion

Certificate of Completion		
This certifies that		
P Has successfully completed Emergency/Disaster Management Training		
Completed on 4/18/2019 05:26 PM US/Central		
Instructor		

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 <u>Step 3</u>.

#### **Completed Work Details**

– Back	
Completed Work Details	0
Bloodborne Pathogens Training	
Web Based Training CP_CORP_1004	
Revision: 1 - 2/5/2019 03:25 PM US/Central	
Scheduled Offering ID:	
Completion Date: 4/18/2019	
Status: Complete	
Completed Work Details	
Grade:	
Total Hours:	
Credit Hours:	
Contact Hours:	
CPE Hours:	
Instructor:	
Comments:	
In File Attachments (0)	

- 7. Review the displaying course details.
- 8. Click Back in the top-left corner of the window to return to the *Completed Work* screen.
- 9. Return to <u>Step 3</u>.

## Learning Management System

Online Content Structure

← <sup>Back</sup> Online C	Content Structure	G
(iii)	Bloodborne Pathogens Training 😚 WBT CP_CORP_1004 Revision: 1 - 2/5/2019 03:25 PM US/Central Downloaded Date: Synchronized Date:	
✓ 4/	/18/2019 Bloodborne Pathogens Training (CP_CORP_1004)	
Co	burse Wrap-up	
Red	commend 🍕	
Prir	int Certificate 🗟	

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.

Comple	eted	Work
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← <sup>Back</sup> Completed Work			0
Show Completions: All	•		
Completion Date *	Title	Status All	Action
4/18/2019 05:28 PM	Bloodborne Pathogens Training	Complete	6
4/18/2019 05:26 PM	Emergency/Disaster Management Training	Complete	6
4/7/2019 06:57 PM	Code of Conduct Education (New Hire)	Complete	6
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1/4/2019 01:41 PM	EPC800: Clinic Administered Medication (CAM)	Complete	큡
ltems: 5		A *	I dates are for US/Central time zone.

12. Click  $\leftarrow$  Back to return to your **My Learning** page.



## Result:

You have successfully printed your completion certification.