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 Learning tile to go to the <i>My Learning</i> 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.

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

← ^{Back} Completed Work			C
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	đ
4/7/2019 06:57 PM	Code of Conduct Education (New Hire)	Complete	đ
4/7/2019 06:54 PM	Code of Conduct Education (New Hire)	Complete	đ
1/4/2019 01:41 PM	望 EPC800: Clinic Administered Medication (CAM)	Complete	큡
Items: 5		* All dat	es 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 ^{The sequired 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 Course Title , and click the View Details 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 Course Title , and click the Review Content 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	?
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:	
Ile 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

← ^{Back} Online C	Content Structure	G
	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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← ^{Back} Completed Work			0
Show Completions: All	•		
Completion Date *	Title	Status All	Action
4/18/2019 05:28 PM	Bloodborne Pathogens Training	Complete	đ
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
4/7/2019 06:54 PM	Generation (New Hire)	Complete	6
1/4/2019 01:41 PM	EPC800: Clinic Administered Medication (CAM)	Complete	큡
ltems: 5		۹.	Il 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.