

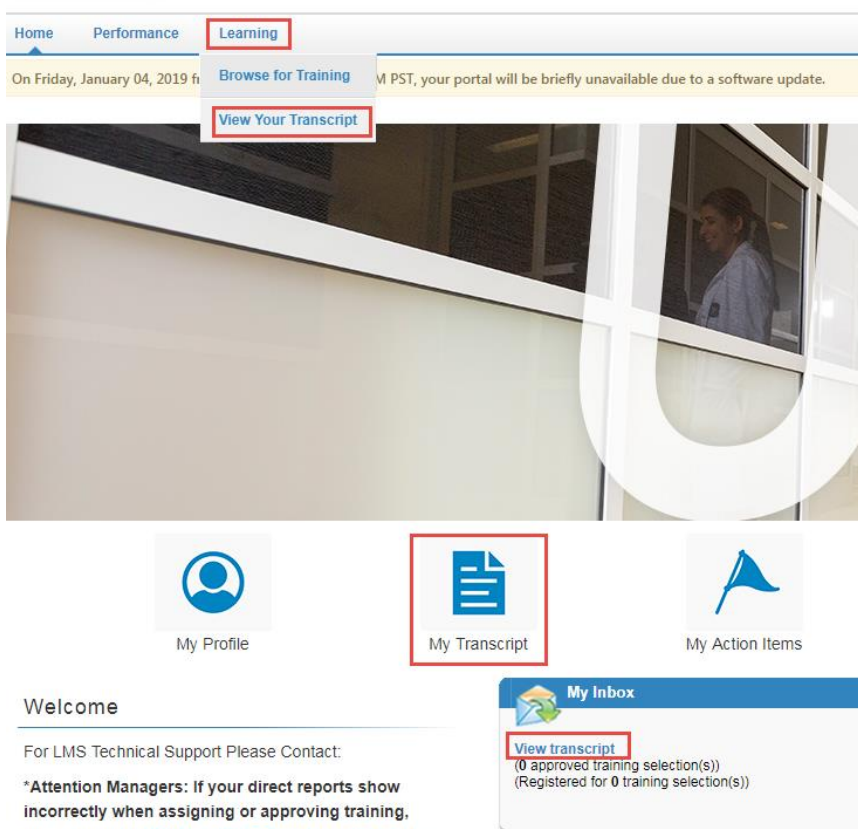
Cornerstone LMS Quick Reference Guide

How to View and Print Certificate

Introduction

This guide outlines the steps a user will take view and print a certificate of completion from their transcript.

1. From the Welcome page go to **Transcript** anytime by using the **Learning** tab, and then click **View Your Transcript**.



- From your transcript, click the **Active** dropdown menu, and choose **Completed**.

Transcript Actions Snapshot

STEWART BROWN Transcript: STEWART BROWN

Transcript: STEWART BROWN

Use the transcript to manage all active and completed training. If you wish to review your completed training, access the completed tab from the drop-down and select "Launch" from the available options next to your training.

1.23 HRS
AGGREGATE TRAINING COMPLETED

FISCAL YEAR ENDING 6/30/2019 COST \$0.00

Active By Due Date All Types

Search for training

Open Curriculum

Active
Completed
Archived Curriculum

- Locate the course and click on **View Completion** drop down arrow and click **View Certificate**.

Transcript:

Use the transcript to manage all active and completed training. If you wish to review your completed training, access the completed tab from the drop-down and select "Launch" from the available options next to your training.

Completed By Title All Types

hippa

Search Results (14)

Workplace Violence Training (annual requirement) - SumTotal is the system of record
Completed: 9/5/2018 Status: Completed Inactive

UC Ethical Values and Conduct - SumTotal is the system of record
Completed: 9/5/2018 Status: Completed Inactive

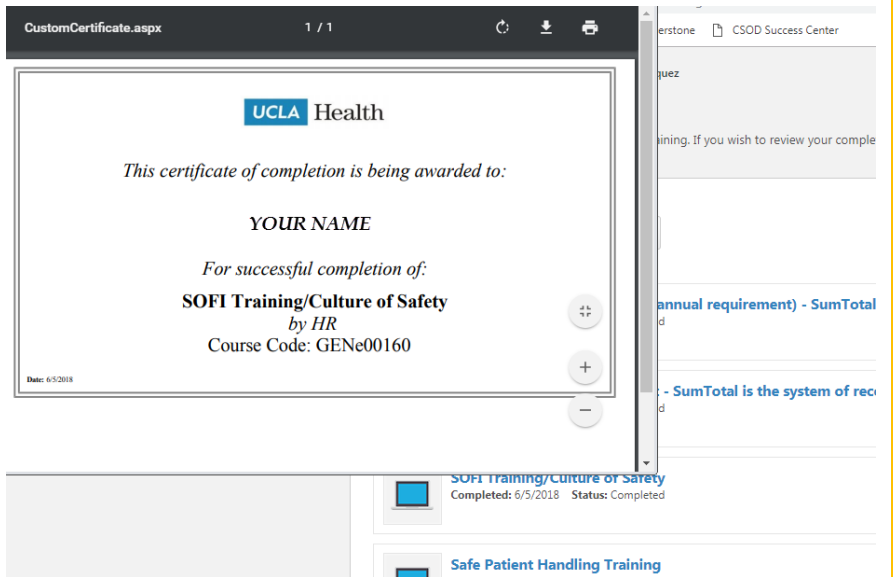
SOFI Training/Culture of Safety
Completed: 6/5/2018 Status: Completed View Completion...
View Completion Page
View Certificate
Launch
View Training Details

Safe Patient Handling Training
Completed: 6/5/2018 Status: Completed

Radiation Safety - General Hazard Awareness Training
Completed: 6/5/2018 Status: Completed View Completion...

4. A pop-up window will show with your certificate of completion.

* Be sure to disable pop-up blocker.



5. Click the **download** button to save certificate or **click print** button if you need to print out certificate.

