

FINDING AND PRINTING YOUR CERTIFICATE

After completing a course in the Learning Portal, your certificate will automatically appear in the “Certificates” widget on your Dashboard. You can either save your certificate as a PDF, send it to a printer, or view it on your computer.

The screenshot shows the Learning Portal dashboard. At the top, there is a green navigation bar with icons for 'MY DASHBOARD', 'MESSAGE CENTER', and 'CATALOG'. Below this, the 'HOME // MY DASHBOARD' section contains a 'WIDGETS' area with several icons, including one that looks like an award. The 'ENROLLMENTS' section shows a card for 'Montessori Dementia...' with 'No due date' and 'No end date' indicators. The 'CERTIFICATES' widget is highlighted with a red circle and contains a table with the following data:

Certificate	Credits	Award Date	Expires	Save as PDF	Print	View
Certificate of Completion - MDCP	6	12/29/2020				

Below the table, it says 'Page 1 of 1' and '1 records found.' The 'DISCUSSION FEED' widget shows 'There are no messages in your feed.'

If the Certificates widget does not appear on your dashboard, you can add it by clicking on the icon at the top that looks like an award. Your Dashboard is customizable and allows you add/remove widgets and move them around.

The screenshot shows the Learning Portal dashboard with the 'WIDGETS' area highlighted. The 'WIDGETS' area contains several icons, including one that looks like an award, which is circled in red. The 'ENROLLMENTS' section is partially visible below the widgets area.