



# How do I view and print a certificate?

## Overview

Certificates may be offered after a course to show proof of successful completion. These certificates may attest to participation, or can offer credits such as Continuing Education Units (CEUs) or Professional Development Hours (PDHs).

Courses that award credits will include assessments. Learners must achieve a passing score before earning credit and a certificate.

**NOTE:** If the course you have successfully passed does not display a **View Certificate** button, return to the *Course Details* page and complete the associated post course survey.

## Finding Certificates

Earned certificates may be viewed and printed from either the **Completed Training** section of the *ILN* homepage or the *Transcript* page. The steps to view and print are identical from either option.

**NOTE:** If an electronic (softcopy) version of the certificate is needed, click the **Print** link and select the **Print to PDF** option (if available) from the Printer list.

## Completed Training

The **Completed Training** section only displays a maximum of 5 courses. If the course does not display on the list, click the **View All** button located below the list to navigate to the *Transcript* page.

Completed Training				
Past 30 Days	Past 60 Days	Past 90 Days		
Title	Type	Status	Score	Action
AC Motors Induction Machines	Online	Completed	100.00	
4G Broadband LTE	Online	Completed	87.50	<a href="#">View Certificate</a>
Network Sniffing	Online	Completed	71.43	
IoT Software: Fundamental Concepts and State of the Art	Online	Failed	8.33	
IoT Software: Fundamental Concepts and State of the Art	Online	Failed	33.33	
				<a href="#">View All (8)</a>

Completed Training Section of the Homepage

To view and print certificates from the **Completed Training** section:

1. Sign into ILN.
2. Scroll down the homepage to the **Completed Training** section.
3. Click on the **View Certificate** button in the **Action** column. A new browser window opens displaying the certificate.

**NOTE:** Expand the window to see the complete certificate.

4. Click the **Print** link in the upper left corner of the window to open the **Print** dialog box.
5. Update the printing preferences as appropriate.
6. Click on the **Print** button.
7. Click the **Close Window** link or the **Close (X)** icon to close the *Certificate* window.

## Transcript

The *Transcript* page is a record of all Started, Completed and Failed learning resources for the registered/logged in ILN user.

To view and print certificates from the *Transcript* page:

1. Sign into ILN.
2. Click the **Transcript** link from the ILN Menu Bar.
3. Scroll down the *Transcript* page to locate the applicable completed course.

**NOTE:** To filter the transcript, select **Completed** from the **Status** drop-down list and click the **Filter** button.

4. Click on the **View Certificate** button in the **Action** column. A new browser window opens displaying the certificate.

**NOTE:** Expand the window to see the complete certificate.

5. Click the **Print** link in the upper left corner of the window to open the **Print** dialog box.



Print and Close Window Links in Certificate Window

6. Update the printing preferences as appropriate.
7. Click on the **Print** button.
8. Click the **Close Window** link or the **Close (X)** icon to close the *Certificate* window.