
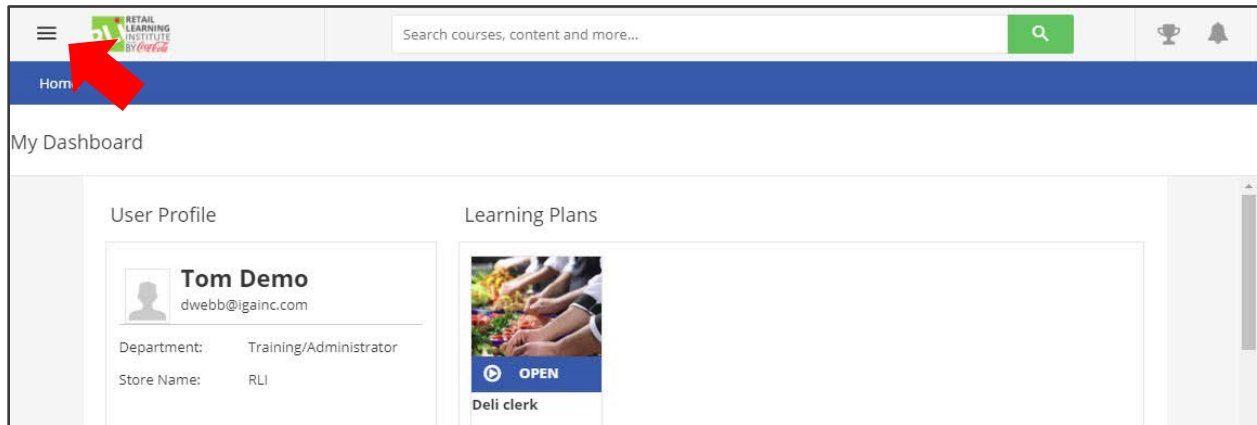
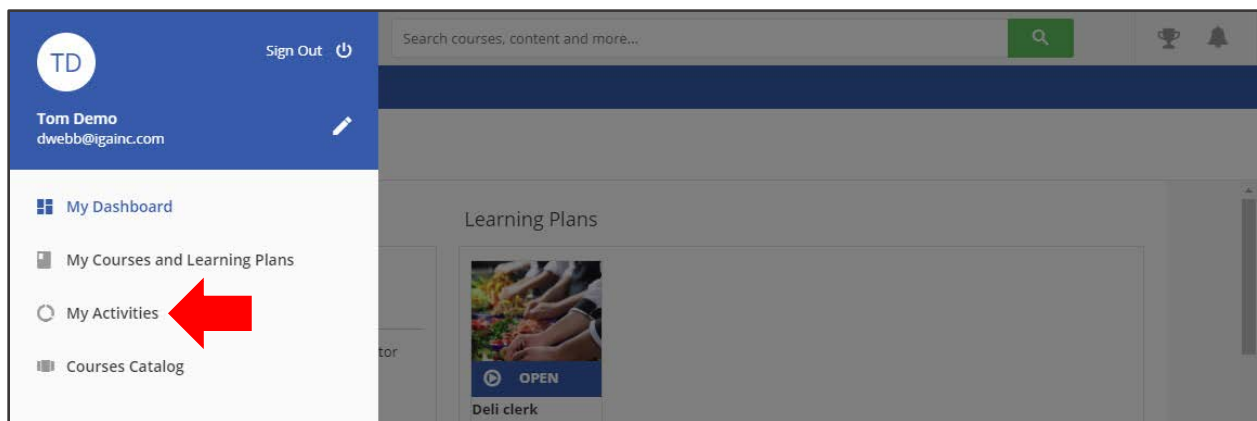


View your Certificate

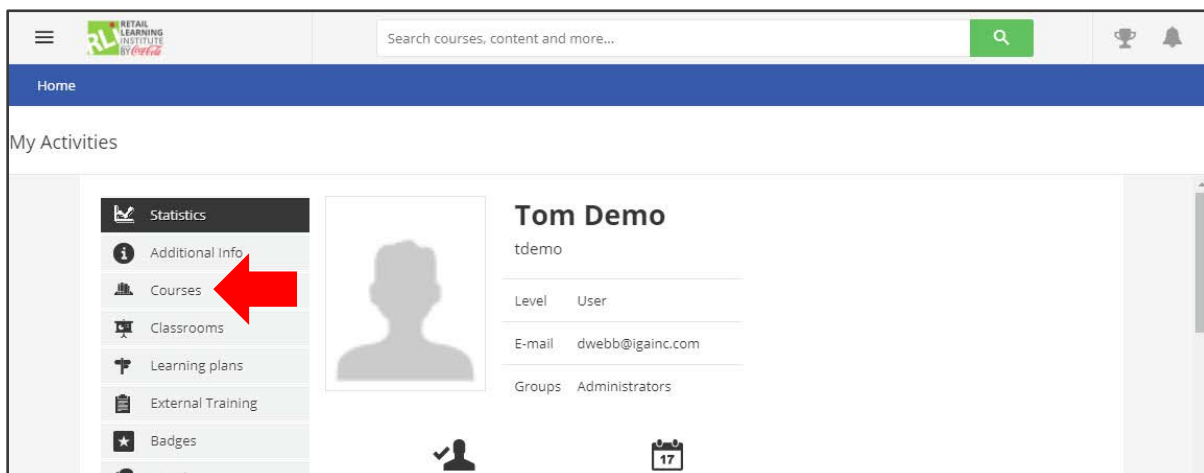
1. From the dashboard, select the **Menu** button ().



2. Select **My Activities**.



3. Select **Courses**.



4. A list of all your enrolled courses and their current status appears — subscribed, in progress or completed.

The screenshot shows the 'My Activities' page with a sidebar menu on the left containing options like Statistics, Additional Info, Courses, Classrooms, Learning plans, External Training, Badges, Social, Webinars, and Certification. The main content area is titled 'Courses' and displays a table of enrolled courses. A red box highlights the 'COURSE NAME' and 'USER STATUS' columns.

COURSE CODE	COURSE NAME	USER STATUS	ENROLLED	COURSE COMPLETION	CREDITS (CEUS)	TOTAL TIME	SCORE
Cashierint	Cashier	IN PROGRESS	6/19/2018			0h 1m	0.00
cs_en	Customer Service and Professionalism I - OLD	SUBSCRIBED	6/18/2018			0s	0.00
GettingStartedStudents_en	Getting Started - Students	COMPLETED	6/18/2018	6/19/2018		0h 6m	100.00
be1_en	Business Ethics	IN PROGRESS	6/19/2018			7s	0.00
ss1_en	Store Safety I	SUBSCRIBED	6/18/2018			0s	0.00
lp_en	Loss Prevention I	SUBSCRIBED	6/18/2018			0s	0.00
promotion_en	Promotions and Merchandising	SUBSCRIBED	6/18/2018			0s	0.00
sel_en	Selling Solutions	SUBSCRIBED	6/18/2018			0s	0.00
sx_en	Sexual Harassment	SUBSCRIBED	6/18/2018			0s	0.00
Int_deliClerk	Deli Clerk	SUBSCRIBED	6/18/2018			0s	0.00
FoodHandler-NRFSP	Food Handler Compliance (NRFSP Certification)	SUBSCRIBED	6/18/2018			0s	0.00

5. Select the heading **User Status** twice to sort the table by Completed courses.

The screenshot shows the same 'My Activities' page, but the 'Courses' table is now sorted by 'Completed' status. A red arrow labeled 'x2' points to the 'USER STATUS' column header, indicating it has been clicked twice to sort the table.

COURSE CODE	COURSE NAME	USER STATUS	ENROLLED	COURSE COMPLETION	CREDITS (CEUS)	TOTAL TIME	SCORE
stocking_process_en	Stocking - Process	COMPLETED	6/19/2018	6/21/2018		0h 17m	90.00
GettingStartedStudents_en	Getting Started - Students	COMPLETED	6/18/2018	6/19/2018		0h 6m	100.00
stocking_process_en_rt	Stocking - Process - RT	COMPLETED	6/19/2018	6/19/2018		1h 1m	100.00
Cashierint	Cashier	IN PROGRESS	6/19/2018			0h 1m	0.00
be1_en	Business Ethics	IN PROGRESS	6/19/2018			7s	0.00
english_gsLP	Getting Started - Learning Plans	IN PROGRESS	6/19/2018			2h 33m	0.00
cs_en	Customer Service and Professionalism I -	SUBSCRIBED	6/18/2018			0s	0.00

6. Click the award icon to the right of the course.

The screenshot shows the 'My Activities' page on the Retail Learning Institute (RLI) website. The page features a sidebar with navigation options like Statistics, Additional Info, Courses, Classrooms, Learning plans, External Training, Badges, Social, Webinars, and Certification. The main content area is titled 'Courses' and displays a table of course details. A red arrow points to the award icon (a small trophy) next to the first course, 'Stocking - Process', which has a 'COMPLETED' status.

COURSE CODE	COURSE NAME	USER STATUS	ENROLLED	COURSE COMPLETION	CREDITS (CEUS)	TOTAL TIME	SCORE	
stocking_process_en	Stocking - Process	COMPLETED	6/19/2018	6/21/2018		0h 17m	90.00	
GettingStartedStudents_en	Getting Started - Students	COMPLETED	6/18/2018	6/19/2018		0h 6m	100.00	
stocking_process_en_rt	Stocking - Process - RT	COMPLETED	6/19/2018	6/19/2018		1h 1m	100.00	
Cashierint	Cashier	IN PROGRESS	6/19/2018			0h 1m	0.00	
be1_en	Business Ethics	IN PROGRESS	6/19/2018			7s	0.00	
english_gsLP	Getting Started - Learning Plans	IN PROGRESS	6/19/2018			2h 33m	0.00	
cs_en	Customer Service and Professionalism I -	SUBSCRIBED	6/18/2018			0s	0.00	

7. The certificate is automatically downloaded.

The steps required to download a certificate depend upon your browser and your device. Keep in mind, every browser behaves differently. We recommend following your browser directions when downloading the certificate.

To download your certificate for the following browsers:

Internet Explorer — Within Internet Explorer, click on the certificate link. A dialog window appears with the options to open, save or cancel. Click Open to view the certificate. With the certificate open, you can select File → Print to print the certificate. You can also save the certificate to your computer by selecting File → Save As.

Google Chrome — Within Chrome, click on the certificate link. The certificate will download immediately. The file will be listed at the bottom of the screen. Click on the filename to open it. With the certificate open, you can select File → Print to print the certificate. You can also save the certificate to your computer by selecting File → Save As.

iPad tablet — Within Safari on your iPad, press the certificate link. A new tab opens in the browser window. Once the pdf has finished downloading, tap on the screen to display a menu at the top. Click "Open In iBooks". (If the menu disappears, tap on the screen again). Your certificate will automatically be saved to your PDF collection within iBooks. To print your certificate, tap the Share icon in the top menu bar and select Print.

Android tablet — Within the browser on your Android tablet, press the certificate link. The file will automatically be saved to the downloads folder on your tablet. Once the pdf has finished downloading, tap on the filename. You may be asked to select an application for viewing the file. If so, select Adobe Acrobat. To print your certificate, tap on the icon in the top right corner to display a menu and select print.