

# How to view, print, and save a certificate of completion

You can view your certificates of completion for all courses that you have completed in your **Transcript**. The process for saving or printing the certificate depends on your device and browser.

Windows / Google Chrome	Windows / Microsoft Edge
<ol style="list-style-type: none"> <li>1. Open the menu at the top right and select <b>Transcript</b>.</li> <li>2. In the <b>Certificates</b> section, select <b>Download</b> for the course you completed.</li> <li>3. Select the <b>Printer</b> icon  in the top right corner.</li> <li>4. To print, open the <b>Destination</b> menu, select your printer, then click the <b>Print</b> button at the bottom right.</li> <li>5. To save as a PDF, open the <b>Destination</b> menu, select <b>Save as PDF</b>, then click the <b>Save</b> button at the bottom right.</li> </ol>	<ol style="list-style-type: none"> <li>1. Open the menu at the top right and select <b>Transcript</b>.</li> <li>2. In the <b>Certificates</b> section, select <b>Download</b> for the course you completed.</li> <li>3. Select the <b>Printer</b> icon  in the top right corner</li> <li>4. To print, open the <b>Printer</b> menu, select your printer, then click the <b>Print</b> button at the bottom left.</li> <li>5. To save as a PDF, open the <b>Printer</b> menu, select <b>Save as PDF</b>, then click the <b>Save</b> button at the bottom left.</li> </ol>
Windows / Firefox	Android (Phone or Tablet) / Chrome
<ol style="list-style-type: none"> <li>1. Open the menu at the top right and select <b>Transcript</b>.</li> <li>2. In the <b>Certificates</b> section, select <b>Download</b> for the course you completed.</li> <li>3. Select the <b>Printer</b> icon  in the top right corner.</li> <li>4. To print, open the <b>Destination</b> menu, select your printer, then click the <b>Print</b> button at the bottom right.</li> <li>5. To save as a PDF, open the <b>Destination</b> menu, select <b>Save as PDF</b>, then click the <b>Save</b> button at the bottom right.</li> </ol>	<ol style="list-style-type: none"> <li>1. Open the menu at the top right and select <b>Transcript</b>.</li> <li>2. Scroll down to the <b>Certificates</b> section and select <b>Download</b> for the course you completed.</li> <li>3. At the top right, tap <b>More</b> .</li> <li>4. Tap <b>Download</b> .</li> </ol> <p><b>Tip:</b> To find all of your downloaded files, at the top right, tap More  &gt; Downloads .</p>

### Mac OS / Google Chrome

1. Open the menu at the top right and select **Transcript**.
2. In the **Certificates** section, select **Download** for the course you completed.
3. Select the **Printer** icon  in the top right corner.
4. To print, open the **Destination** menu, select your printer, then click the **Print** button at the bottom right.
5. To save as a PDF, open the **Destination** menu, select **Save as PDF**, then click the **Save** button at the bottom right.

### Mac iOS (iPhone or iPad)/ Chrome

1. Open the menu at the top right and select **Transcript**.
2. Scroll down to the **Certificates** section and select **Download** for the course you completed.
3. At the bottom of the screen, tap **Save...** and choose where you want to send the file.
4. If you don't see a Save option, tap the **Send/Share** icon  in the address bar at the top of the screen.
5. Select where you want to send the PDF file, ex. Mail, Gmail, Save to Files, etc.

### Mac OS / Safari

1. Open the menu at the top right and select **Transcript**.
2. In the Certificates section, select Download for the course you completed.
3. Select the **Printer** icon  in the top right corner
4. To print, open the **Destination** menu, select your printer, then click the **Print** button at the bottom right.
5. To save as a PDF, open the **Destination** menu, select **Save as PDF**, then click the **Save** button at the bottom right.

### Mac iOS (iPhone or iPad)/ Safari

1. Open the menu at the top right and select **Transcript**.
2. Scroll down to the **Certificates** section and select **Download** for the course you completed.
3. Tap the menu icon  and select **Share** .
4. Select where you want to send the PDF file, ex. Mail, Gmail, Save to Files, etc.