

*The process varies depending on your device and browser.  
Several common combinations are provided here.*

### Windows 7 or 10 / Google Chrome

1. Click the link in the left menu to open your **Learning History**
2. Scroll to the course you completed, then click to **View Certificate**
3. In the new window, click to **View as PDF** at the top of the frame
4. Click the **Printer** icon in the top right corner
5. Select your printer (**Destination**), check the settings, then click to **Print**
6. You also have the option to change the Destination to **Save as PDF**

### Windows 7 or 10 / Internet Explorer 11

1. Click the link in the left menu to open your **Learning History**
2. Scroll to the course you completed, then click to **View Certificate**
3. In the new window, click to **View as PDF** at the top of the frame
4. Menu options will appear to Save, Print, adjust view or to view in Acrobat Reader. **Click Printer icon**
5. Select printer, confirm settings, then click **Print** button at bottom right
6. You also have the option to change the Destination to **Save as PDF**

### Windows 10 / Microsoft Edge

1. Click the link in the left menu to open your **Learning History**
2. Scroll to the course you completed, then click to **View Certificate**
3. In the new window, click to **View as PDF** at the top of the frame
4. Right click on the image to see the option to **Save as ... click to save PDF**
5. Rename and save in a location you will remember
6. Open and print using Acrobat Reader or send as an email attachment

### Windows 7 or 10 / Firefox

1. Click the link in the left menu to open your **Learning History**
2. Scroll to the course you completed, then click to **View Certificate**
3. In the new window, click to **View as PDF** at the top of the frame
4. Click the **Tools** option (>>) in the upper right corner of the new window
5. Click the **Print** option at the top of the Tools menu
6. Select your **Printer Name** from the dropdown list or Adobe PF to save the file
7. Rename the file and select the location to help you find the file later to print or attach to an email

### Mac OS / Google Chrome

1. Click the link in the left menu to open your **Learning History**
2. Scroll to the course you completed, then click to **View Certificate**
3. In the new window, click to **View as PDF** at the top of the frame
4. Click the **Printer** icon in the top of the screen
5. Select your printer (**Destination**), check the settings, then click to **Print**
6. You also have the option to change the Destination to **Save as PDF**

### Mac OS / Safari

1. Click the link in the left menu to open your **Learning History**
2. Scroll to the course you completed, then click to **View Certificate**
3. In the new window, click to **View as PDF** at the top of the frame
4. Click the third icon from the left to open the PDF in Acrobat Reader
5. Open and print using Acrobat Reader or save and send as an email attachment

### Mac iOS / iPhone or iPad

1. Tap the link in the left menu to open your **Learning History**
2. Scroll to the course you completed, then tap to **View Certificate**
3. In the new window, tap to **View as PDF** at the top of the frame
4. Tap the **Send/Share** icon at the top of the window
5. **If you have a printer connected to your device, tap the Printer icon**
6. **If not, scroll right and tap the PDF icon to create a PDF**
7. Tap the **Send/Share** icon once again ... now located in the bottom left corner
8. When you tap the **Mail** icon, the certificate will be attached to an email to send to a co-worker or friend

### Android / Phone or Tablet

1. Tap the link in the left menu to open your **Learning History**
2. Scroll to the course you completed, then tap to **View Certificate**
3. In the new window, tap to **View as PDF** at the top of the frame
4. Tap the three dots in the upper right corner of the new window
5. Tap the option in the menu to send the file via email to your printer
6. Select your email service to send the PDF or select your printer if you have one
7. Send your certificate as an email to a coworker or friend to print or save as a PDF