

Courses that offer a certificate of completion are designed to automatically save the certificate to the **My Certificates tool** located in your TRAIN Florida Dashboard.

This tool will list the last six (6) certificates of completion for courses you have taken in TRAIN Florida.

NOTE: <u>Not all courses in TRAIN Florida offer certificates of completion</u>. If you have completed a course, and do not see a certificate listed there may not be one assigned to the course.

The following steps will help you use the **My Certificate tool** to locate, access, and manage the training certificates for your completed TRAIN Florida courses.

Step 1: Log in to TRAIN Florida.

Step 2: On your TRAIN Florida home page - locate your learner Dashboard.

Learner's Dashboard	
🛨 My Action Items	Click to Expand
+ My Learning	
+ My Certificates	
+ My Training Plans	
+ My Surveys	
+ My Links	

Step 3: Click on the My Certificates tile to open the menu.

Learner's Dashboard		
🛨 My Action Items		Click to Expand
My Learning		
My Certificates		
Course Name 😓	Date Com	pleted
Excel 2010 keyboard shortcuts I	08/22/201	3 📑
FDOH Annual OSHA Review	07/16/201	3 📑
FDOH HIV/AIDS 101 In the News	06/18/201	3 📑
FDOH HMS Service and Time Reporting for Personal Health Employees	07/24/201	3 🔒
View All Certificates		





Step 4: The **My Certificates menu** will list up to the last six (6) training certificates for your courses.

They will be listed with the Course Name and Date Completed for the course. You can sort the list alphabetically by course name, or by date completed ascending or descending, by clicking on the list title.

NOTE: If you do not see a course name, the course may not have a certificate assigned.

Learner's Dashboard		
🛨 My Action Items	Click	k to Expand
+ My Learning		
My Certificates		
Course Name *	Date Complete	d
Excel 2010 keyboard shortcuts I	08/22/2013	3
FDOH Annual OSHA Review	07/16/2013	3
FDOH HIV/AIDS 101 In the News	06/18/2013	3
FDOH HMS Service and Time Reporting for Personal Health Employees	07/24/2013	<u></u>
View All Certificates		T

You can print your training certificates directly from this menu. Each certificate has a print icon located to the right of the completion date, click on the **print icon** and follow your local printing instructions.

Step 5: To access detailed information for your completed courses, as well as view, print or save your training certificates, click on the **View All Certificates** button.

Learner's Dashboard		
+ My Action Items	Click	o Expand
+ My Learning		
My Certificates		
Course Name 😓	Date Completed	
Excel 2010 keyboard shortcuts I	08/22/2013	3
FDOH Annual OSHA Review	07/16/2013	2
FDOH HIV/AIDS 101 In the News	06/18/2013	<u></u>
FDOH HMS Service and Time Reporting for Personal Health Employees	07/24/2013	a
View All Certificates		





Step 6: You will be directed to the **Certificates** page.

This page will list the training certificates by **Course** title, and include course information such as the dates the learner **Registered** for and **Completed** the course, the **Format** of the course, the **Score** and **Credit** gained for the course, and the **Certificate** type assigned to the course. You are also able to access the Course Details page for each course, by clicking on the course title.

Certificates						
Course 🔺	Registered	Completed	Format	Score	Credit	Certificate
Excel 2010 keyboard shortcuts I	8/20/2013	8/22/2013	Web-based Training - Self-study	100 points 100%	Contact Hours: 1	Excel 2010 keyboard shortcuts I (Non- TRAIN course)
FDOH Annual OSHA Review	7/15/2013	7/16/2013	Blended Learning Series	N/A	Contact Hours: 1	FDOH Required Certificate
FDOH HIV/AIDS 101 In the News	6/18/2013	6/18/2013	Web-based Training - Self-study	120 points	Not Available	FDOH Required Certificate
FDOH HMS Service and Time Reporting for Personal Health Employees	7/24/2013	7/24/2013	Web-based Training - Self-study	100 points	Contact Hours: 1	FDOH Recommended Certificate
H H Page size: 20 -						4 items in 1 pages
Back						

To view, save and print your training certificates as .pdf documents, click on the **certificate type title** in the row for your chosen course.

Step 7: After you click the certificate type title, a File Download pop-up window will open.



Choose your action by clicking either the **Open** button to view and/or print the .pdf certificate, or the **Save** button to save the certificate file to your computer.

Step 8: <u>If you choose to **Open**</u> the certificate .pdf file, after you have clicked on the Open button, the certificate .pdf will open in a new window.





From this window you will only have the option to **view** and/or **print** this document. To print the certificate, click on the **print icon** in the menu bar, and follow your local printing instructions.

certificate[2].pdf (SECUF	RED) - Adobe Acrobat Pro	
File Edit View Windo		×
Create		
	▶ 🖑 • + 55.9% ▼ 🗄 🔛 Tools	Comment Share
		^
	Certificate of Completion	
Ø	This Certifies that	
Lill	Learner OPQI	
	Has successfully satisfied all the requirements for the	
	FDOH Annual OSHA Review	
	DOH Required Training FY 2013-14	
	July 16, 2013 Completion Date	
	Protect, promote and improve the health of all people in Florida through integrated state, county, & community efforts.	
		-

Step 9: If you choose to Save the certificate .pdf file, after you have clicked on the Save button, a Save As pop-up window will open.

From this window, navigate to the folder on your computer or network where you wish to save the certificate. Type the name of the certificate into the **File name** field, and click on the **Save** button. The certificate .pdf file will be saved, and can then be opened, printed or e-mailed as needed.

Organize 🔻 New	told	er	ee 👻 🕑
ᠾ Downloads 📃 Recent Places	*	Documents library Includes: 2 locations	Arrange by: Folder T
 □ Libraries □ Documents □ Music □ Pictures □ Videos □ Computer ① Network 	E	TRAIN_FL_CP_Admin_Orientations_13-14 TRAIN_FL_DOH-OPQI-KM_Reports_13-14 TRAIN_FL_EmailResponses_Guide_2013 TRAIN_FL_LearnerTutorials_and_Scripts_2013 TRAIN_FL_Marketing TRAIN_FL_PubHealthSysPartners WFD_Images DOH_Brand_Comm_StyleGuide_052913 Sample_ExternalCert Suppon_General_Office 365_Video_Trans-09041:	12 tcs-verb-obj
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File name:	DO	H_AnnualOSHAReviewCert_2013	
Save as type: 🖌	dob	e Acrobat Document	-
Hide Folders			Save





Please remember, if you do not see a certificate in your My Certificates tool, the course may not have had a certificate of completion assigned to it.

If you have any questions or concerns regarding locating, accessing, and managing the training certificates of completion for your completed TRAIN Florida courses, please contact your **Local TRAIN Florida Administrator**.

