

ILEARNOREGON
VIEWING AND PRINTING A CERTIFICATE

Viewing and Printing a Certificate

To view a certificate of completion, follow these steps:

1. In your web browser type in the following URL
<https://ilearn.oregon.gov>.
2. On the left-side menu, click on *My Workspace*.
3. When the menu expands, click on *My Transcript*.
 This will take you to your transcript page.



4. From your transcript find the course you want to view your certificate for and select *Certificate* on the Action menu and then select *Go*.

Transcript							
Certifications		Training Assignments					
Print Version							
View the user's/your record of courses, tests and other items. Users: Access items using the links or select an option from the Action menu and click Go.							
Name		Brandy Meng		Manage Personal Learning Events <input type="checkbox"/> Go			
Current Date		10/22/2008					
Records found: 2							
	Title	Type	Required Training	Start Date	Complete Date	Progress Status	Action
	Domestic Violence in the Workplace (6)	Classroom		10/21/2008	10/21/2008	Completed	View Details <input type="checkbox"/> Go
	iLearnOregon Quick Start Tutorial	SCORM 1.2		9/16/2008	9/30/2008	Completed	View Details <input type="checkbox"/> Take Survey <input type="checkbox"/> Certificate <input type="checkbox"/> Go

Your certificate will display in a separate pop-up window. From there you will be able to print a hardcopy or save an electronic copy of your certificate.

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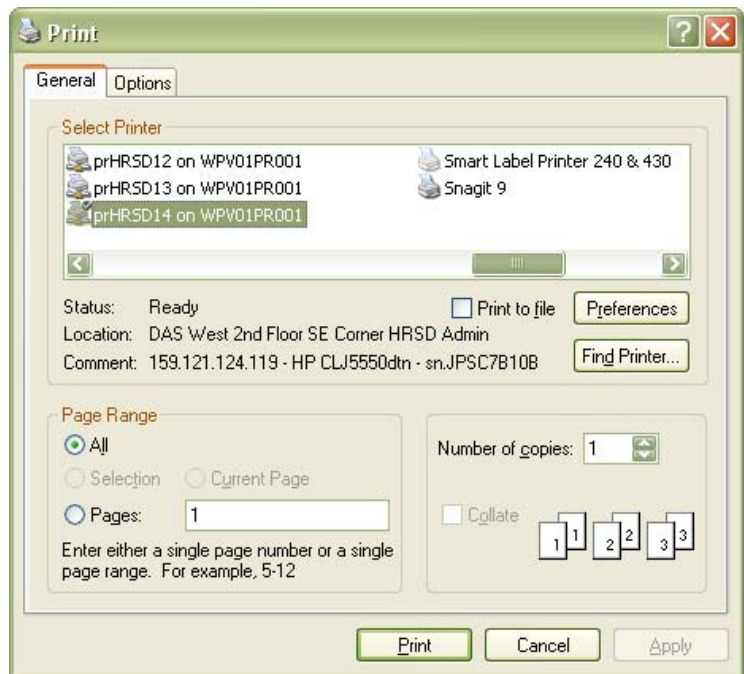
NOTE: The manner in which a certificate is printed is controlled by your browser's print feature.

To print the certificate, do the following:

1. While you're on the certificate screen, click on *Print Certificate*.

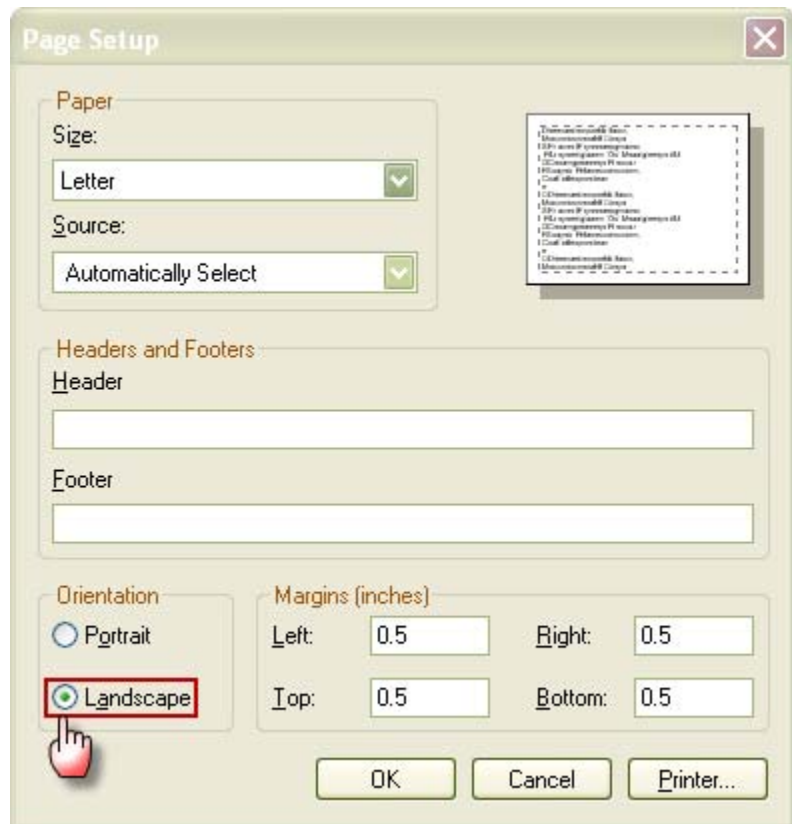


2. Your printer dialogue box will appear.



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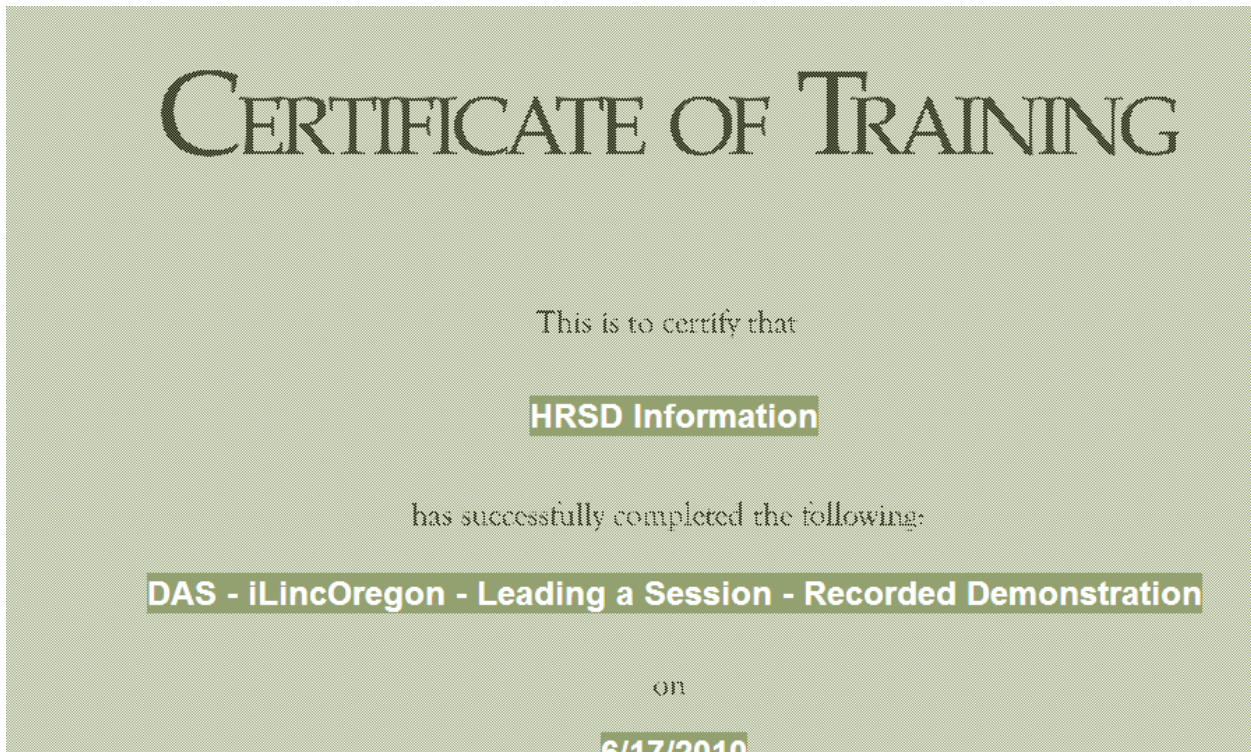
3. Select *Page Set-Up*.
4. Change the page orientation to *Landscape*.
5. Adjust the margins to *0.5*.
6. Select *OK*.
7. Select *Print*.



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To save your certificate, do the following:

1. While you're on the certificate screen, click your mouse one time on the certificate.
2. Press **CTRL + A** on your keyboard to highlight the frame.



3. Press **CTRL + C** on your keyboard to copy the frame.
4. Open up a new Word document.
5. Press **CTRL + V** to paste on your keyboard in the Word document. While you're in Word, you can save the document you created wherever you need to.

