


From the Welcome Page:

1



Click on the Completed (graduation cap icon).

2



Click on blue View Completion Page button to the right of the completed course name.

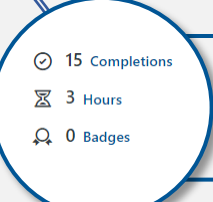
3




Click on View My Certificate.

NOTE: Certificates generate in a new window, make sure browser pop-up blockers are disabled for oip.csod.com site.

From the Learner Home:



Click on “Completions” in the top left profile section.

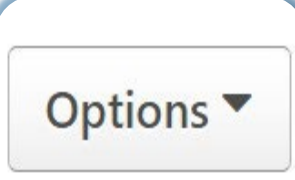


Click on blue View Completion Page button to the right of the completed course name.

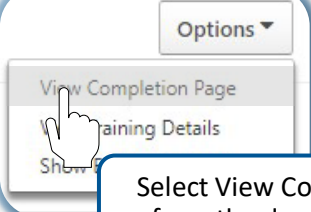


Click on View My Certificate.

From the Course Completion:



Once course is completed (100%) click on the Options button.



Select View Completion Page from the dropdown menu.



Click View My Certificate