

Viewing and Printing a Certificate

This job aid provides you with the steps you need to take in order to view or print a certificate for a course you completed.

1. Log into iLearnOregon at <https://ilearn.oregon.gov>. On the top menu bar *click* on **Transcript**.



2. Search for the course you want to view or print the certificate for and *click* on **View Certificate**.

A screenshot of the 'All My Learning' page in the iLearn Oregon system. At the top, there are tabs for 'All My Learning', 'Curriculums', 'My Transcript Report', 'Required Training', 'Certifications', and 'More Information'. Below the tabs, the page title is 'All My Learning (174)'. To the right of the title are 'Print' and 'Save as PDF' buttons. Below the title are filters for 'Type' (set to 'All My Learning'), 'Status' (set to 'Completed (33)'), 'From', and 'To'. A 'Filter' button is located below the filters. Below the filters is a table with the following columns: Title, Type, Status, Score, Start Date, Completion Date, Expiration Date, Credits, and Action. The table contains one row of data: 'DAS - Acceptable Use of State Information Assets Policy Review', 'Online', 'Completed', (blank), '3/24/2016', '3/24/2016', (blank), (blank), and 'View Certificate'. The 'View Certificate' button in the Action column is highlighted with a red rectangular box, and a yellow starburst graphic with a mouse cursor is positioned over it.