

## Getting Your Diploma/Certificate for CEs

1. Log in to the LMS by clicking [here](#) using your RIHS username and password. Be sure to turn off your pop-up blockers before you log in.

**SIGN IN**

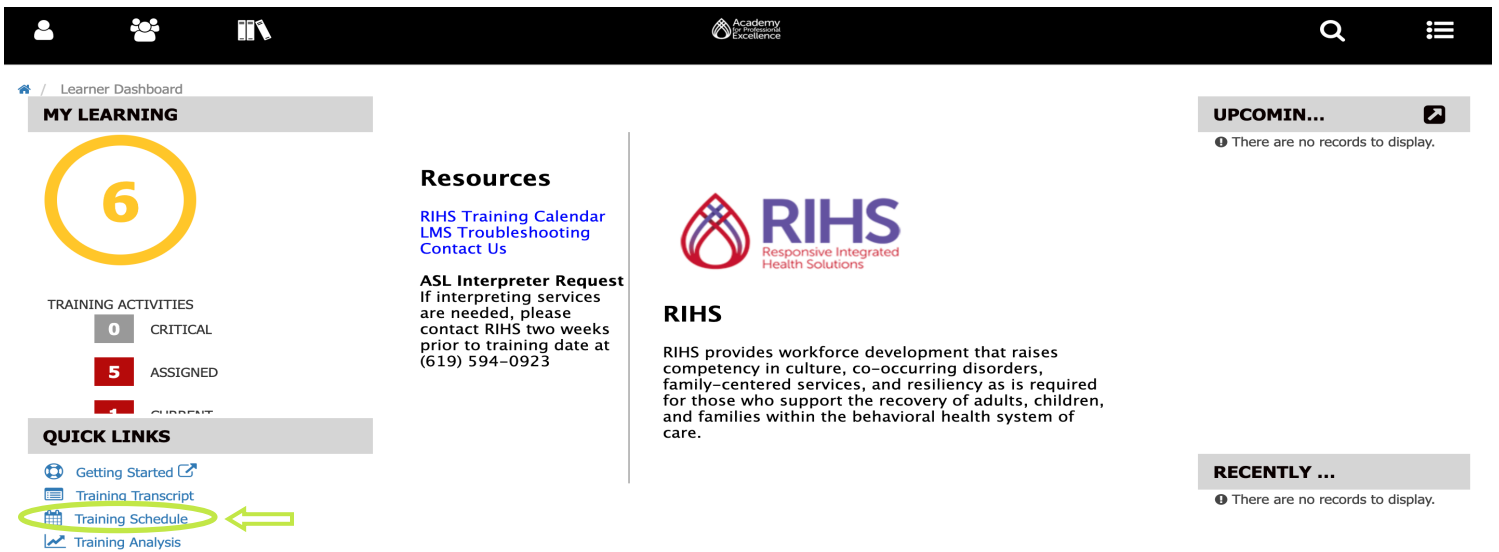
PLEASE ENTER YOUR USERNAME AND PASSWORD.

Username

Password

**SIGN IN**

2. On the Home page, click **TRAINING SCHEDULE**, in the lower left corner of the screen.



The screenshot shows the 'Learner Dashboard' with a navigation bar at the top. On the left, there's a 'MY LEARNING' section with a large '6' in a yellow circle. Below it are 'TRAINING ACTIVITIES' with counts for 'CRITICAL' (0), 'ASSIGNED' (5), and 'CURRENT' (1). The 'QUICK LINKS' section includes 'Getting Started', 'Training Transcript', 'Training Schedule' (highlighted with a green circle and arrow), and 'Training Analysis'. The main content area has 'Resources' with links to 'RIHS Training Calendar', 'LMS Troubleshooting', and 'Contact Us'. There's also an 'ASL Interpreter Request' section. On the right, there's a 'RIHS' logo and a description of their services. At the top right, there are 'UPCOMING...' and 'RECENTLY ...' sections, both showing 'There are no records to display.'

3. Click on the **COMPLETED** tab in the blue words under the search box. There will be a blue line under the section you are in.

### TRAINING SCHEDULE

This is a list of learning activity structures that you have completed. To view individual learning activities, go to the completed activities view.

Search ...

**CURRENT/UPCOMING** **EXPRESSED INTEREST** **COMPLETED** **CANCELED** **WAITING LIST OR PENDING APPROVAL**

Displaying 8 of 8 Records 10 25 50 100

[Export To Excel](#) [Print](#) [View Calendar](#)

Activity Name	Status	Code	Region	Start Date	Completed Date	Score	Grade	Passed	Rating	Actions
Introduction to African American Populations eLearning Course	ATTENDED	BHE0065		6/26/2019	6/26/2019	80				REVIEW
CCA: Introduction to Latino Populations Course	ATTENDED	BHE0022/ARCHIVED/122012		6/26/2019	6/26/2019					REVIEW

4. Once you have found the training that you would like to download the certificate for, **Click the training title in blue**. For any Instructor Led Training (live in person/virtual training), be sure to click the selection that says **ILT Class** in the training title.

#### TRAINING SCHEDULE

This is a list of learning activity structures that you have completed. To view individual learning activities, go to the completed activities view.

Activity Name	Status	Code	Region	Start Date	Completed Date	Score	Grade	Passed	Rating	Actions
<a href="#">Introduction to African American Populations eLearning Course</a>	ATTENDED	BHE0065		6/26/2019	6/26/2019	80				REVIEW
<a href="#">CCA: Introduction to Latino Populations Course</a>	ATTENDED	BHE0022/ARCHIVED/122012		6/26/2019	6/26/2019					REVIEW

5. Click the **three dots** above the Register Again button in the top right. Then, click **Diploma**.

The screenshot shows the course page for 'CULTURAL COMPETENCE AS A PROCESS EARNING'. The status is 'ATTENDED'. In the top right corner, there is a 'REGISTER AGAIN' button. Above this button, a three-dot menu is open, and the 'Diploma' option is highlighted. The completion status is shown as 100%.

6. Click **PRINT** or **EXPORT TO PDF** to download your diploma.

The screenshot shows the diploma generation process. A modal window titled 'SumTotal' is open, displaying a preview of the diploma. The diploma is from the 'Academy for Professional Excellence' and verifies that the user has passed the 'RIHS Test'. It awards 1 CE for the course 'Introduction to African American Populations eLearning' on 6/26/2019. The diploma is signed by Jennifer Tucker-Tatlow, CEO of the Academy. The modal window has buttons for 'PRINT' and 'EXPORT TO PDF' circled in green.