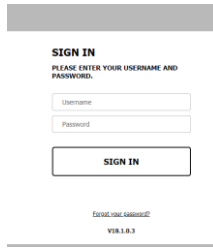
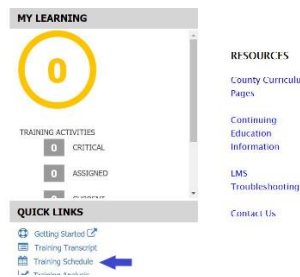


PRINTING YOUR CERTIFICATE

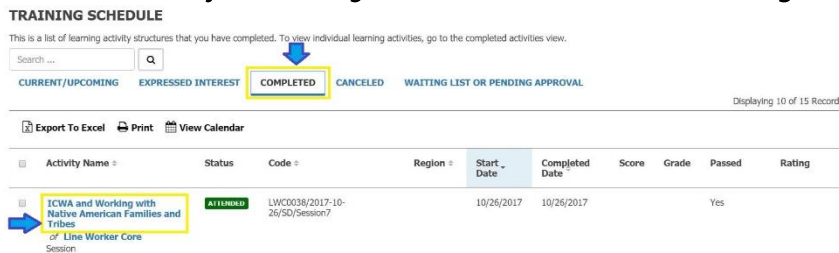
1. LOG IN at: <https://academy.sumtotal.host>
 - a. Your username is your work e-mail address
 - b. First time users your password is password.



2. From the home screen, click on the words "Training Schedule" on the far left under "Quick Links"



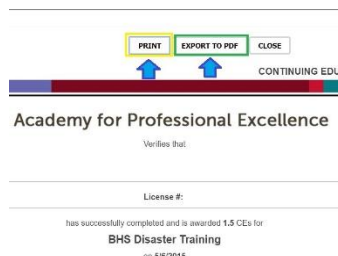
3. Click on COMPLETED to view completed activities
 - a. Go down the list, find your training, CLICK ON THE TITLE of training in blue



4. If the training has multiple sessions, make sure the appropriate session you want the certificate for on the LEFT hand side of the page is selected. Multiple sessions would be in the section highlighted in RED below.
 - a. On the RIGHT side of the page use the PULL DOWN menu to click DIPLOMA. This pull down menu might start off as OPTION or REGISTER AGAIN



5. Click EXPORT TO PDF to save your certificate AND/OR click PRINT to print



6. If you click EXPORT TO PDF, on the next screen, make sure to click FILE to download. (Do not select OK as it will exit you out of the screen) After you download, you will have the option to print and/or save again using the appropriate icons in the UPPER RIGHT HAND corner.