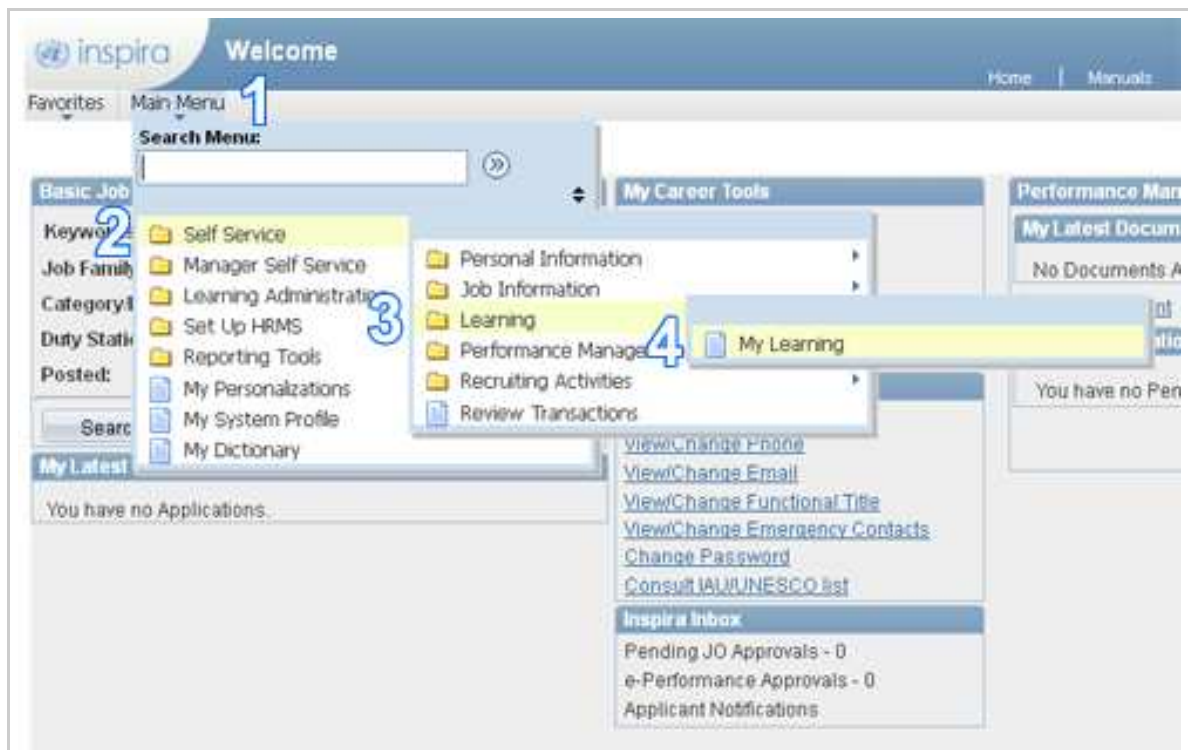


# PRINTING THE CERTIFICATE FOR A COMPLETED COURSE

**NOTE:** Currently, certificates can only be printed for the U.N. Prevention of Workplace Harassment, Sexual Harassment, and Abuse of Authority in the Workplace course.

## 1. Go to the Main Menu > Self Service > Learning > My Learning

Click "Main Menu" then hover over "Self Service", "Learning", and click "My Learning".



## 2. Find the course for which you want to print your certificate of completion.

All successfully registered and enrolled courses will appear in your "My Learning Activities" pane.

Check the status, it should read "Completed."

You must have completed the course in order to print your certificate. If you have not completed the course, click on the *start* button under the start column.

If you have completed the course, then you should be able to see a *Print* button. To print your certificate, please click that button.

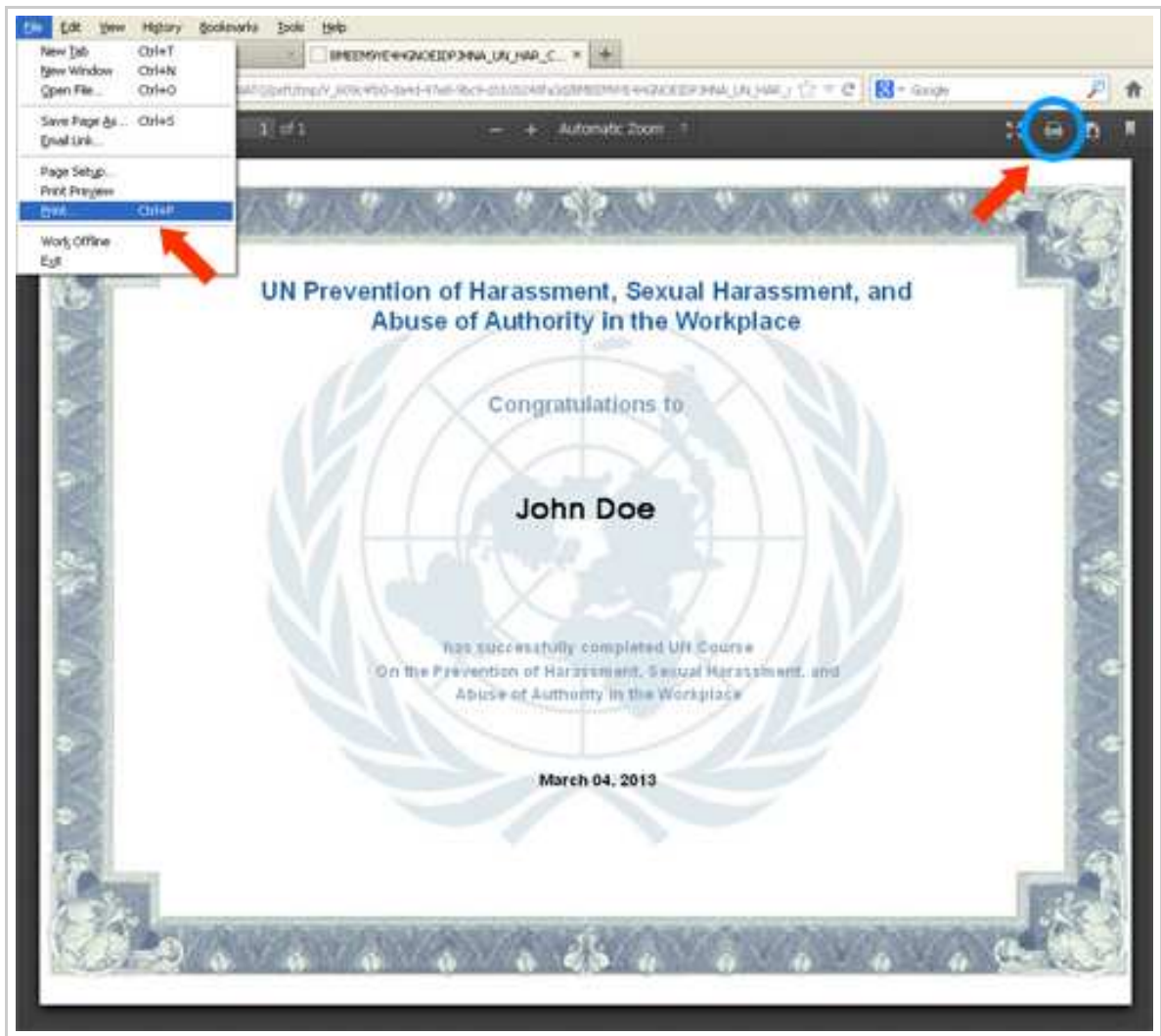


My Learning Activities								1-21 of 21
Title	Type	Status	Date	Action	Start	Pending Fee	Document	
<a href="#">Working Together: Professional Ethics and Integrity in our Daily Work</a>	Live Classroom Instruction	Dropped	11/10/2012					
<a href="#">Project Management</a>	Live Classroom Instruction	Dropped	25/10/2012					
<a href="#">Prevention of Workplace Harassment, Sexual Harassment, and Abuse of Authority in the Workplace</a>	Self-Paced Learning Activities	Completed	23/07/2013		Start		Print	

### 3. Print your certificate

A PDF of your certificate of completion should open in a new tab.

Click on the **Print** button of the PDF dialog or goto **File > Print** to print your certificate of completion.



This concludes the guide to Printing the Certificate for a Completed Course