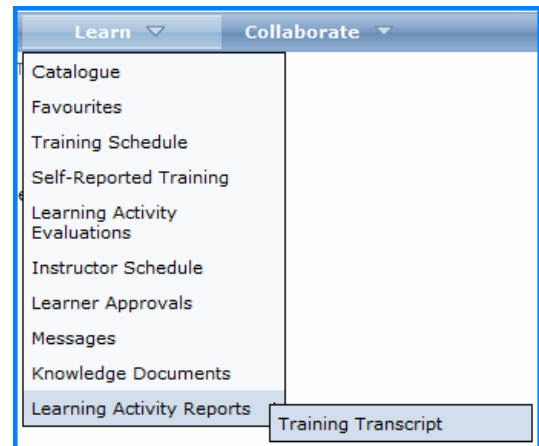
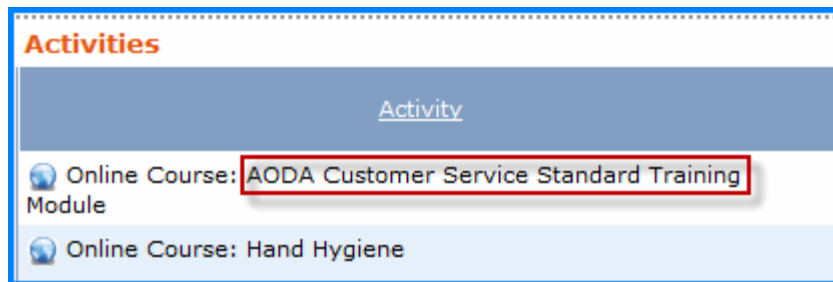


## Learner - How to Print your Diploma

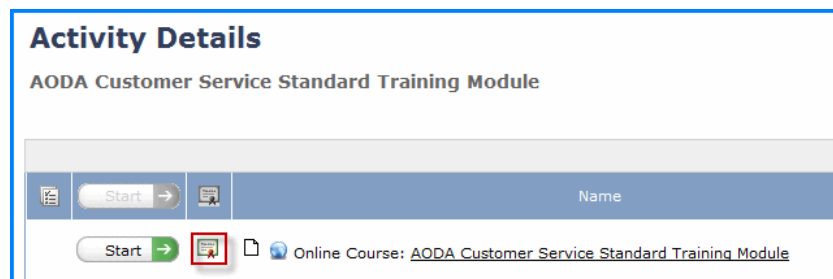
Under the **Learn** Tab, select **Learning Activity Reports**, then **Training Transcript**.



When your Training Transcript opens up, click on the name of the course for which you would like to print a diploma.

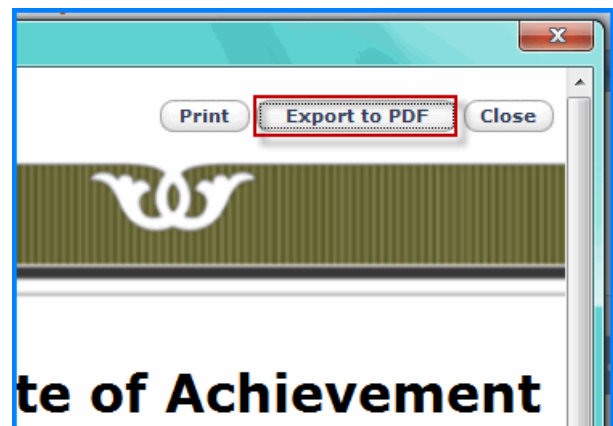


Click on the diploma icon directly to the left of the course name.



Your diploma will open up in a new window. Do not print from this page, it will not format properly for printing. Click the **Export to PDF** button.

In the pop up window that appears, click on the **File** link and print or save your diploma.



Note: print page 1 only.

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