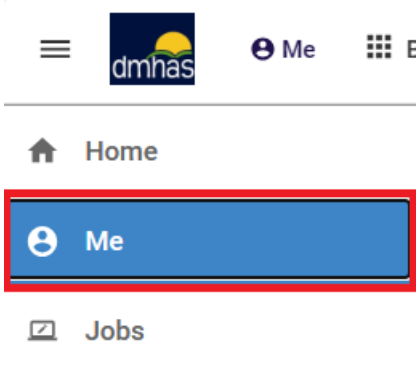# Printing Certificates of Completion for Web-Based Trainings
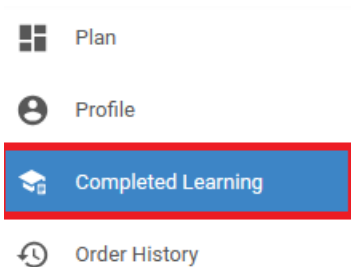
1. In the LMS, click the three lines at the top left of the screen.

2. In the dropdown menu, click Me.

3. In the left-hand menu, click Completed Learning.

4. On your Completed Learning page, find the training you want, then click the Print Certificate button. From there, you can choose to download the certificate or save it as a PDF.