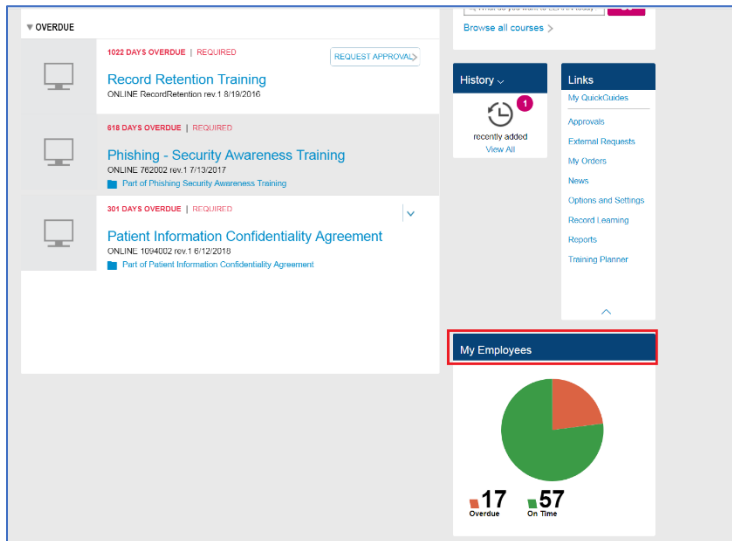
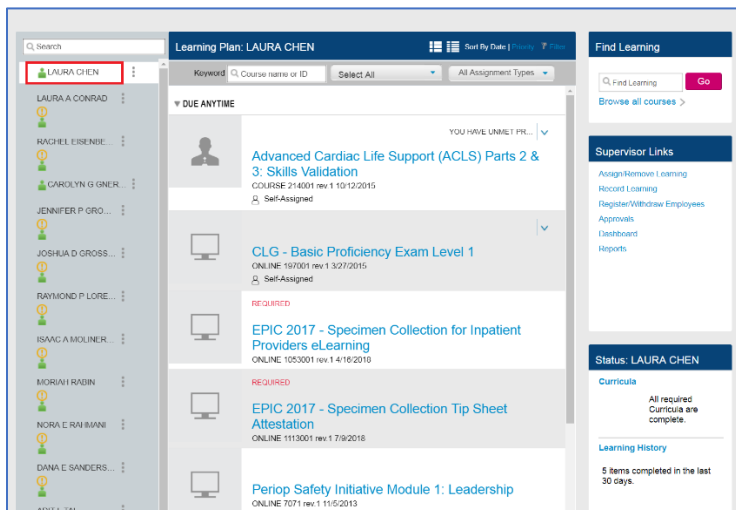


## How to print a certificate for my employees?

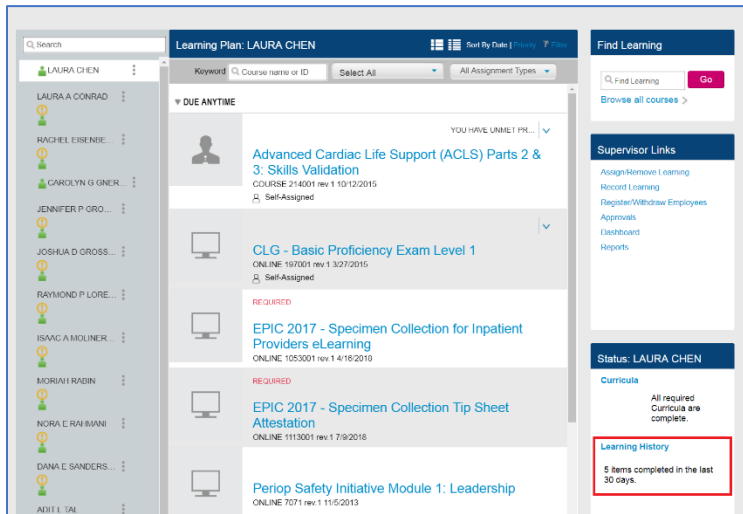
### 1. Click on My Employees



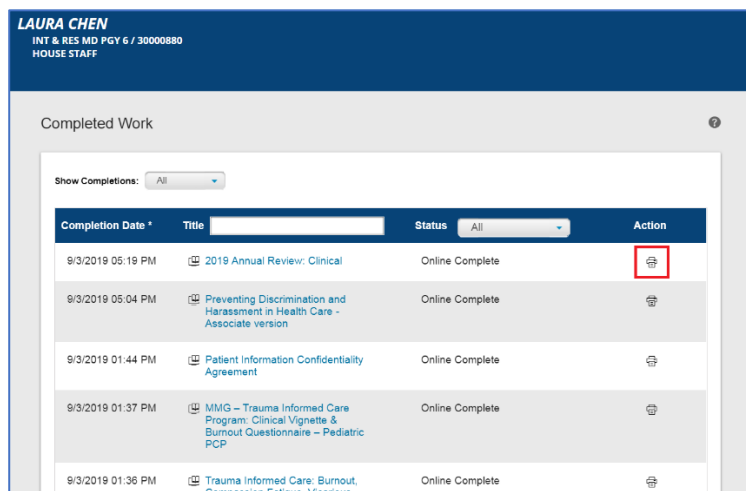
### 2. Select the user from the list –



3. Click on **Learning History**



4. Click the printer icon next to the item –



5. The system will generate a certificate (PDF File). Save the file on your computer.