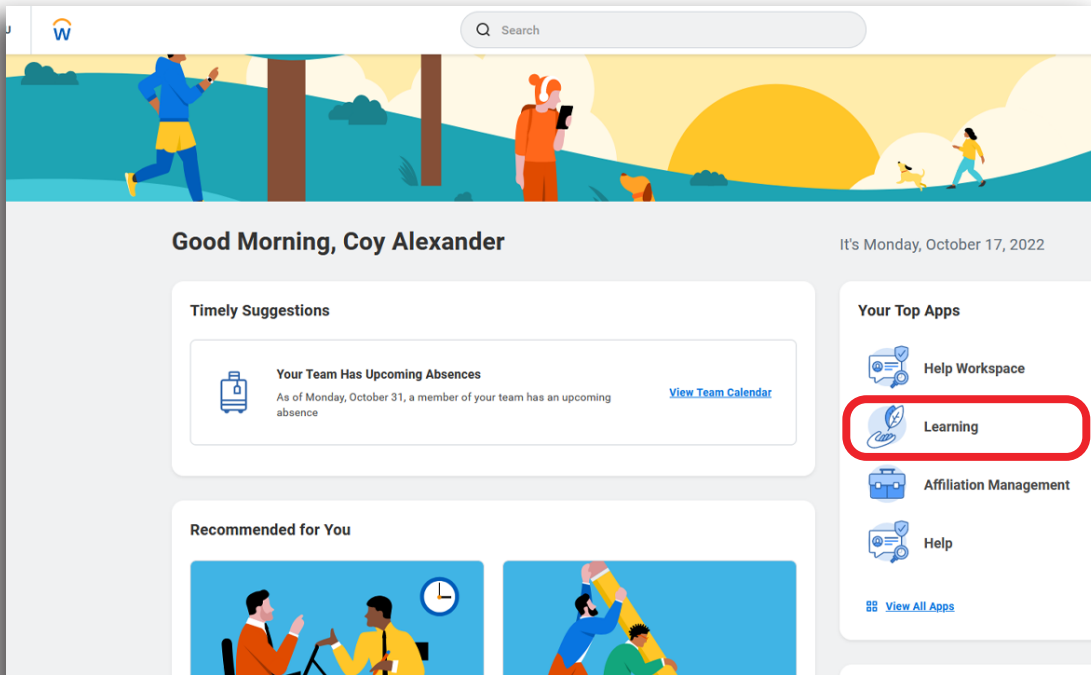


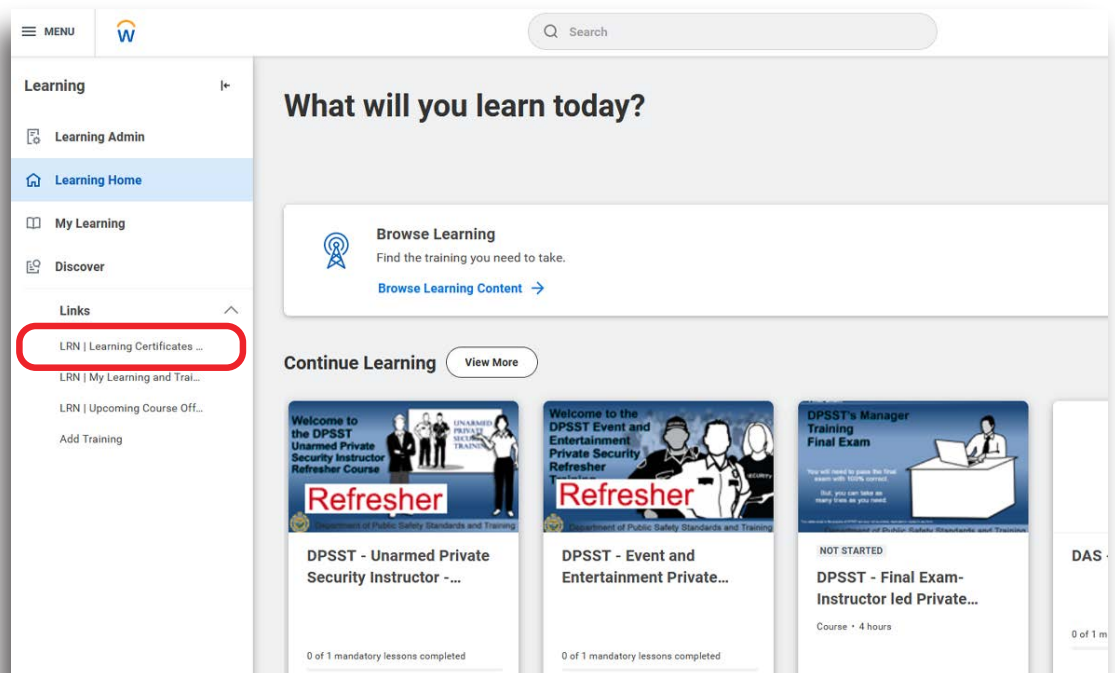
How to print a Certificate of Completion from Workday

From the home page in Workday select the *Learning* button.

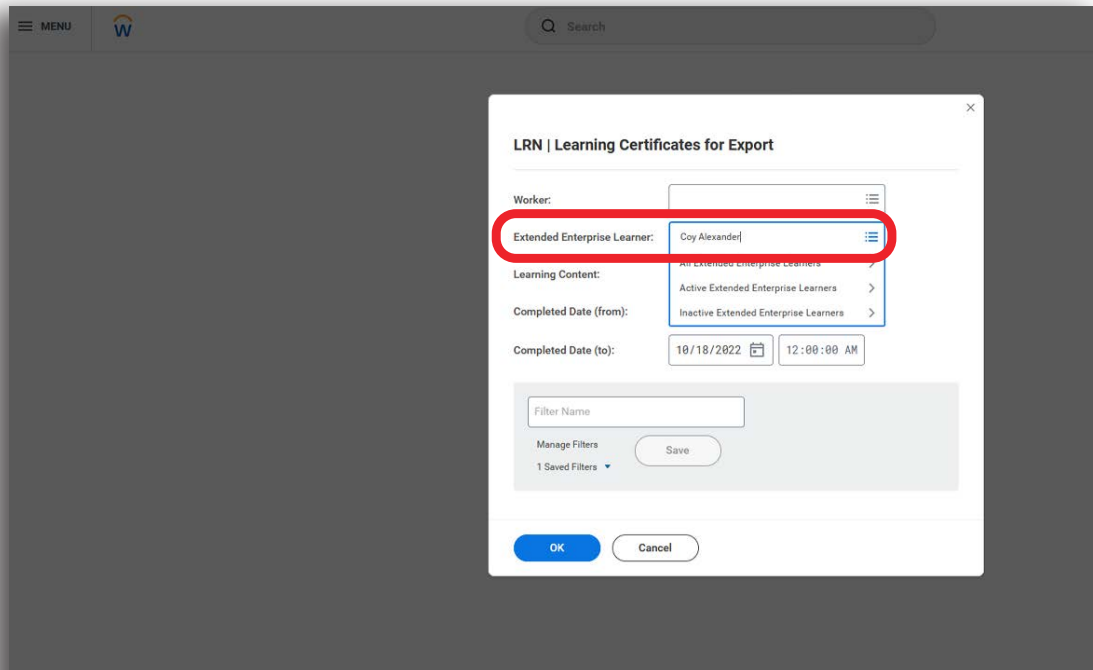


(Your home page will look slightly different, but the Learn button will look the same.)

On the Learning page in Workday select the **LRN | Learning Certificates...** button.

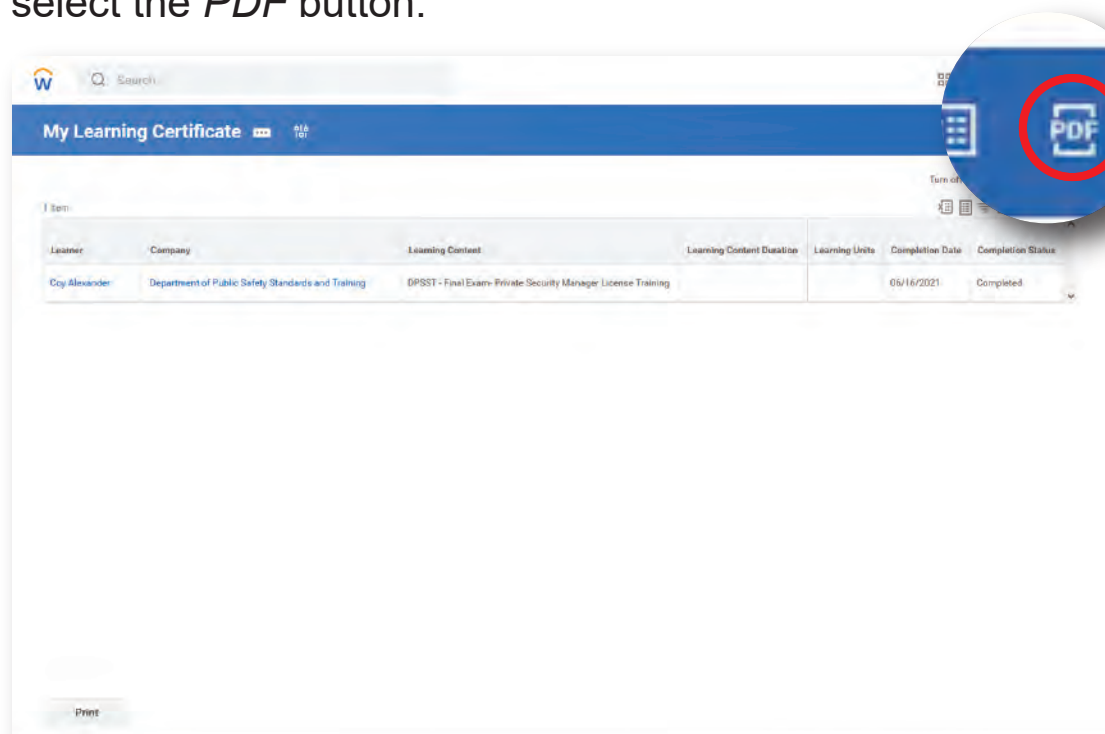


On the LRN | Learning Certificates... page in Workday type your name in the **Extended Enterprise Learner** field and then select the **OK** button.



The screenshot shows a dialog box titled "LRN | Learning Certificates for Export". It contains several fields: "Worker:" (empty), "Extended Enterprise Learner:" (containing "Coy Alexander"), "Learning Content:" (with a dropdown menu showing "All Extended Enterprise Learners", "Active Extended Enterprise Learners", and "Inactive Extended Enterprise Learners"), "Completed Date (from):" (empty), and "Completed Date (to):" (with date "10/18/2022" and time "12:00:00 AM"). At the bottom, there are "OK" and "Cancel" buttons. A red circle highlights the "Extended Enterprise Learner" field.

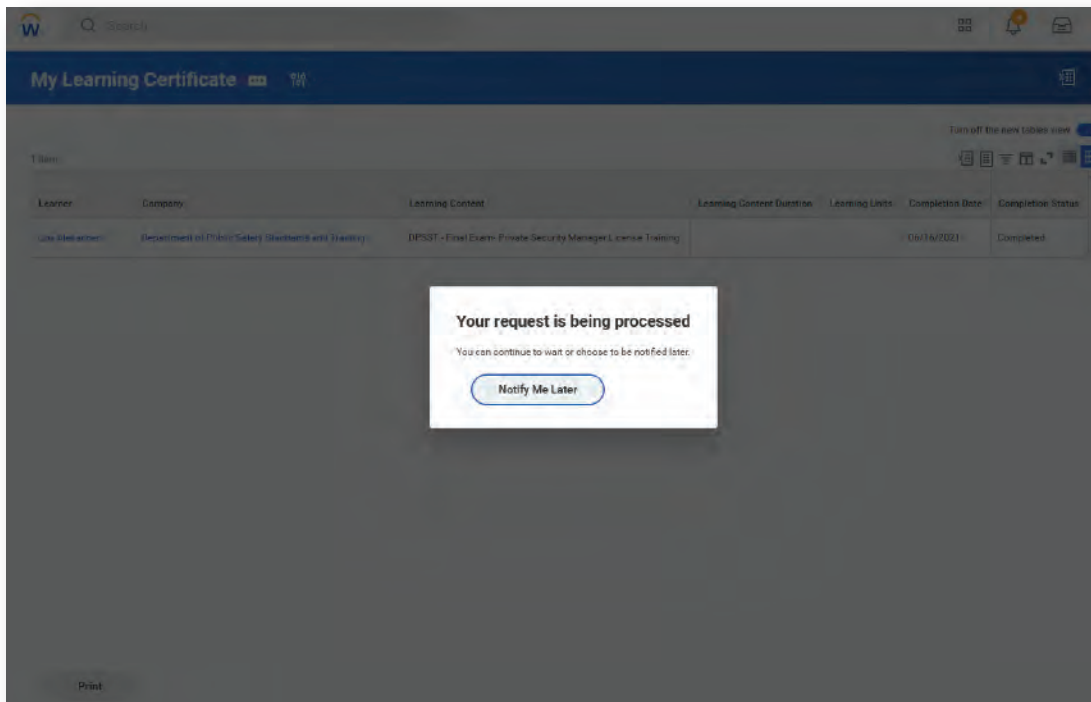
When the course name appears on the My Learning Certificate page in Workday select the **PDF** button.



The screenshot shows the "My Learning Certificate" page in Workday. It features a table with the following columns: Learner, Company, Learning Content, Learning Content Duration, Learning Units, Completion Date, and Completion Status. A single row is visible with the following data: Learner: Coy Alexander, Company: Department of Public Safety Standards and Training, Learning Content: EPSST - Final Exam-Private Security Manager License Training, Learning Units: 1, Completion Date: 06/16/2021, Completion Status: Completed. In the top right corner, there is a blue circular button with a white "PDF" icon, which is highlighted with a red circle.

Learner	Company	Learning Content	Learning Content Duration	Learning Units	Completion Date	Completion Status
Coy Alexander	Department of Public Safety Standards and Training	EPSST - Final Exam-Private Security Manager License Training		1	06/16/2021	Completed

You will see a message telling you the system is generating a PDF. The system will send you an email notice when the certificate is done. You can wait for the document or you can return after you receive the email.



You can now save and print your certificate.

