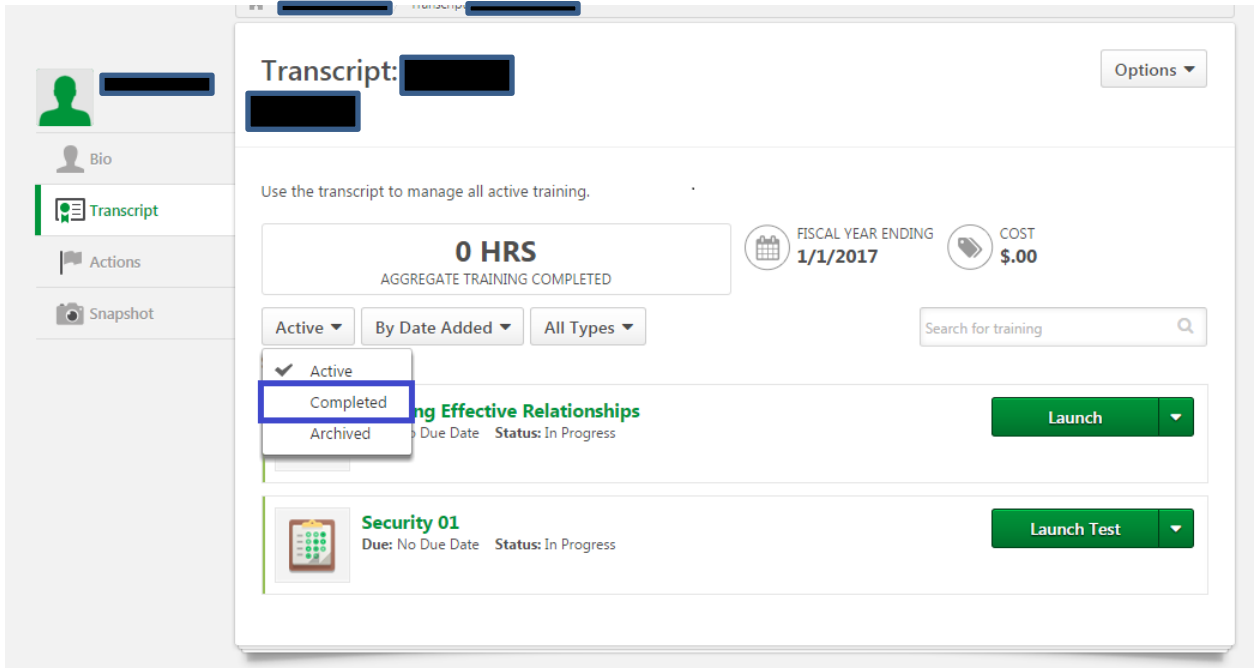


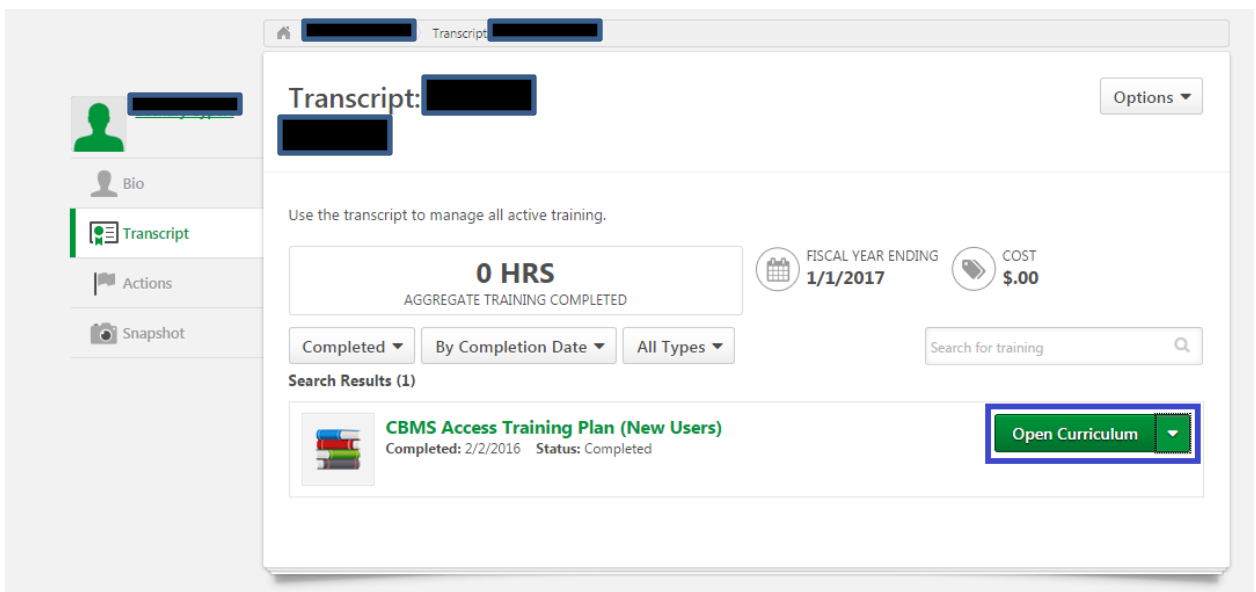
Printing Certificates

1. Select **Learning>View Your Transcript** from the navigation menu.
2. Select the **Active** drop down and choose **Completed**.



The screenshot shows the 'Transcript' page for a user. The page title is 'Transcript: [redacted]'. Below the title, there is a summary section showing '0 HRS AGGREGATE TRAINING COMPLETED', 'FISCAL YEAR ENDING 1/1/2017', and 'COST \$0.00'. There are filters for 'Active', 'By Date Added', and 'All Types'. A search bar is present. The 'Active' dropdown menu is open, showing options: 'Active', 'Completed', and 'Archived'. The 'Completed' option is highlighted with a blue box. Below the dropdown, there are two training items: 'Building Effective Relationships' and 'Security 01'. The 'Security 01' item has a 'Launch Test' button.

3. Find the completed curriculum you need to print a certificate for and select **Open Curriculum**.



The screenshot shows the 'Transcript' page with the 'Completed' filter selected. The search results show one item: 'CBMS Access Training Plan (New Users)' with 'Completed: 2/2/2016' and 'Status: Completed'. The 'Open Curriculum' button next to this item is highlighted with a blue box.

4. For this example we will select the drop down next to The Beginning – What You Need to Know Test and choose **View Training Details**.

CBMS Access Training Plan (New Users)

100% CURRICULUM PROGRESS

CBMS Access Training Plan (New Users)

- ✓ CBMS HOME PAGE TOUR
- ✓ COLORADO ADDRESS CONFIDENTIALITY PROGRAM
- ✓ THE BEGINNING

CBMS Access Training Plan (New Users) Training Details

The Beginning - What You Need to Know
100% Completed: 2 Min Required: 2 Total Items: 2

✓ **The Beginning - What You Need to Know** Launch
Status: Completed Due: No Due Date
This course will introduce the Colorado Benefits Management System. This interactive Web Based Training covers major areas of importance for newly hired CBMS workers in the...

✓ **The Beginning - What You Need to Know** Review
Status: Completed Due: No Due Date
Web-based training modules can remain open while you complete this open-book assessment.
View Training Details

5. Select **Print Certificate**.

The Beginning - What You Need to Know

Training Details

Training Type: Test
 Provider: Health Care and Economic Security Staff Development Center
 Version: 4.0
 Training Hours: 0 Hours 0 Min
 Description: Web-based training modules can remain open while you complete this open-book assessment.
 Due Date: None
 From Training Plan?: No
 Certificate: **Print Certificate**
 Highest Score: 100
 Attempts Left: 19
 Status: Completed

Scoring Details

ATTEMPT	DATE	TEST TIME	SCORES	PASSING SCORE (%)
1	2/2/2016	0 Hour(s) 7 Minute(s)	100	70.00 %