User Guide: Accessing Training Completions

Access Training Completions

- In Percipio select the three lines in the upper right-hand corner to reveal the navigation menu (if collapsed).
- 2. In the navigation menu, select **My Learning**.



On the My Learning page:

3. Select Completion Certificates.

Note: Certificates are also available from the Learning Activity Page.



On the **Completion Certificates** page:

4. Find the content item and select **Download**.

Your completion certificate will be available in your **Downloads** folder.





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Library ~

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Access Compliance Completions

- In Percipio, select the Skillsoft Apps waffle icon in the upper right-hand corner.
- 2. Select **Compliance**.

EATURED LIVE COURSE Open Enrollment Seminars Live Course During Open Enrollment, the Be Learn more and Register (i) You have 1 compliance assignment. Go to o X My Learning Assignments Recent Learning Live Learning Skill Benchnarks Playlists 5 Goals You have the following assignments due:

Search.

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On the **Compliance** Assignments page:

3. Select Training History.

Note: Training History can also be accessed via the dropdown menu beneath your name.



On the **Compliance History** page:

4. Select **Certificate** next to the training.

Your course completion certificate will open for you to print or save.

