Shared Administrative Services
Office of Personnel Management
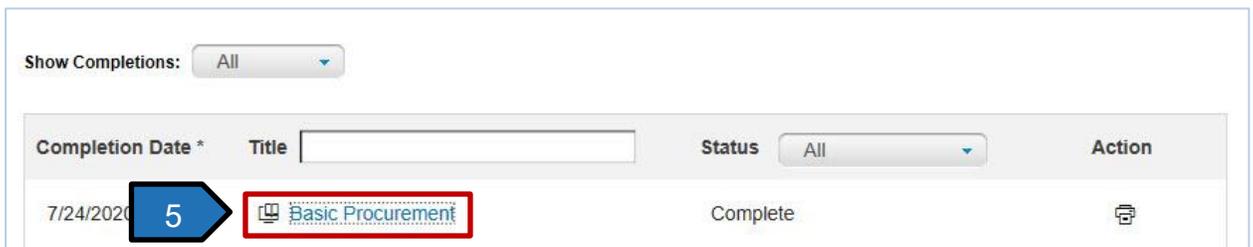
Purpose: Use this job aid to provide steps to view and print your course certificate.
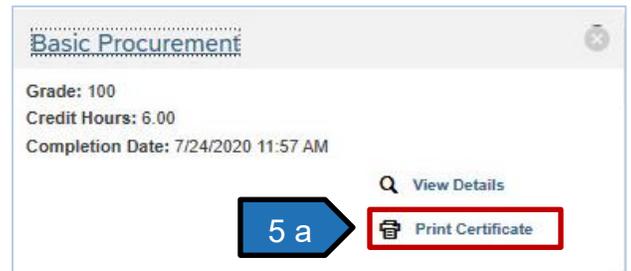
1. Log into **MYARCAREEERS**.
2. Select the **Learning** tile.
3. Locate **Learning History** tile.
4. Click **View All** to view the learning history details.

5. Select the course title to view course details. This will open a second window for the certificate.

   a. To view and print your certificate, click **Print Certificate**.

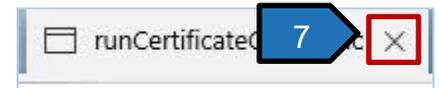   b. The certificate can be printed or saved to your computer.

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6. Place the cursor near the top of the certificate to access the drop menu.
   a. Click **Print** to print your certificate.
   b. Click **Save As** to save the certificate in the folder of your choice.

7. To close the certificate and return to **Completed Work**, click **X** on the **runCertificateCompletic** tab.

8. Click **Back** to exit the **My Learning**.