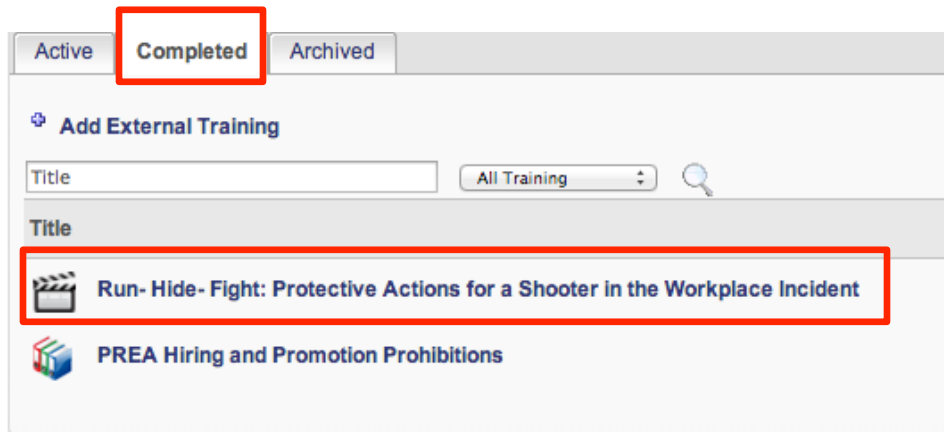


# Printing a Certificate After Training Completion

1. After logging on to the LMS through BEACON, click the **MY TRAINING AND TRANSCRIPT** icon



2. Select the **COMPLETED** tab, click on any completed training title



3. In the **TRAINING DETAILS** box you will see the option to **PRINT CERTIFICATE**



**NOTE:** If you have problems printing the certificate from your printer please contact the tech assigned to your facility or the IT Helpdesk, (919) 716-3470.