



SuccessFactors (SF) Learning

Access Course Certificates

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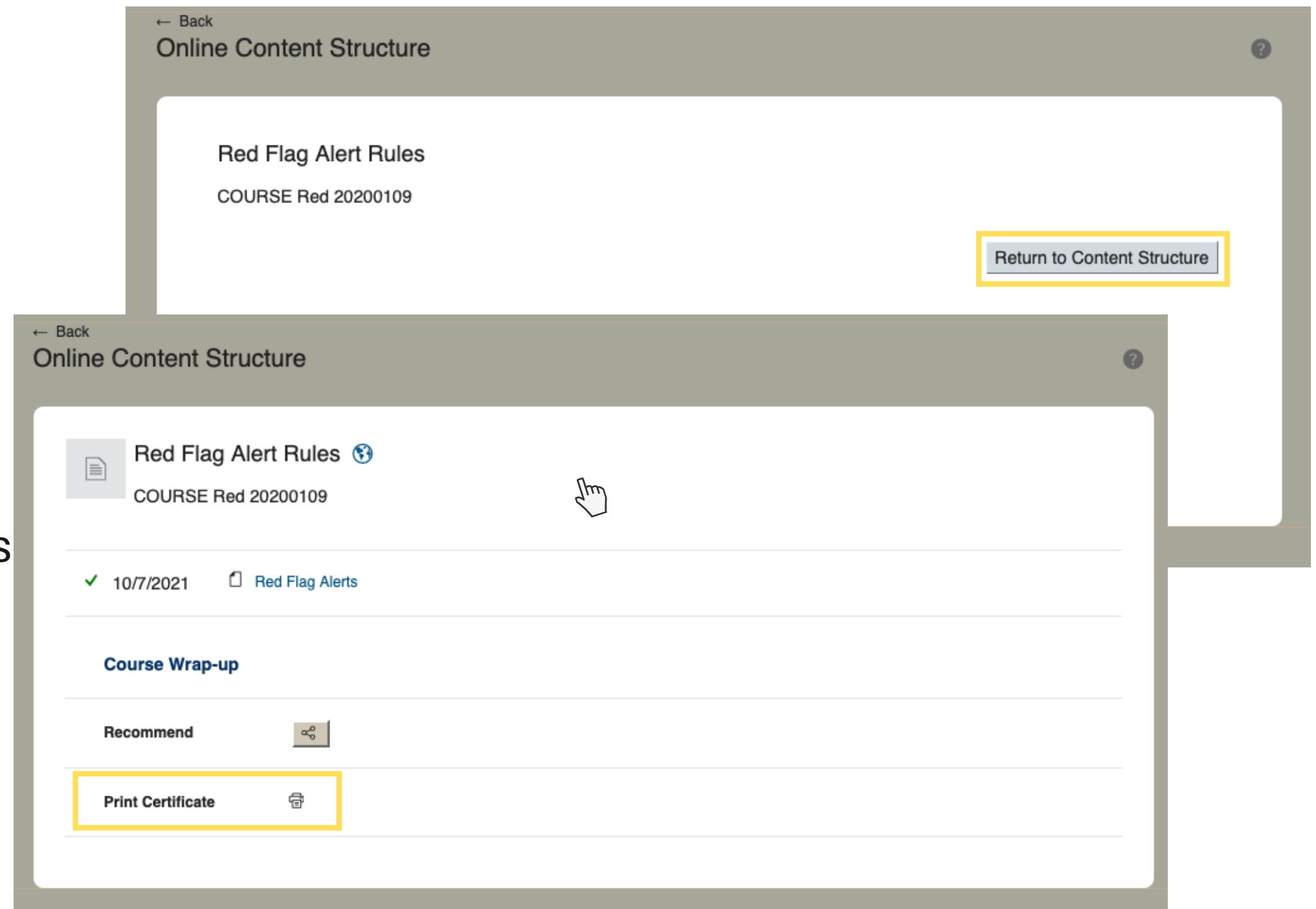
Certificate Access

After completing a course in SF Learning you will exit the module and view the 'Online Content Structure' page.

On this page, click 'Return to Content Structure.'

After clicking 'Return to Content Structure' navigate to your course details where you will be given the option to print your certificate.

Note: Course certificates are **not automatically emailed once course is completed.*

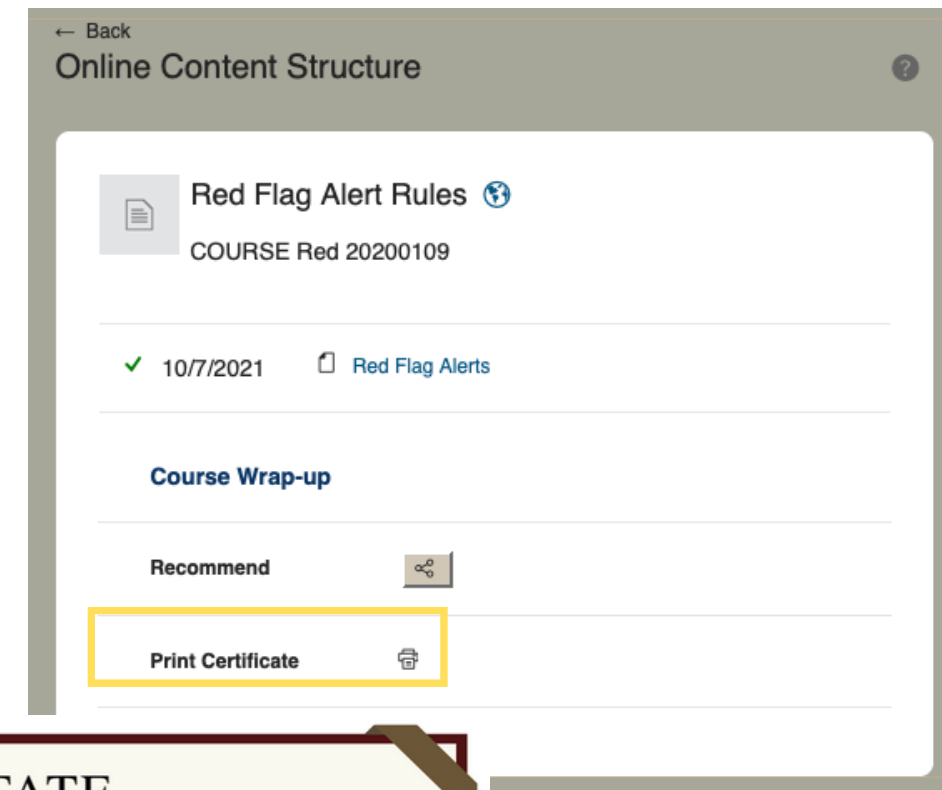


View & Print

After clicking "Print Certificate," navigate to the new tab where a PDF copy of your certificate will be available for print.

Your course certificate will include:

- Your name
- Course title
- Date of completion
- Signature from leadership



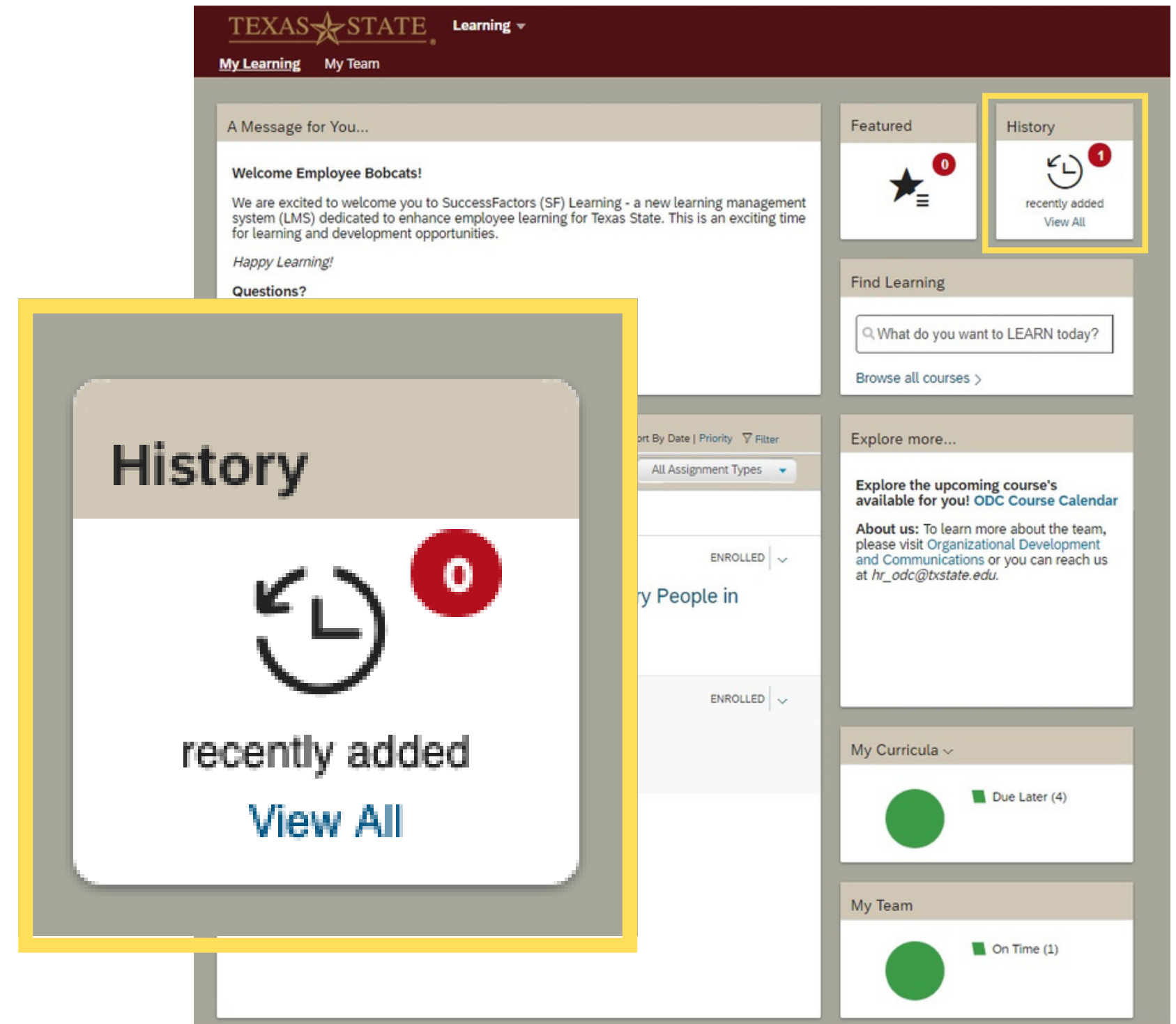
My Learning History

On the "My Learning" dashboard you will find an overview of your specific learning journey.

The 'History' tile will provide quick access to your learning history information.

Click "View All" to view the 'Completed Work' page.

**Note: Your 'My Learning Dashboard' will be tailored to your specific role and learning journey.*



Completed Work

After clicking "View All," navigate to the 'Completed Work' page.

This page provides access to:

- Past courses completed
- Time & Date of completion
- Print course certificate(s)
- Review past course content

The screenshot displays the 'Completed Work' page. At the top, there is a 'Back' button and a 'Completed Work' header. Below this, a 'Show Completions:' dropdown menu is set to 'All'. The main content area features a table with the following columns: 'Completion Date *', 'Title', and 'Status'. The table lists five completed courses. A yellow box highlights the 'Ethics and Compliance On-Line Course' row, which is also highlighted in the table. A detailed view of this course is shown on the right, including the completion date and three action buttons: 'View Details', 'Print Certificate', and 'Review Content'. A hand cursor is pointing at the 'Ethics and Compliance On-Line Course' link in the table. At the bottom, it says 'Items: 5' and a footnote: '* All dates are for America/Chicago time zone.'

Completion Date *	Title	Status
10/11/2021 11:43 AM	Ethics and Compliance On-Line Course	Complete
10/7/2021 03:04 PM	Red Flag Alert Rules	Complete
10/7/2021 02:29 PM	Equal Employment Opportunity & Title IX	Complete
10/4/2021 12:03 PM	Cybersecurity Training	Complete
10/4/2021 09:12 AM	CSA Clery Training Course .5 CE	Complete

Items: 5

* All dates are for America/Chicago time zone.

**SEE YOU ON
SF LEARNING!**





Thank You

For more information, please contact Organizational Development & Communications (ODC).



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hr_odc@txstate.edu