

How-To Guide:

Certificate and learning history

How to view your training history

- Navigate to '*Learn*' and then '*View your training record*'. You will see a list of all upcoming and completed training.
- You may need to change filters for anything completed, simply click on the filter that displays '*Active*' and choose the correct option from the drop-down box.
- If you wish to export or print a copy of your learning history, you can do so on this screen by clicking the '...' in the top right-hand corner and select one of the three options:
 1. Export to PDF
 2. Print training record
 3. Run training record report

How to access your certificate

- Navigate to '*Learn*' and then '*View your training record*'.
- Change the filter '*Filter by Training Status*' to '*Completed*'. Find your course and then click on the blue button that reads *Certificate*.
- You would also have received an email confirming completion of your course; there is a link within that email allowing you to open a PDF version of the certificate.

How to find assistance

- If you run into any issues or have any questions that have not been supported in this guide or the [FAQs](#), you can find further assistance in the Help Centre of the Esri Australia Learning Centre.



- Click on the three lines to open the navigation panel, click '*Help*', and then '*Help Centre*'.
- If you require further assistance, please reach out to training@esriaustralia.com.au.