esri Australia

How-To Guide:

Certificate and learning history

How to view your training history

- Sign in to the Esri Australia Learning Centre.
- 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.