

## Download your Course Certificate, Transcript and Receipts

Mathew Gancarz - 2023-06-24 - Course Registration

You can download your course certificates, transcripts and receipt by logging into the [My Account](#) system and using the links provided on the left side of the menu.

1. Locate the course that you have completed in Past Courses or Current Courses (if the course has not yet ended)
2. Click the Passed button on the right side that indicates your completion status with a print icon beside it.

### Question

**Don't see your certificate?** If you do not see a certificate, please verify the course completion date for your course. Once your course has reached its course completion date you will be notified if there are any outstanding activities that need to be completed by the group. Once these activities are completed the course will be closed and you can expect your certificate to be assigned within two weeks of the course being closed.

If it is an on-demand course, please wait an hour after completing the course content for the system to verify your completion.

Once your certificate is assigned you will be notified via email and can follow the instructions above to download it.

We've created a video showing the steps to download a certificate: