

UNT BRIDGE

How to Access Training Certificates as a Manager:

1. Hover over the **Analytics** tab
2. Click on **Transcript**
3. Change the fields to the following:
 - a. Change **Enrollment Date** to desired date e.g. "is any time" or "is in the last 90 days"
 - b. Change **Account Name** to "is University of North Texas"
 - c. Change **Status** to "is Completed"
 - d. Click on **More** and change "Has Certificate" to **Yes**
4. Click on the blue round arrow in the top right corner to update the search.
5. Click on the three dots in the top right corner, then click **Download**
6. A small window will open with the download options.
 - a. Change **Format** to **CSV** and click **Download**
7. Open the downloaded document. It will open as an Excel file. **Column R** will contain the hyperlink for each certificate.

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