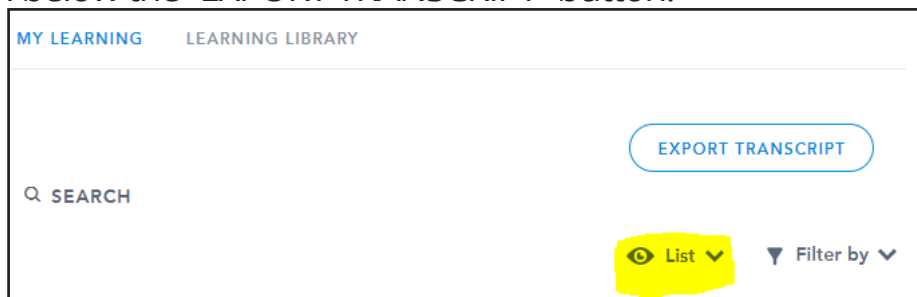


UNT BRIDGE

AskTraining@unt.edu
<http://training.unt.edu>

How to View Certificates as a Learner:

1. Go into your UNT Bridge Dashboard (<https://unt.bridgeapp.com>)
2. Make sure your view is set to “List” view otherwise you will not be able to view your certificates. You can change the view setting on the right-hand side of the screen below the “EXPORT TRANSCRIPT” button.



3. Scroll down to the “COMPLETED” trainings section.
4. Find the course that you would like to view a certificate of and click the small “view certificate” option underneath the title.



5. This will open your certificate in the same window. There is also a “PRINT” option in the top right of your screen which will allow you to print your certificate or save it as a PDF document.



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