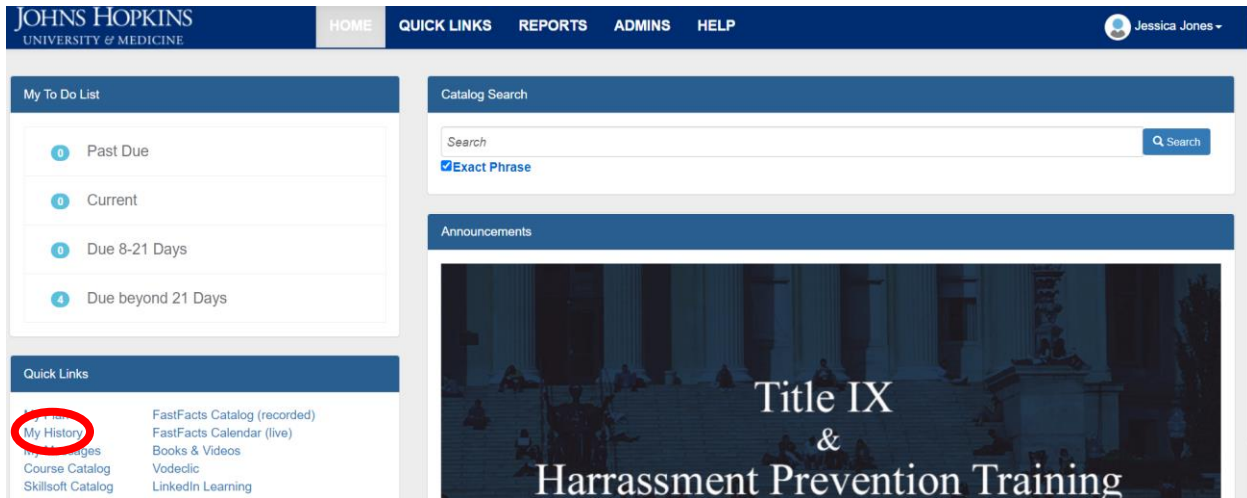


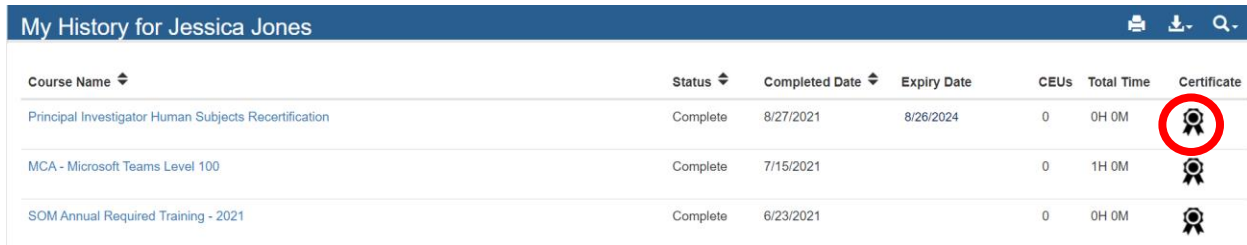
## To Download Compliance Training Certificates in myLearning

Log in to [myLearning](#) using your JHED ID and password, go to Quick Links and select my History






The screenshot shows the myLearning dashboard for Jessica Jones. The top navigation bar includes 'HOME', 'QUICK LINKS', 'REPORTS', 'ADMINS', and 'HELP'. The 'My To Do List' section shows four categories: 'Past Due' (0), 'Current' (0), 'Due 8-21 Days' (0), and 'Due beyond 21 Days' (4). The 'Quick Links' section lists several options, with 'My History' circled in red. Other links include 'FastFacts Catalog (recorded)', 'FastFacts Calendar (live)', 'Books & Videos', 'Vodeclic', and 'LinkedIn Learning'. The 'Announcements' section features a banner for 'Title IX & Harrassment Prevention Training'.

Scroll through the list of courses to find the name of the course you are looking for. Click the certificate icon on the right side to view certificate.



The screenshot shows the 'My History for Jessica Jones' page. The table lists completed courses with columns for Course Name, Status, Completed Date, Expiry Date, CEUs, and Total Time. The 'Certificate' column contains icons, with the first icon circled in red.

| Course Name   | Status   | Completed Date | Expiry Date | CEUs | Total Time | Certificate   |
|---|----------|----------------|-------------|------|------------|---|
| Principal Investigator Human Subjects Recertification | Complete | 8/27/2021      | 8/26/2024   | 0    | 0H 0M      |  |
| MCA - Microsoft Teams Level 100                       | Complete | 7/15/2021      |             | 0    | 1H 0M      |  |
| SOM Annual Required Training - 2021                   | Complete | 6/23/2021      |             | 0    | 0H 0M      |  |

Download the certificate by clicking the download icon in the upper right corner.



This will give you the option where you want to download, name the file and save to your desktop. If you need further assistance, contact your IT support.