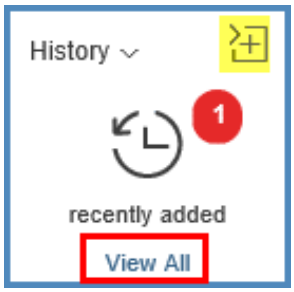
Access Your Certificate after Class

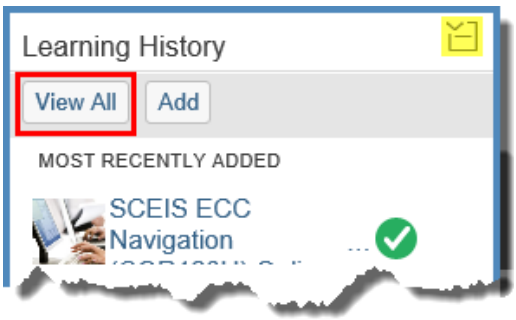
1 Log in to MySCLearning

See “Log in to MySCLearning.”

2 Open your *Learning History*

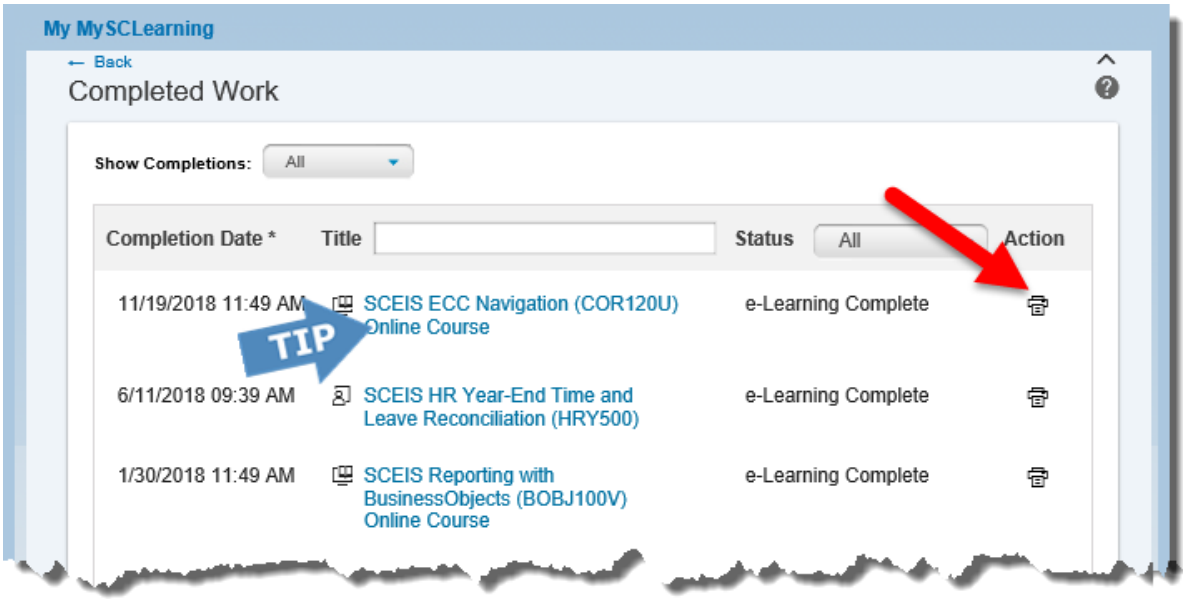
The *Learning History* tile may appear expanded or collapsed. In either display, click *View All*.





3 View a list of all completed courses, and print certificates

To view, download or print a certificate, click a *Print* icon on the right. Your certificate is a PDF which you can print or save as needed. It remains available indefinitely in your *Learning History*.



TIP: *Hover on a course title to see additional options.*

Find more tip sheets on the SCEIS website’s “MySCLearning Tools” page (http://sceis.sc.gov/page.aspx?id=345).