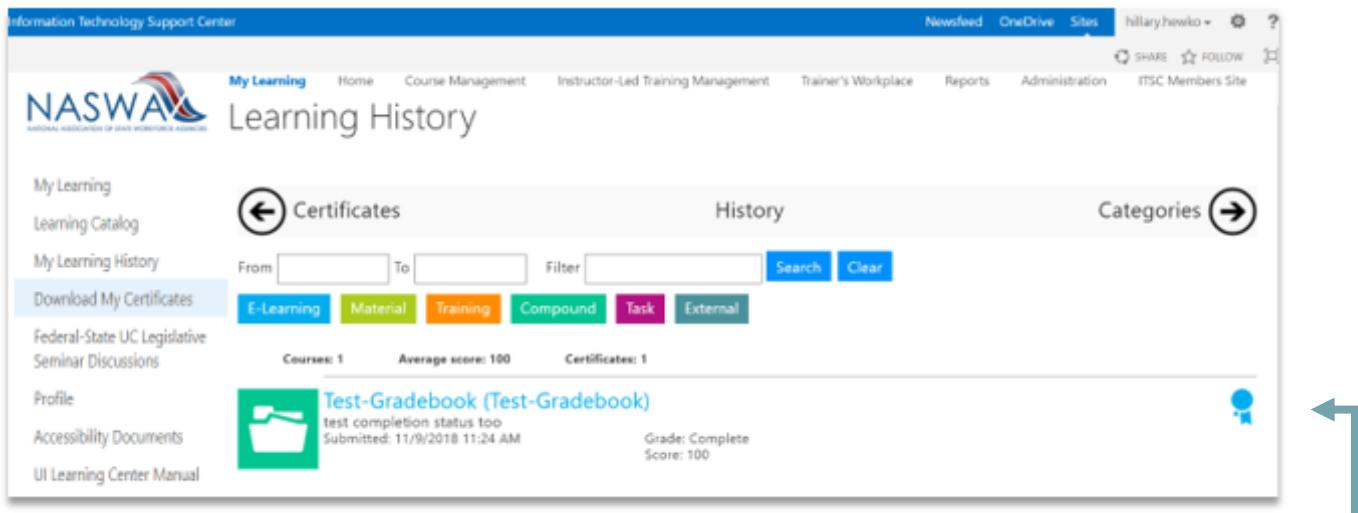


How to Download Your Certificate

1. Use the direct link below to access the **NASWA Learning Center**
eLearning Access Link: <https://members.itsc.org/sites/lms/skpages/learning/default.aspx>
2. Use your assigned NASWA Learning credentials to log on the **NASWA Services Page**
3. You will automatically be directed to the **My Learning Page**
4. Click **Download My Certificate** on the left Navigation Menu
5. Click the **Certificate Icon** on the far right of the screen to download the PDF certificate



The screenshot shows the 'Learning History' section of the NASWA Learning Center. At the top, there are navigation links: 'My Learning', 'Home', 'Course Management', 'Instructor-Led Training Management', 'Trainer's Workplace', 'Reports', 'Administration', and 'ITSC Members Site'. Below these, a 'Certificates' section is displayed with a 'From' and 'To' date range, a 'Filter' dropdown, and 'Search' and 'Clear' buttons. Below the search bar are several colored buttons: 'E-Learning' (blue), 'Material' (green), 'Training' (orange), 'Compound' (red), 'Task' (purple), and 'External' (teal). Below the buttons, the text 'Courses: 1', 'Average score: 100', and 'Certificates: 1' is shown. A 'Test-Gradebook (Test-Gradebook)' entry is listed, showing 'test completion status: too' and 'Submitted: 11/9/2018 11:24 AM'. To the right of this entry is a blue ribbon icon with a white 'C' inside, which is highlighted with a large blue arrow pointing to it. The text 'Certificate Icon' is overlaid on the bottom left of the screenshot.

Certificate Icon



Certificate: The blue-ribbon icon will download a printable PDF certificate for the completed Certificate program.