

Printing a Completion Certificate

Once you have received final credit for attending an activity, **MyLearningPlan** will automatically create a completion certificate to be accessed through your portfolio.

Use these steps to Print a Certificate:

1. By clicking the **LearningPlan** tab along the top of the screen, you will be brought the main work space.
2. Click on the **My Portfolio** link on the left navigation bar.
3. Click on the title of the activity for which you would like to print a completion certificate.



4. Click the link to view the certificate. Once the certificate is displayed, use the print function in your browser to print a copy.

Note: Not all activities in **MyLearningPlan** are eligible to have an online certificate. Please contact your district's professional development office if you do not see the **Print Certificate** link.

Note: You must have Adobe Acrobat Reader installed on your computer to access and print a completion certificate. If you do not have Adobe Reader installed, it can be downloaded for free at www.adobe.com.