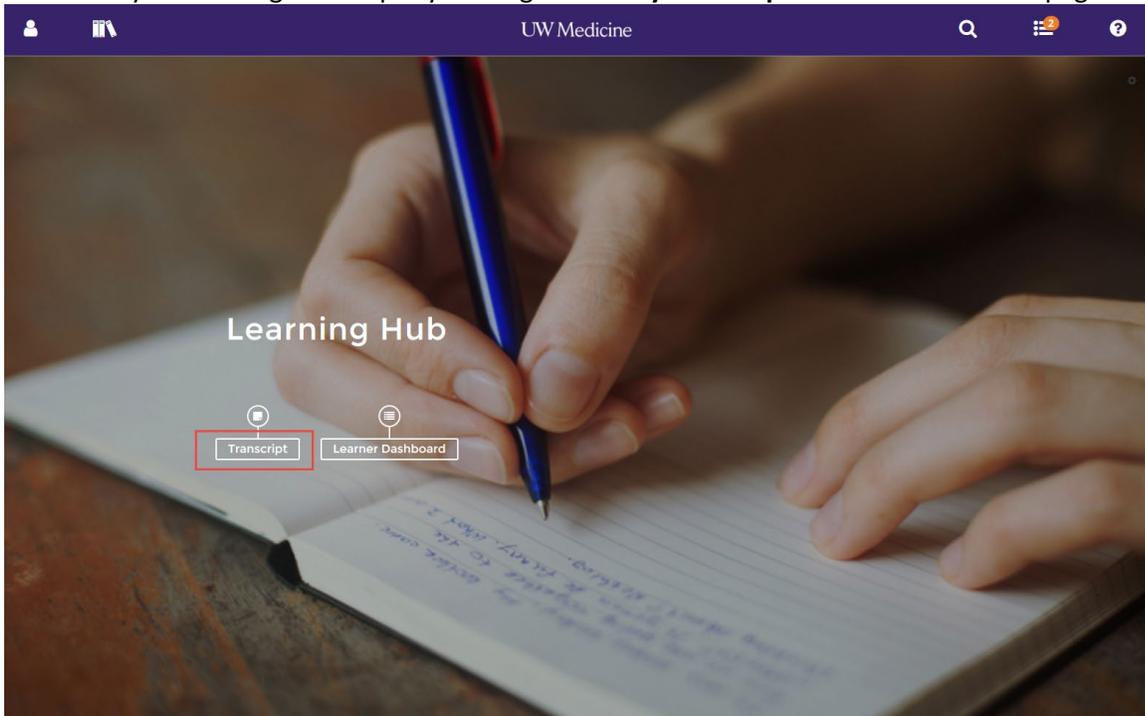


## Purpose

Steps to print a Certificate or Completion/Diploma as a learner.

## Procedure

1. Login to the Learning Hub.
2. Go to your training transcript by clicking on the **My Transcript** button on the home page



3. From here the training transcript will appear. You can enter specific date ranges to narrow your search.

**TRAINING TRANSCRIPT**

Select a year or date range to filter completed training records.

Date Range: [v]  
Start Date: 8/7/2014 12:00am [v] End Date: 2/7/2019 12:00am [v] [REFRESH]

View: Standard [v]

**MICHELLE D SCHACKEL**

List of completed activities from 8/7/2014 to 2/7/2019

**Username:** schackm **User number:** 858007540

**Primary organization:** PATIENT CARE SVCS ADM **E-mail:** noreply@sumtotalsystems.com

**Primary job:** Program Coordinator (NE S SEIU 925 Non Supv)

**ACTIVITIES**

Activity	Start Date	Completion Date	Estimated Credit Hours	Estimated Duration	Attended Duration	Expiration Date	Score
Online Course: UWM 2017 CMS Medicare Parts C and D General Compliance Training	8/22/2017	9/27/2017			Days: 0, Hours: 0, Minutes: 5, Seconds: 13		90
Online Course: HMC Emergency Warden 2017	5/8/2017	5/8/2017			Days: 0, Hours: 0, Minutes: 7, Seconds: 35		
Online Course: Just Culture	4/19/2017	4/19/2017			Days: 0, Hours: 0, Minutes: 0, Seconds: 3		
Online Course: Just Culture	4/4/2017	4/19/2017			Days: 0, Hours: 0, Minutes: 0, Seconds: 0		

Click on the Activity Name that you would like the completion certificate/diploma for.

Activity	Start Date	Completion Date	Estimated Credit Hours	Estimated Duration	Attended Duration	Expiration Date	Score
Online Course: UWM 2017 CMS Medicare Parts C and D General Compliance Training	8/22/2017	9/27/2017			Days: 0, Hours: 0, Minutes: 5, Seconds: 13		90
Online Course: HMC Emergency Warden 2017	5/8/2017	5/8/2017			Days: 0, Hours: 0, Minutes: 7, Seconds: 35		
Online Course: Just Culture	4/19/2017	4/19/2017			Days: 0, Hours: 0, Minutes: 0, Seconds: 3		
Online Course: Just Culture	4/4/2017	4/19/2017			Days: 0, Hours: 0, Minutes: 2, Seconds: 30		
Online Course: 2017 Annual Refresher Training	2/8/2017	2/8/2017		Days: 0, Hours: 1, Minutes: 30, Seconds: 0	Days: 0, Hours: 0, Minutes: 13, Seconds: 56		
Online Course: HMC Emergency Warden 2017	2/7/2017	2/7/2017			Days: 0, Hours: 0, Minutes: 45, Seconds: 19		
Online Course: Opioid Management for Acute Pain in Hospitalized Adults	1/19/2017	1/19/2017		Days: 0, Hours: 0, Minutes: 30, Seconds: 0	Days: 0, Hours: 0, Minutes: 8, Seconds: 24		
Online Course: UWM Safeguarding Confidential Information 2016	11/1/2016	11/1/2016			Days: 0, Hours: 0, Minutes: 8, Seconds: 0		
Online Course: UWM CMS Medicare Parts C and D General Compliance Training	11/1/2016	11/1/2016			Days: 0, Hours: 0, Minutes: 7, Seconds: 41		100
Online Course: HMC - Emergency Wardens 2016	6/30/2016	6/30/2016		Days: 0, Hours: 0, Minutes: 20, Seconds: 0	Days: 0, Hours: 0, Minutes: 4, Seconds: 9		

4. This will take you to the Activity Details page.

UW Medicine


1
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Online Course

**HMC EMERGENCY WARDEN 2017** ATTENDED

Attempt History

**As an Emergency Warden at HMC, you are required to complete Emergency Warden training annually. Anyone who could potentially act as an Emergency Warden at HMC is required to complete this training.**

[View More](#)

100%

START

HMC Emergency Warden 2017

ACTIVITIES
DETAILS

**Additional Information**

Below are the additional details about this activity such as facility, location and so on.

**Activity status :** Active

**Code :** HMC119010

**Training organization :** Harborview Medical Center

Requirement Details

Below are the reasons you require this activity.

**Reason :**

Direct Assignment

**Learner Assignment Notes :**

5. Click on the **arrow** next to the **START** button and then click **DIPLOMA** in the drop down menu



6. When complete the pop-up will show a certificate/diploma that can be printed or exported to pdf is wanted.

