

ACCESSING YOUR CERTIFICATE

I. COMPLETE COURSE EVALUATION:

To access your certificate, you will need to complete the course evaluation before your certificate is available. Please note that you must use a desktop or laptop computer to access the evaluation, it is not available on a tablet or mobile device. If you have already completed the evaluation, skip to II. After Completing Course Evaluation.

1. Go to the LMS Homepage <https://learner.mlnlms.com>.
2. Log into your account.
3. In the menu bar, select “Transcript.”
4. Search for the WBT title.
5. If you do not see a “View Certificate” button, then you need to complete the evaluation. Click the title.
6. On the right side of the page, go to “Surveys” and select “Web-based Training Evaluation.”
7. Complete the evaluation and click “Submit.”
8. In the menu bar, select “Transcript”. You will see the course title. Next to the title, click “View Certificate.”

II. AFTER COMPLETING COURSE EVALUATION:

If you are not logged into the LMS:

1. Go to the LMS Homepage at <https://learner.mlnlms.com>.
2. Click Log In.
3. Enter your login ID and password and click Log In. Proceed to steps 4-10.

If you are already logged in to the LMS

4. Click the “Transcript” tab.
5. Search the title of your WBT.
6. Click the “View Certificate” button beside the course title.
7. If you haven’t already selected your credit type (or if you selected the wrong type before), click “Select Credit Type.”
8. Click “View Certificate.”
9. If the certificate does not automatically open, you will see a message at the bottom of the screen. Select “Open.”
10. Your certificate will open in a new window. Either save or print your certificate for your records.

III. PRINTING YOUR CERTIFICATE:

1. Open your certificate.
2. Click on the print icon above the certificate.
3. Find “Orientation” and click “Landscape.”
4. Click “Print.”