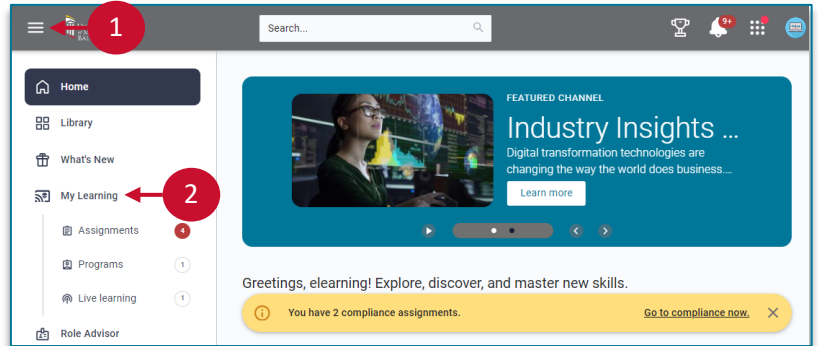# User Guide: Accessing Training Completions
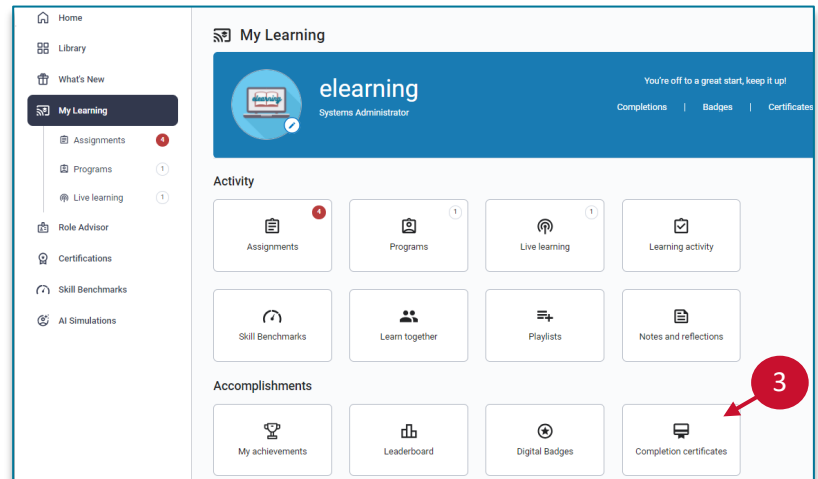
Access Training Completions

1. In Percipio select **the three lines** in the upper right-hand corner to reveal the navigation menu (if collapsed).

2. In the navigation menu, select **My Learning**.

On the **My Learning** page:
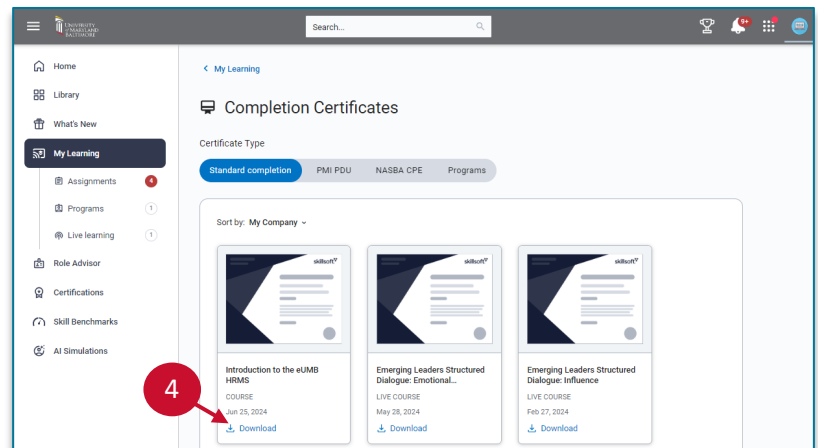
3. Select **Completion Certificates**.

Note: Certificates are also available from the **Learning Activity Page.**

On the **Completion Certificates** page:

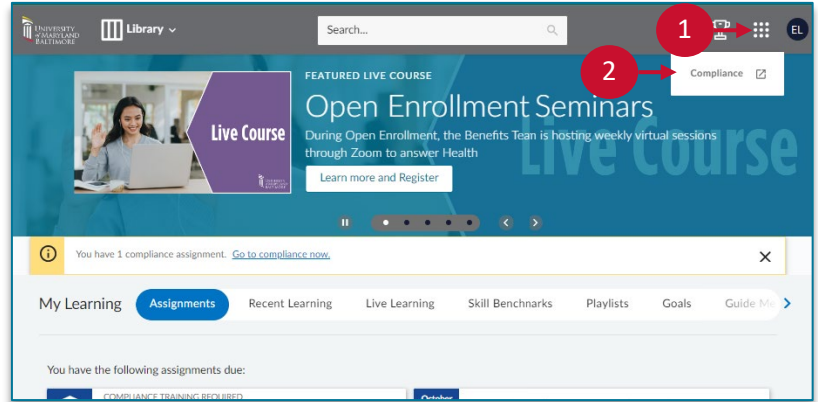4. Find the content item and select **Download**.

Your completion certificate will be available in your **Downloads** folder.

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User Guide: Accessing Training Completions

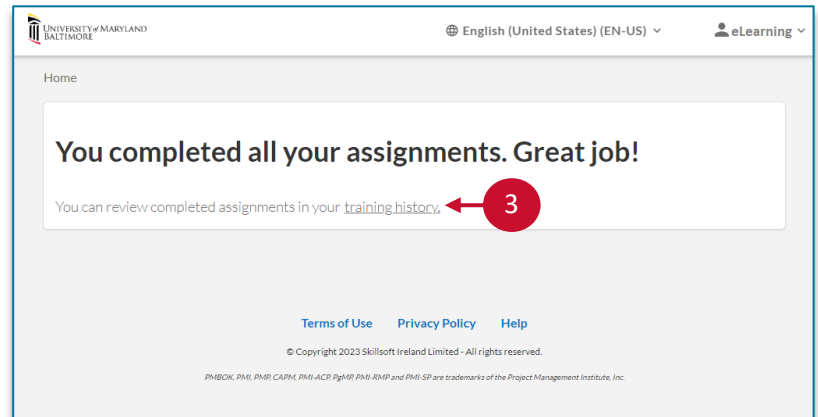## Access Compliance Completions

1. In Percipio, select the **Skillsoft Apps** waffle icon in the upper right-hand corner.

2. Select **Compliance**.

On the **Compliance Assignments** page:

3. Select **Training History**.

Note: Training History can also be accessed via the drop-down menu beneath your name.

On the **Compliance History** page:

4. Select **Certificate** next to the training.

Your course completion certificate will open for you to print or save.

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