Access and Print a Course Certificate in the GAF Learning Portal

Purpose: To demonstrate how/where a user can access and print a certificate after completing a course that has been captured in the GAF Learning Portal Profile.

IMPORTANT
Only the individual user has access to their certificate. If an employer requires this information, only the user is able to provide it to them.

PLEASE NOTE:
Not all courses on the Learning Portal offer certificates. Most Live Training courses provide a certificate of completion showing learning credits earned, while select E-Learning Courses or Learning Paths may include a certificate, which can change over time.

Follow the below steps to access your Certificate:

<table>
<tr>
<td>Sign in to the Learning Portal: gaf.com/learning.</td>
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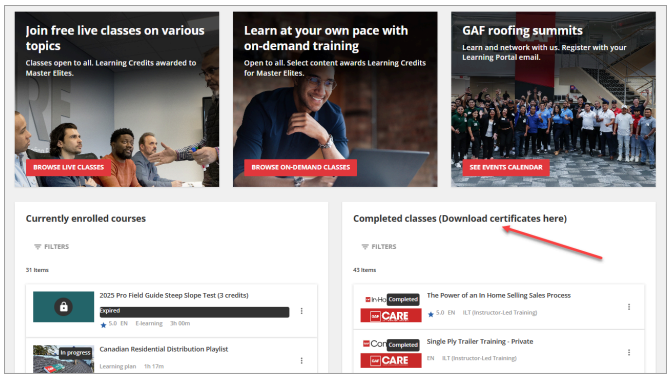
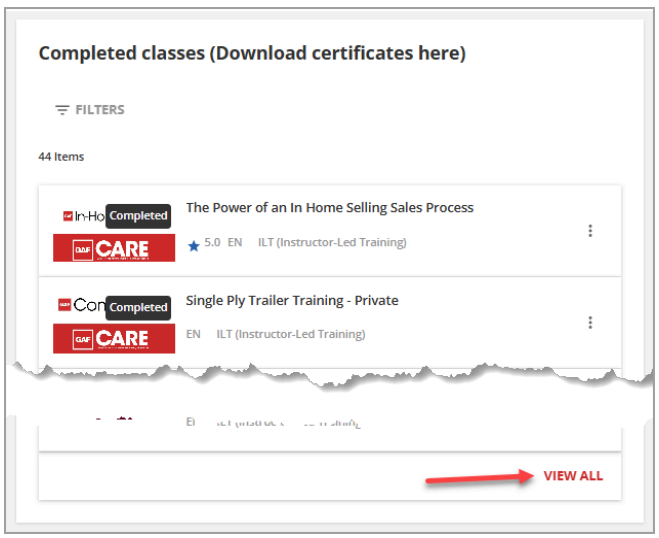
<td>Option 1:

1. From the homepage, scroll to the Completed classes section.
2. Click on the course you need to print the certificate for.
a. If you do not see the course you need, click “View all” to see all your Completed Courses.</td>
<td>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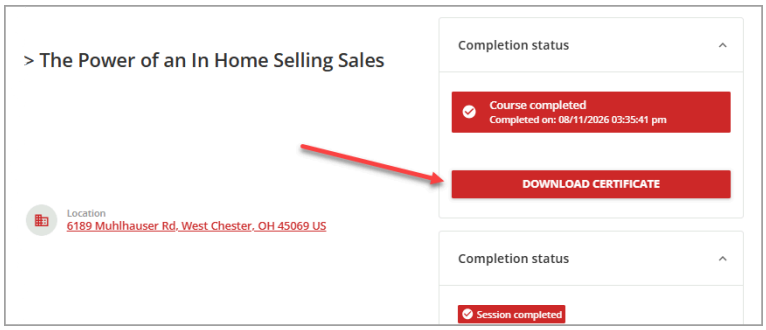
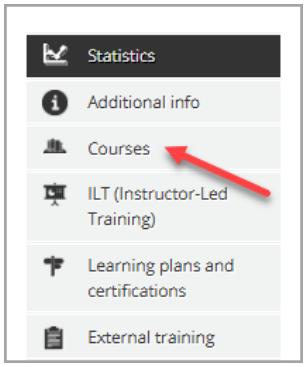
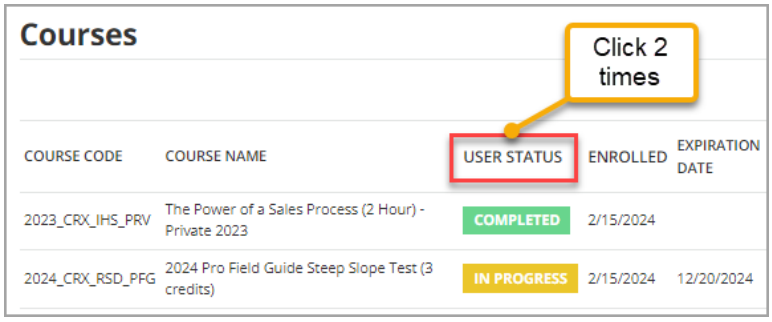
3. Click the ‘Download Certificate’ button.
4. See the ‘Note’ at the end of these instructions if you have any problems.

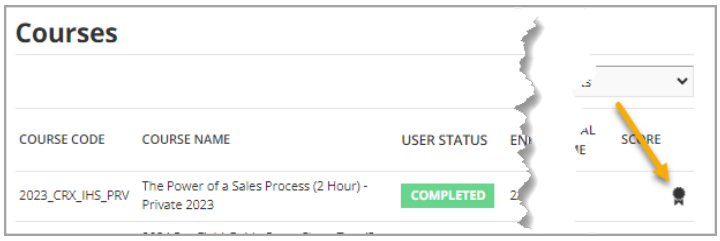


Option 2:

1. Open the User Menu and click ‘My Activities’ for your Training Records.
2. Click on **Courses**.
5. Now you can see your list of Courses.
    a. Click ‘User Status’ two times to bring the ‘Completed’ Courses to the top.
6. Locate the course from the list, and click the badge icon in the right hand column to download the certificate.
7. See the ‘Note’ at the end of these instructions if you have any problems.







Clicking the badge icon and the 'Download Certificate' button will download the certificate to your device or local drive. **Note**: After clicking the badge icon, or 'Download Certificate', if you do not see the file appear, you may need to open your browser's download folder. This might be in a different place for different browsers. GAF recommends the use of Google Chrome. For any assistance regarding Certificates, please email CARE@gaf.com.	