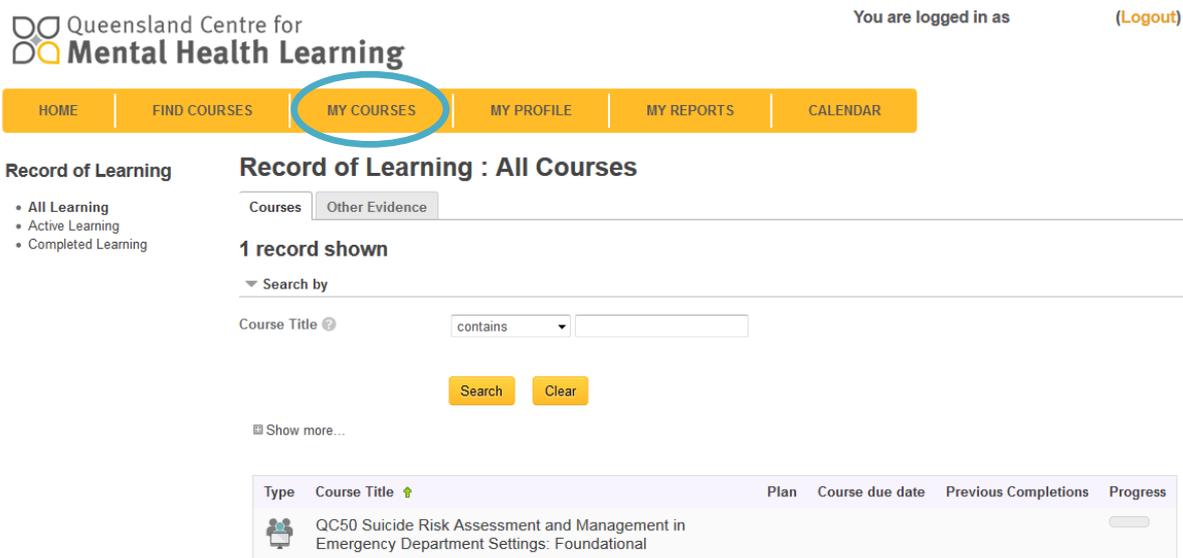


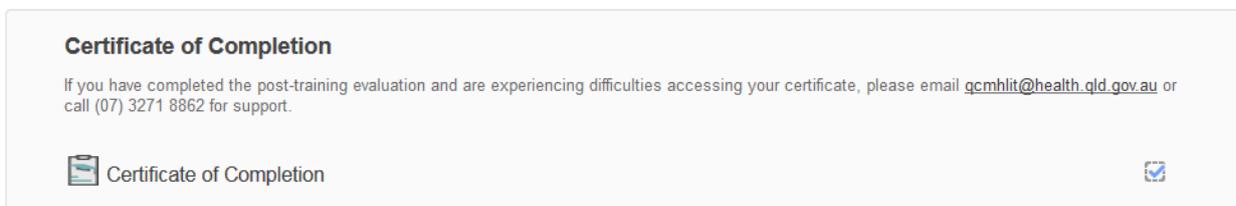
## Printing/ reprinting a certificate

1. Log into the system and access the course that you require the certificate for. You can find all courses you are currently enrolled in or have already completed under the [My Courses](#) tab.



The screenshot shows the user interface of the Queensland Centre for Mental Health Learning. At the top, the logo and name are displayed on the left, and the user's login status 'You are logged in as' with a '(Logout)' link is on the right. Below this is a navigation bar with tabs: HOME, FIND COURSES, MY COURSES (highlighted with a blue circle), MY PROFILE, MY REPORTS, and CALENDAR. Under the 'MY COURSES' tab, there are two sections: 'Record of Learning' on the left with a list of filters (All Learning, Active Learning, Completed Learning) and 'Record of Learning : All Courses' on the right. The right section has a search bar with a dropdown menu set to 'contains' and a search button. Below the search bar is a table with one row of course information: 'QC50 Suicide Risk Assessment and Management in Emergency Department Settings: Foundational'. The table has columns for Type, Course Title, Plan, Course due date, Previous Completions, and Progress.

2. Select the course by clicking it and entering the course site.
3. Scroll down to the bottom of page and locate the certificate item.



The screenshot shows a 'Certificate of Completion' section. It contains a message: 'If you have completed the post-training evaluation and are experiencing difficulties accessing your certificate, please email [gcmhlit@health.qld.gov.au](mailto:gcmhlit@health.qld.gov.au) or call (07) 3271 8862 for support.' Below the message is a link labeled 'Certificate of Completion' with a document icon and a checkmark icon.

Note: If the certificate is not displayed you may not have completed all requirements or your attendance/ assessment may still be with our admin team. Please check to see if you have completed all necessary items. For courses with a face-to-face component once your attendance is updated on the LMS by our admin team you will receive an email notification saying your certificate is enabled. Log into your account to download the certificate.

4. Click the certificate link and then click the [Get your certificate](#) button. You will be emailed a certificate to the email address attached to your system account.

HOME

FIND COURSES

MY COURSES

MY PROFILE

MY REPORTS

CALENDAR

Certificate of Attendance

### Summary of Previously Received Certificates

Issued

Monday, 11 December 2017, 2:08  
PM

Click the button below and your certificate will be sent to you as an email attachment.

[Get your certificate](#)

[Return to course](#)