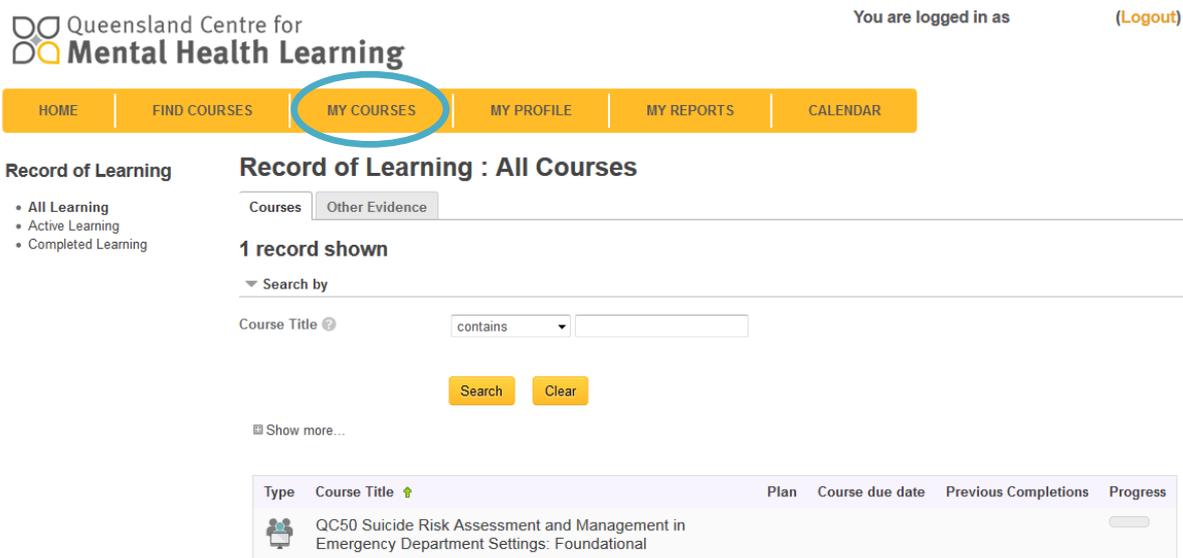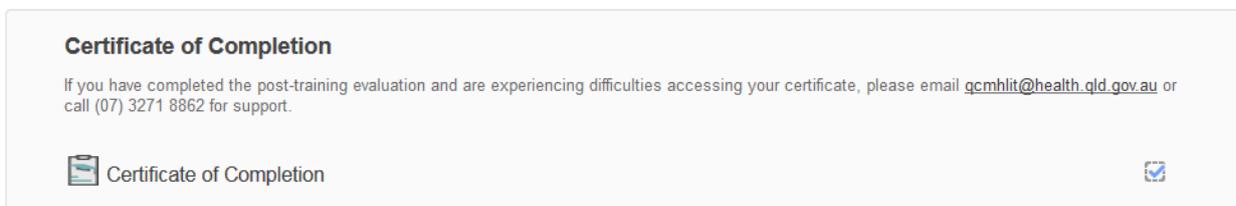# Printing/ reprinting a certificate

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.

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.

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

Queensland Centre for Mental Health Learning
Cnr Ellerton Dr & Court Rd Wacol 4076
ph: 3271 8837 email: qcmhl@health.qld.gov.au

West Moreton
Hospital and Health Service

Queensland
Government