

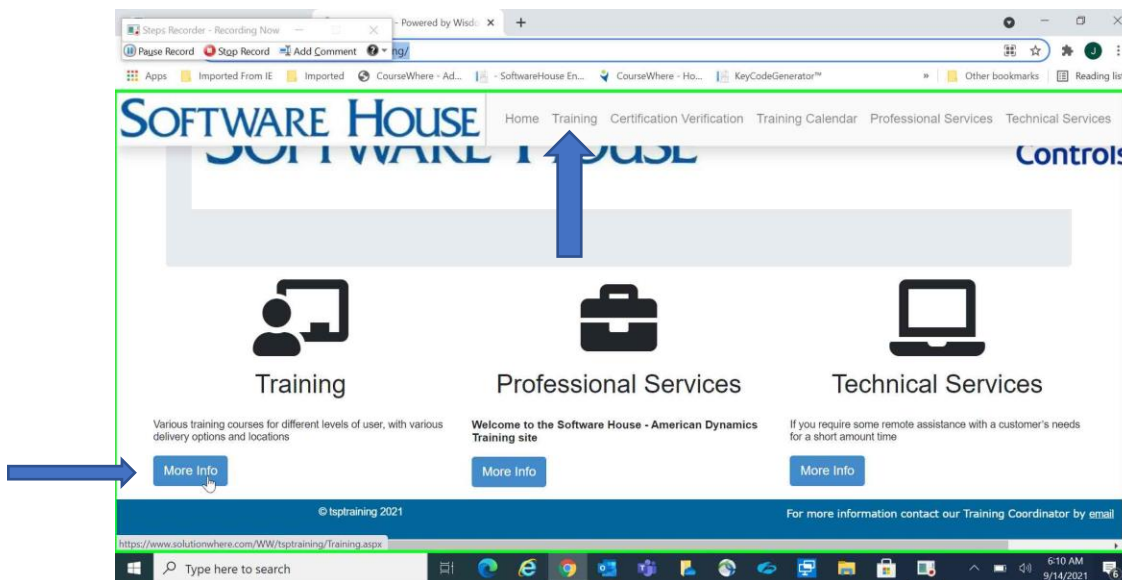
How to download a course Certificate

When you successfully complete your training course and pass your certification test (if required), you will need to obtain your certificate.

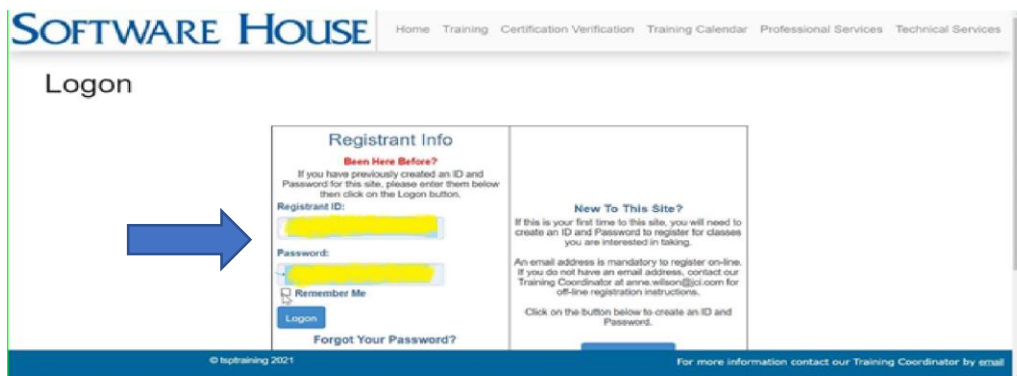
Go to the training website (Link below)

<https://www.solutionwhere.com/WW/tsptraining/>

From the menu bar select training, or on the main screen please select the training link – more info button



Login with your Registrant ID & Password (or register or recover your password)



Select Complete under training

The screenshot shows a web browser window with the URL `solutionwhere.com/WW/Aspx/Public/Reports/UpcomingEvents.aspx`. The page title is "Upcoming Sessions" and it displays user information: "Name: Julian Armstrong" and "Registrant ID: armstrongj". There are two tabs: "Normal View" and "Calendar View". Below the tabs, a message states: "This page displays future sessions for which you have registered." A table header is visible with columns: Training, Title, Session, Start Date, Start Time, End Time, Status, Registration Details, Location, and Contact. The table content is empty, showing "No records to display." On the left, a navigation menu has "Complete" highlighted with a blue arrow pointing to it.

Enter a date or leave blank for all courses and select view log

The screenshot shows a web browser window with the URL `solutionwhere.com/WW/Aspx/Public/Reports/RegistrantReport.aspx`. The page title is "Completed Sessions". It features a "Select Date" section with a text input field and a calendar icon. Below this, it says "Please enter a Log begin date (MM/DD/YYYY):" followed by "OR Leave blank for entire Log." A blue "View Log" button is positioned below the text. The left-hand navigation menu is visible, and the "Complete" option is selected.

Select the download icon for the course required

The screenshot displays a web browser window with the URL `solutionwhere.com/WWW/Aspx/Public/Reports/RegistrantReport.aspx`. The page title is "Completed Event Log". The main content area shows a table of training courses. The table has columns for course name, start/end dates, and completion status. A blue arrow points to a download icon in the 'Complete' row for the course "Visitor Management Certification".

Training	Intellex & Network Client Certification Course	FEB08-11-BOC	02/08/2011	02/11/2011	96	0.00	0.000			
Upcoming	C-CURE 800/8000 System Installer/Maintainer with Istar	APR18-11-LA	04/18/2011	04/22/2011	100	0.00	40.000	Professional Training		
Modify/Unregister	C-CURE 9000 System Installer/Maintainer	OCT-24-BOC	10/24/2011	10/28/2011	100	0.00	40.000	Professional Training		
In Progress	C-CURE 9000 Enterprise Architecture	DEC11-12-BOC	12/11/2012	12/13/2012	100	0.00	24.000	Professional Training		
Incomplete	Visitor Management Certification	MAY28-19-BOCA	05/28/2019	05/30/2019	100	1.00	24.000	Professional Training		
Complete										

Page size: All Items in 1 pages

The Certificate of Completion is a PDF document. You may need to download Adobe Acrobat in order to view the certificate.

[Download Adobe Acrobat](#)

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