

# The Virginia Learning Center



VIRGINIA DEPARTMENT OF  
SOCIAL SERVICES

*Illustration of how to:*

## Access Certificates for Completed Training

Step 1: Go to Training Home



Step 2: Go to the My Completed Training Tab and click View Certificate

The screenshot shows a section titled 'My Completed Training (54)'. Below the title are three filter buttons: 'Past 30 Days', 'Past 60 Days', and 'Past 90 Days'. Below the filters is a table with the following columns: Title, Type, Status, Score, and Action. The first row of the table contains the following data: Title: 'The Knowledge Center', Type: 'Online', Status: 'Complete', and Action: 'View Certificate'. The 'View Certificate' button is highlighted with a red circle.

Title	Type	Status	Score	Action
The Knowledge Center	Online	Complete		View Certificate