



# **SuccessFactors (SF) Learning**

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Access Course Certificates

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# Certificate Access

After completing a course in SF Learning you will exit the module and view the 'Online Content Structure' page.

On this page, click 'Return to Content Structure.'

After clicking 'Return to Content Structure' navigate to your course details where you will be given the option to print your certificate.

\*Note: Course certificates are ***not*** automatically emailed once course is completed.

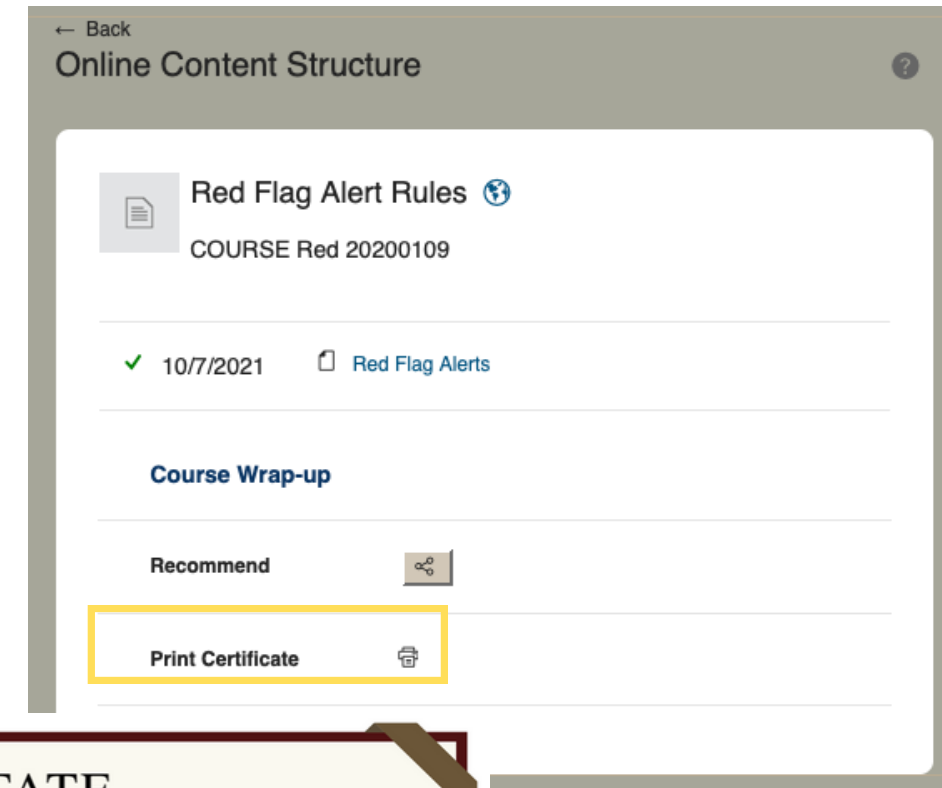
The image displays two screenshots of the SF Learning interface. The top screenshot shows the 'Online Content Structure' page for 'Red Flag Alert Rules' under 'COURSE Red 20200109'. A button labeled 'Return to Content Structure' is highlighted with a yellow border. The bottom screenshot shows the course details page for 'Red Flag Alert Rules' under 'COURSE Red 20200109'. It includes a 'Print Certificate' button, also highlighted with a yellow border, along with a 'Recommend' button and a 'Red Flag Alerts' link. A hand cursor is visible over the course title.

# View & Print

After clicking "Print Certificate," navigate to the new tab where a PDF copy of your certificate will be available for print.

Your course certificate will include:

- Your name
- Course title
- Date of completion
- Signature from leadership



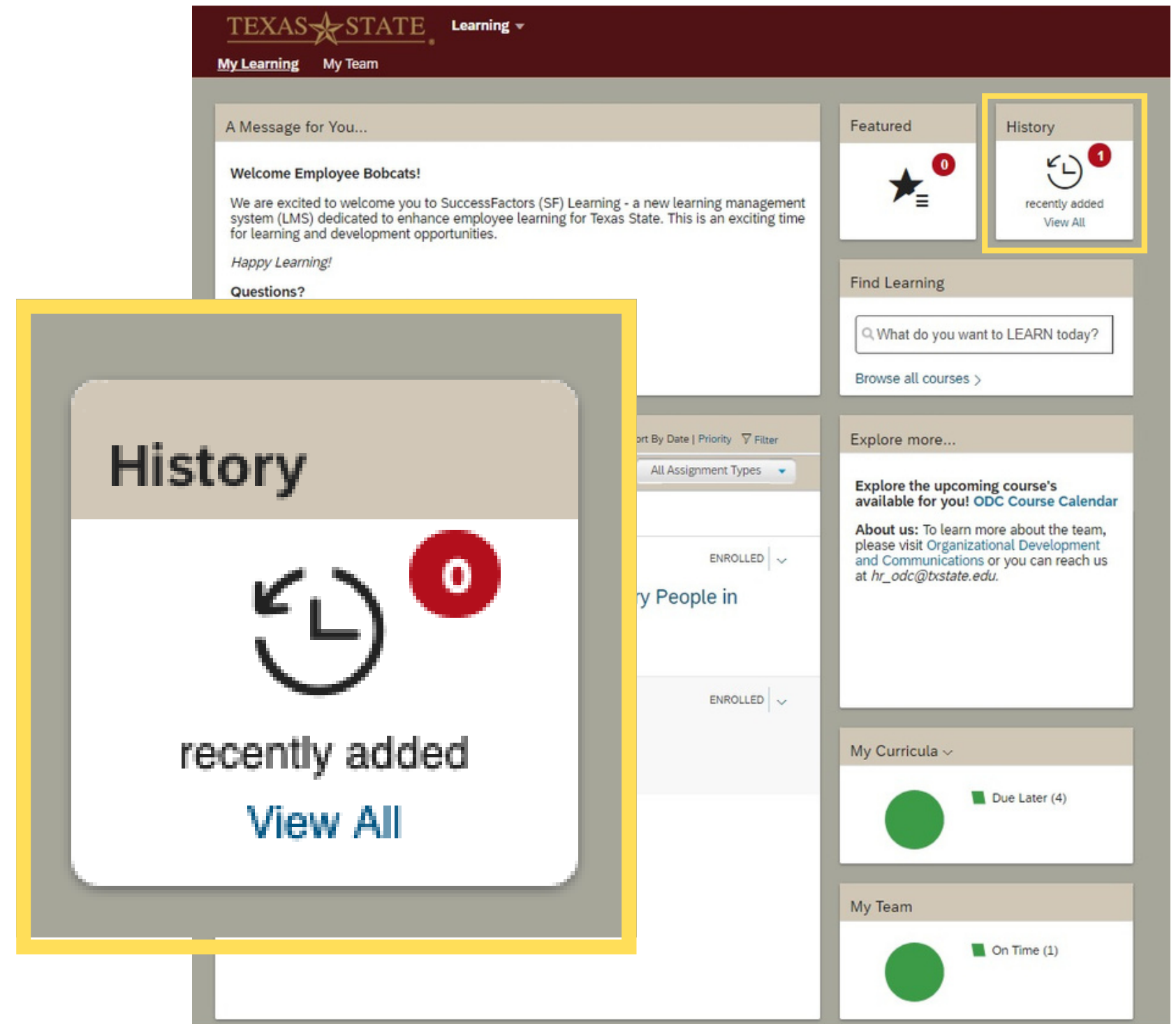
# My Learning History

On the "My Learning" dashboard you will find an overview of your specific learning journey.

The 'History' tile will provide quick access to your learning history information.

Click "View All" to view the 'Completed Work' page.

*\*Note: Your 'My Learning Dashboard' will be tailored to your specific role and learning journey.*



The screenshot displays the Texas State Learning dashboard. At the top, the header includes the Texas State logo and navigation links for 'My Learning' and 'My Team'. A message section titled 'Welcome Employee Bobcats!' is visible. The dashboard is divided into several widgets: 'Featured' with a star icon and a red notification bubble containing '0'; 'History' with a clock icon, a red notification bubble containing '1', and the text 'recently added' and 'View All'; 'Find Learning' with a search bar and a 'Browse all courses' link; 'Explore more...' with a link to 'ODC Course Calendar'; 'My Curricula' showing 'Due Later (4)'; and 'My Team' showing 'On Time (1)'. A yellow box highlights the 'History' tile in the top right, and a larger yellow box highlights a zoomed-in view of the 'History' tile in the foreground. The zoomed-in tile shows the word 'History' at the top, a clock icon with a red circle containing '0', the text 'recently added', and a blue 'View All' link.

# Completed Work

After clicking "View All," navigate to the 'Completed Work' page.

This page provides access to:

- Past courses completed
- Time & Date of completion
- Print course certificate(s)
- Review past course content

The screenshot displays the 'Completed Work' page with a table of completed courses. A dropdown menu is open for the 'Ethics and Compliance On-Line Course', showing options to 'View Details', 'Print Certificate', and 'Review Content'. The table lists five completed courses with their completion dates and titles.

Completion Date *	Title	Status
10/11/2021 11:43 AM	Ethics and Compliance On-Line Course	Complete
10/7/2021 03:04 PM	Red Flag Alert Rules	Complete
10/7/2021 02:29 PM	Equal Employment Opportunity & Title IX	Complete
10/4/2021 12:03 PM	Cybersecurity Training	Complete
10/4/2021 09:12 AM	CSA Clery Training Course .5 CE	Complete

Items: 5

\* All dates are for America/Chicago time zone.

**SEE YOU ON  
SF LEARNING!**





# Thank You

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For more information, please contact Talent Development & Communications (TDC).



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