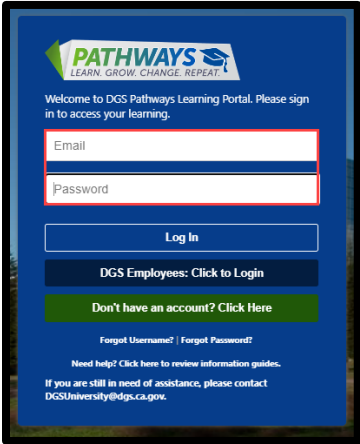
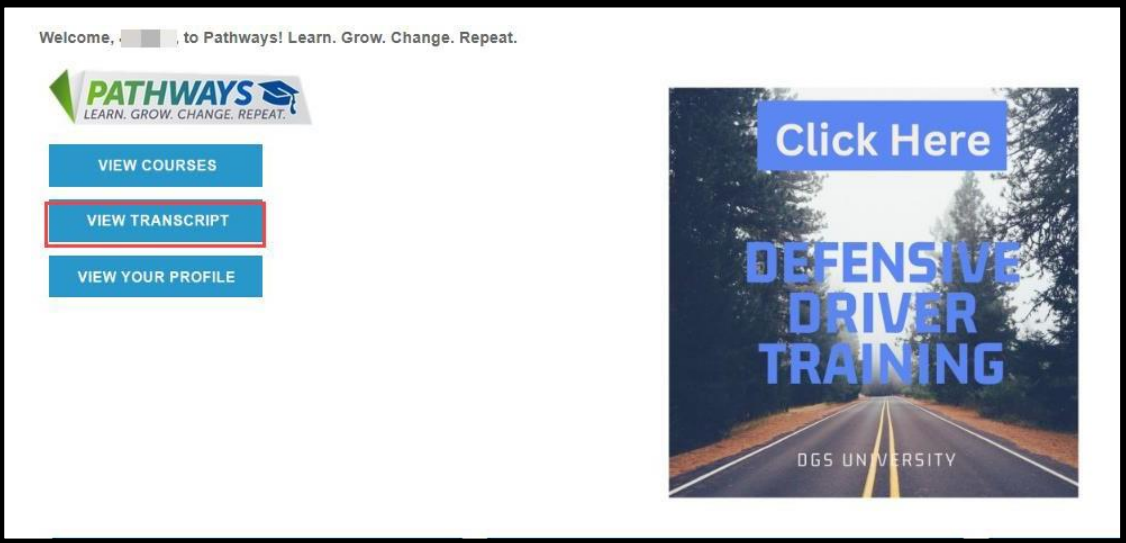


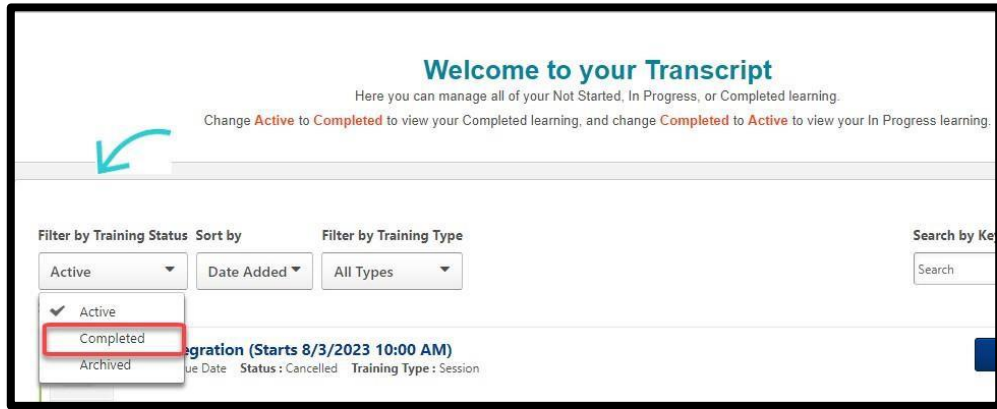
## External Users - Viewing Certificates of Completion

### Objective

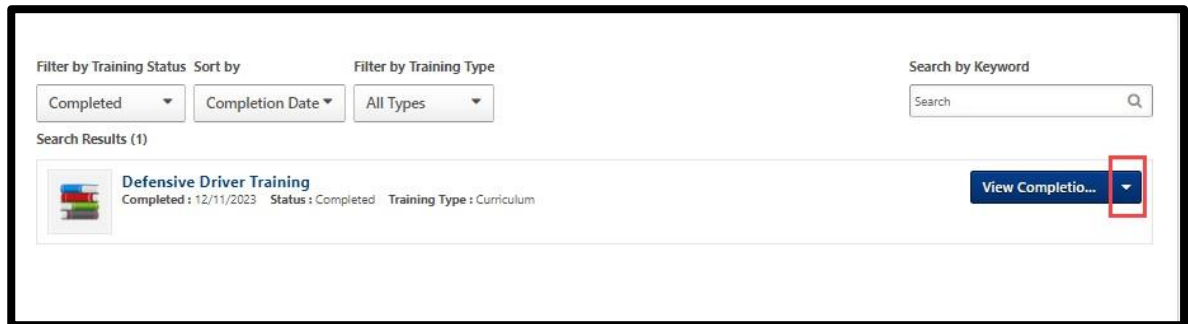
To provide a detailed procedure for external users to view their certificates of completion for training courses.

Step	Action
1	<p>Click the link to visit the DGS Pathways website.  <a href="https://learning-dgs.csod.com/login/render.aspx?id=orim">https://learning-dgs.csod.com/login/render.aspx?id=orim</a></p>
2	<p>Log into Pathways using your username and password.</p> 
3	<p>On the homepage select <i>View Transcript</i>.</p> 

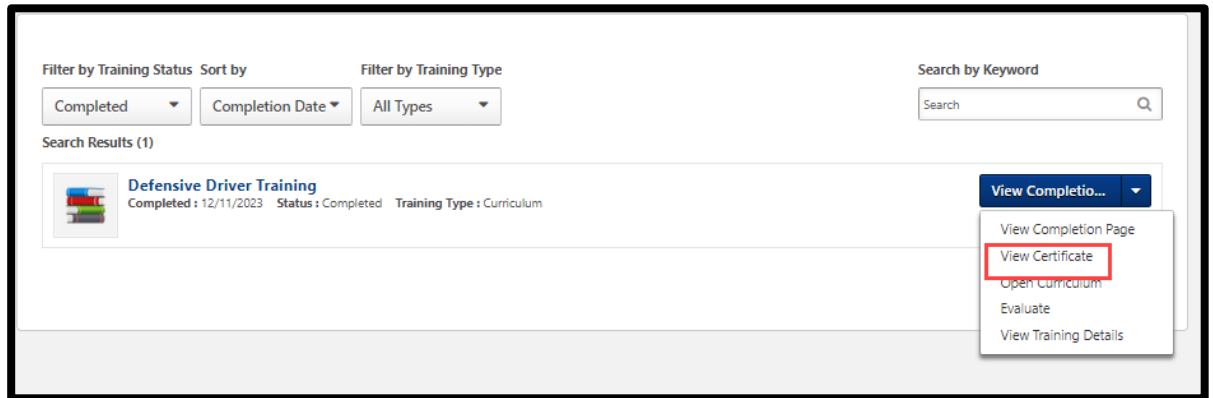
- 4 On the left side of the screen under *Filter by Training Status*, click the drop-down menu and select *Completed*.



- 5 Click on drop down arrow located on the blue box across from the training course title.



6 Click on *View Certificate*.



7 Your certificate will open as a PDF file in Adobe. Certificates should be saved for your personal records as proof of completion of a training course. To print or save your certificate, please refer to the next step.



8

To print or save your certificate in Adobe, click on *File* in the upper left-hand corner. That will give you the option to *Save As* or *Print*.

