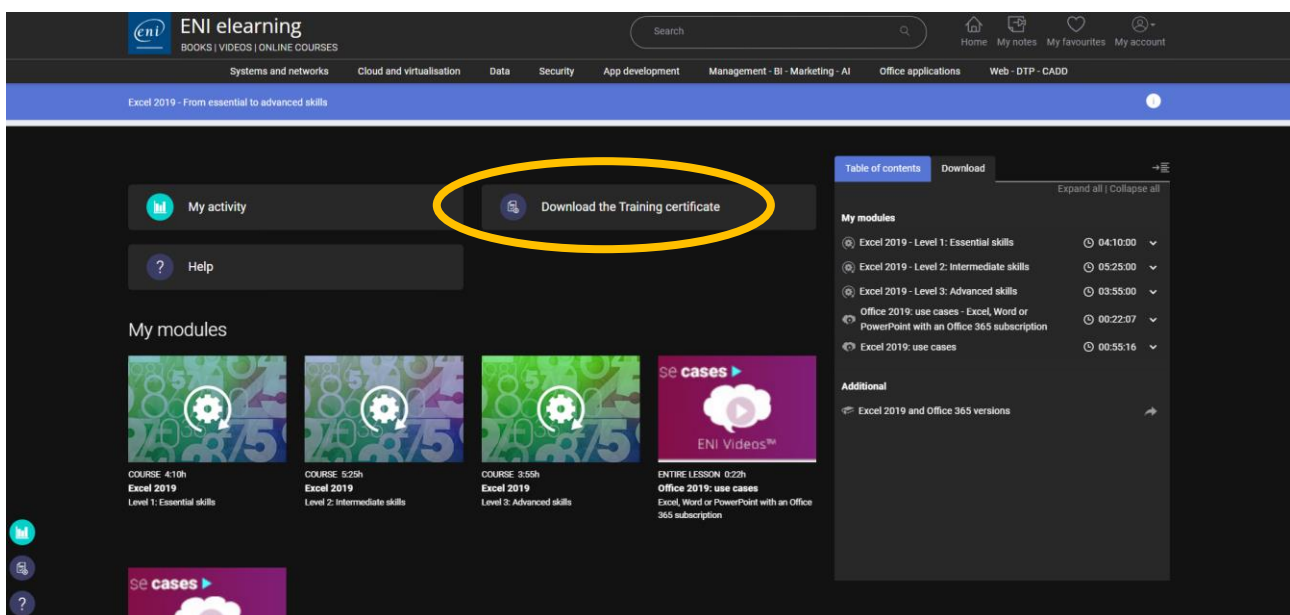# Training Certificate

As administrator, you can edit training certificates for your users via the admin console. The certificate can also be available to the users, within their course in their learning portal. To use this functionality, submit the request to your customer success manager.

The training certificate can be edited when a user reaches an overall progress of 90% for a given course. This gauge can be altered by submitting a request to your customer success manager.

NB: the formatting and mentions differ according to the language in which the certificate is edited, and for students pursuing their course via a training centre.

Downloading the training certificate from the user portal:

➢ From the online course's homepage:
   Once a progress of at least 90% is reached:
   - Click the **Download the Training certificate** button.
   - The learner can download their activity report, containing the detail of the modules studied, which does not appear on the certificate, at any time using the **My Activity** button and the PDF export button.

Downloading the training certificate from the admin console:

➢ From the admin console's homepage:
  • In the **Search** area, input the user's surname and/or forename or username or email address.

  • Select the record of the user concerned and click the **Activity** button.

- In the window that appears, click the **Training certificate** tab.
- Then select the record corresponding to the course for which you would like to edit the certificate and click the **Training certificate** button.
  Keep in mind certificates can only be edited if the user has reached at least 90% overall progress.

- The training certificate, exported to PDF, appears in the downloads.

➢ It is also possible to download several certificates at a time by selecting a group.
- Select the group for which you would like to edit one or more certificates.
- Select a course and click the **Activity** button.

- Click the **Training certificate** tab.
  Keep in mind certificates can only be edited if the users have reached at least 90% overall progress. The records which are greyed out correspond to learners who have not reached the minimum required overall progress.

- Use the first tick box to select all records or tick the boxes of the learners for whom you would like to edit certificates, then click the **Training certificate** button.

- The certificates will then be available in a zipped file inside the Downloads folder.

CERTIFICATE EXAMPLE:

NB: the formatting and mentions differ according to the language in which the certificate is edited, and for students pursuing the courses via a training centre.

Editions ENI
Training certificate

I, the undersigned, Denis LECUPPE

legal representative of Editions ENI, training provider, confirm that:

SURNAME FORENAME

has pursued the training activity: COURSE TITLE as provided by CORPORATE NAME

between 27/02/2023 and 25/05/2023, for a total duration of 20:40 hour(s)

ST HERBLAIN, France
11 December 2023

Denis LECUPPE, Administrative and finance director

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Editions ENI cannot be held accountable if the trained student is not the account owner in the event of identity fraud.