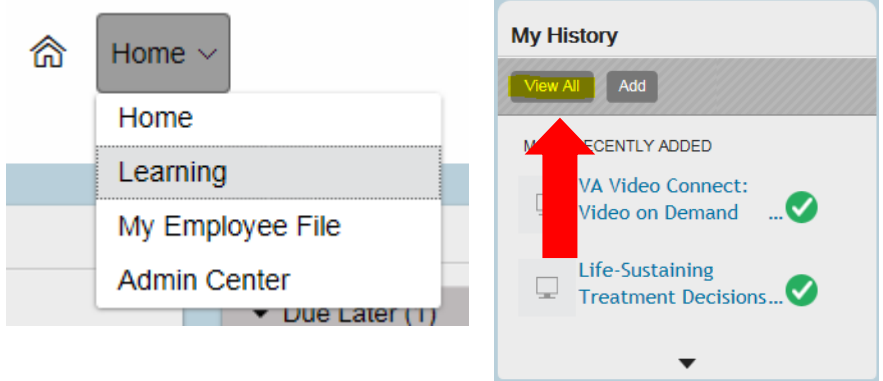

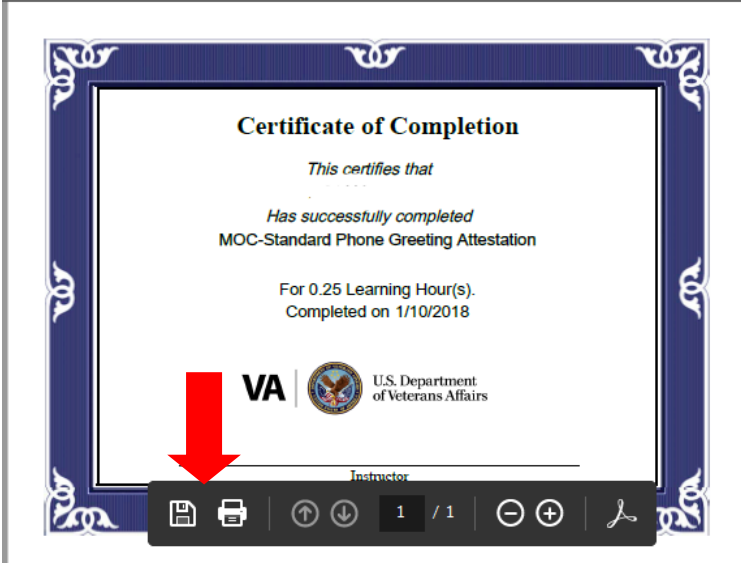


How to Print a Certificate of Completion in TMS 2.0 11-13-18

| Instructions | Click Here | | | | | | | | | | | | | | | | | | |
|--|---|-------------------|-------|--------|--------------------|---|-------------|--------------------|--|-------------|--------------------|---|-------------|--------------------|---|-------------|---------------------|---|-------------|
| <ol style="list-style-type: none"> 1. From the TMS Home page click on Home and select Learning 2. Locate the My History panel and click View All. <ol style="list-style-type: none"> a. Click the corner of the My History panel to expand the view if needed. |  <p>The screenshot shows the TMS Home page with a navigation menu on the left containing 'Home', 'Learning', 'My Employee File', and 'Admin Center'. On the right, the 'My History' panel is visible with a 'View All' button highlighted by a red arrow.</p> | | | | | | | | | | | | | | | | | | |
| <ol style="list-style-type: none"> 3. Locate the course that you want to print a certificate for. 4. Click the Printer Icon to the right of that item. |  <p>The screenshot shows the 'Completed Work' page with a table of completed courses. A red arrow points to the printer icon next to the 'MOC-Standard Phone Greeting Attestation' course.</p> <table border="1" data-bbox="576 829 1414 1039"> <thead> <tr> <th>Completion Date *</th> <th>Title</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>1/18/2018 09:00 PM</td> <td>VA Video Connect: Video on Demand Provider Training</td> <td>VA-Complete</td> </tr> <tr> <td>1/18/2018 08:22 PM</td> <td>Life-Sustaining Treatment Decisions Initiative: New Processes to Support Patient-Centered Care</td> <td>VA-Complete</td> </tr> <tr> <td>1/10/2018 10:06 AM</td> <td>MOC-Standard Phone Greeting Attestation</td> <td>VA-Complete</td> </tr> <tr> <td>1/10/2018 10:04 AM</td> <td>MOC-Safety-Respirator, Protection Awareness Training, and Clinical Use of Respirators</td> <td>VA-Complete</td> </tr> <tr> <td>12/22/2017 11:07 AM</td> <td>MOC-Infection Prevention & Control-MDRO-Training (Clinical)</td> <td>VA-Complete</td> </tr> </tbody> </table> | Completion Date * | Title | Status | 1/18/2018 09:00 PM | VA Video Connect: Video on Demand Provider Training | VA-Complete | 1/18/2018 08:22 PM | Life-Sustaining Treatment Decisions Initiative: New Processes to Support Patient-Centered Care | VA-Complete | 1/10/2018 10:06 AM | MOC-Standard Phone Greeting Attestation | VA-Complete | 1/10/2018 10:04 AM | MOC-Safety-Respirator, Protection Awareness Training, and Clinical Use of Respirators | VA-Complete | 12/22/2017 11:07 AM | MOC-Infection Prevention & Control-MDRO-Training (Clinical) | VA-Complete |
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| <ol style="list-style-type: none"> 5. The certificate will appear on screen after loading. 6. To Print a hard copy click the Printer Icon 7. To email the certificate, click the Save Icon to save the file to your computer |  <p>The screenshot shows a 'Certificate of Completion' for 'MOC-Standard Phone Greeting Attestation'. The certificate text reads: 'This certifies that [Name] Has successfully completed MOC-Standard Phone Greeting Attestation For 0.25 Learning Hour(s). Completed on 1/10/2018'. A red arrow points to the printer icon in the bottom toolbar.</p> | | | | | | | | | | | | | | | | | | |