

Skillsoft Percipio: Step-by-Step Guide

Downloading Online Course Completion Certificates

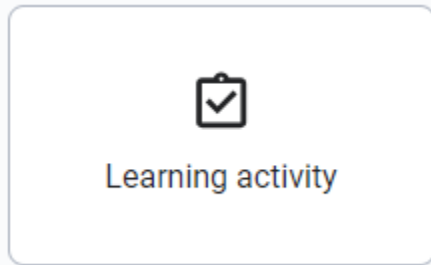
Course completions, and non-completions, appear in your Percipio Learning Activity, from which you can view and print certificates for completed courses.

Notes:

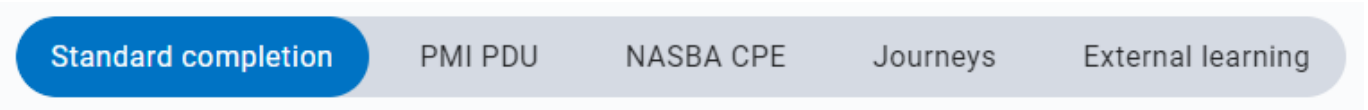
- Certificates cannot be downloaded through the Percipio app.
- Refer to *Skillsoft Learner's Guide* for information about requesting certificates of completion for professional programs that offer professional credit specific to the certification.

To access your Percipio learning activity:

1. Click your profile icon in the top-right corner. A dropdown menu appears.
2. Click **My Learning**, which displays the My Learning page.
3. Click **Learning activity**.



4. From the Learning Activity page, click **Standard completion**.



A list of your learning activity appears showing started and completed courses. The list shows the Title (course title), Type (type of content), Status (in this case, Completed), Started (date course was started), Completed (date of completion), and Highest Score.

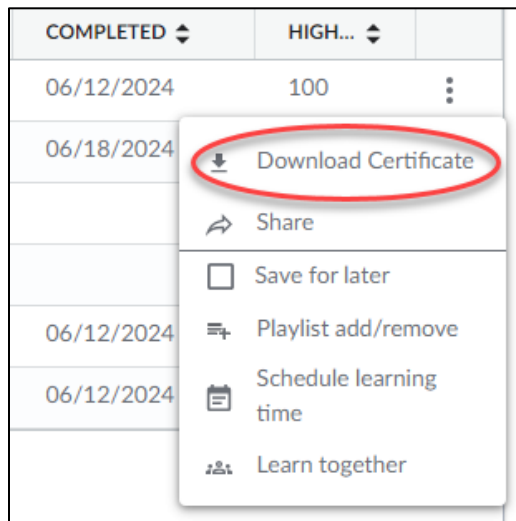
TITLE	TYPE	STATUS	STARTED	COMPLETED	HIGH...	
CU: UAT Testing - Quiz	Course - Lin...	Completed	06/11/2024	06/12/2024	100	⋮

5. Click the **Actions** menu (circled in image below).

CU: UAT Testing - Quiz	Course - Lin...	Completed	06/11/2024	06/12/2024	100	
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6. From the dropdown, click **Download Certificate**.

Note: You can download a certificate only for courses you have completed.



The downloads area of your browser indicates a PDF is available. The certificate contains your name, the course name, the course duration, and the completion date. After opening the PDF, you can save it to your device or print it.

Note: Certificates for other types of learning activities (courses, programs, or journeys) can be printed following this same process.