



STLI's Learning Management System

# How to Access Your Certificate

## Upon Completion

You will be able to access, download, and save your Certificate of Achievement only after completing a Certificate Playbook course.

## Within the LMS

You will see a small certificate icon next to any completed course on your profile page. You can click the certificate icon (red square below) to have your certificate opened in a new window as a downloadable PDF.

6 Courses | 1 Completed | 1 Certificates | 4 Points

### Your Courses

Know Your Numbers: Intro to Finance

Innovation Certificate  COMPLETE

Introduction to Sports Tourism

You can also click the course title and find an option to download your Certificate of Achievement for that course by clicking the blue “Download Certificate” button.

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## Innovation Certificate

You've earned a certificate! 

100% COMPLETE Last activity on May 9, 2022 3:58 pm

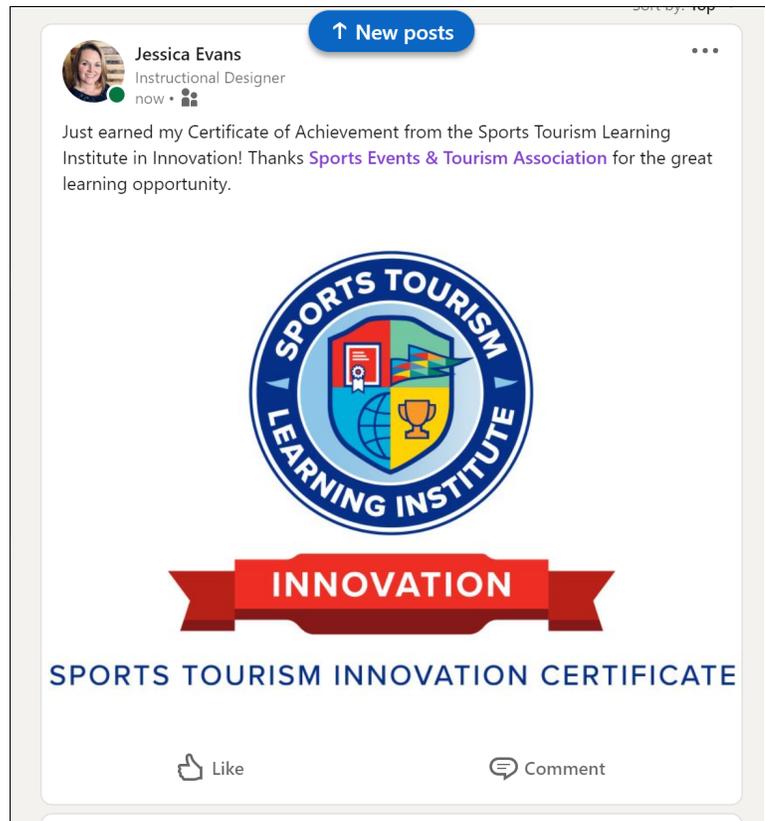
COMPLETE

## Email

You will also receive an email with a link to access and download your certificate. This completion email will be sent to the email you used to register for the course.

## Social Media Graphics

In addition to receiving a Certificate of Achievement, you will also have the opportunity to download and share social media graphics for each course you complete. We encourage you to share this achievement on all your social media platforms. Please tag us @Sports Events & Tourism Association so that we can celebrate with you!



## Not Seeing Your Certificate?

You must **thoroughly review all components of a course** for the course to be marked as completed, and you earn your Certificate of Achievement for that course.

If you are not seeing your certificate, go back into the course and confirm that you have viewed each lesson and topic of the course. If you have completed a lesson or topic, it will be marked with this icon .

For more information, check out the [How to Track Your Progress](#) resource guide, to help you determine if you have completed the course.

