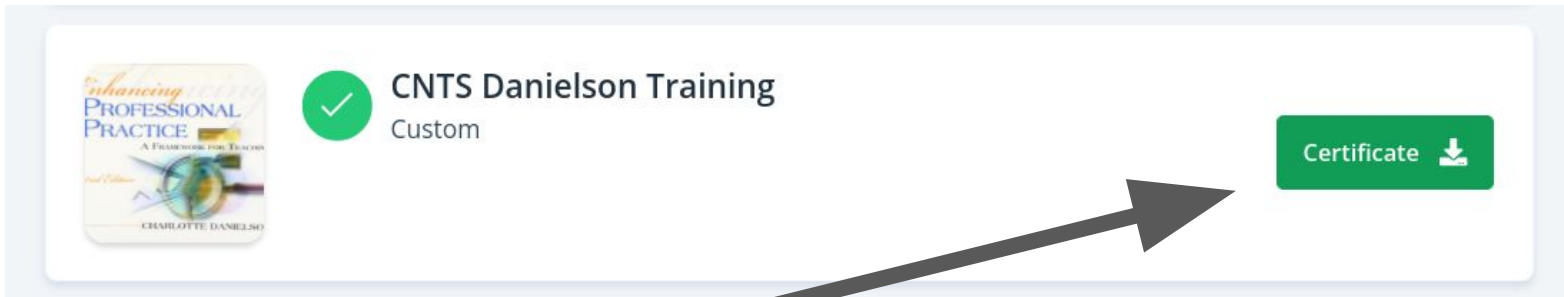


CNTS - School Volunteer Requirements

Saving your Certificate of Completion

1. Once a training has been completed, the training title card will be displayed as below:



2. Click on the green “Certificate” button.
3. When the certificate is displayed, click on Print (or Ctrl + P)
4. Change the print destination to PDF.
5. After PDF is selected, click on “Save”



Print

1 sheet of paper

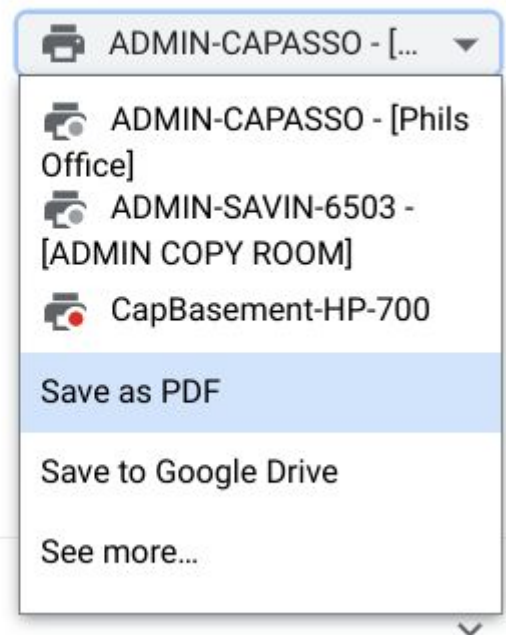
Destination

Pages

Copies

Layout

More settings



6. Choose a location to save the file that you can access when uploading your certificate.*
7. Repeat for each training course.

* These files will need to be uploaded to the [Google Form](#)

