HOW TO MANAGE MY COURSES PAGE

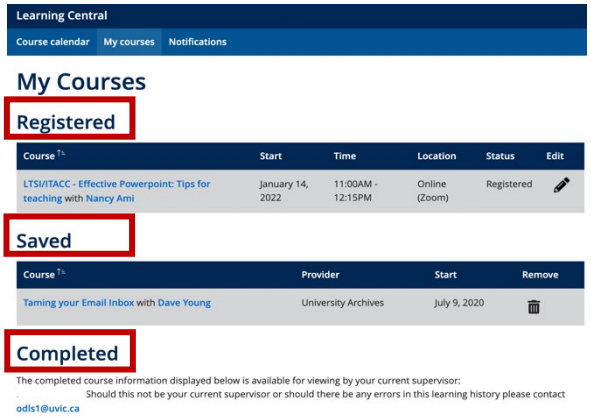
This document describes how to manage your My Courses page. It is broken down into two sections:

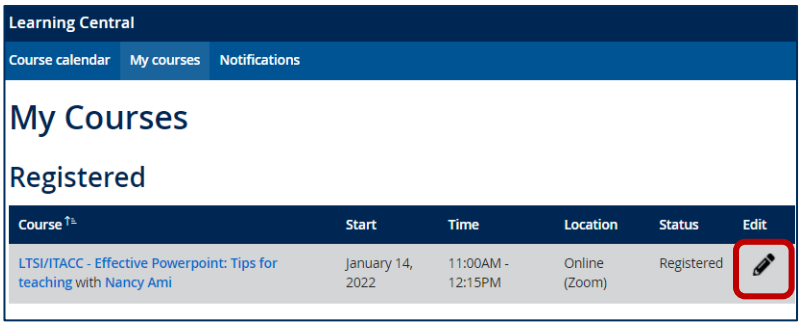
- How to manage your course lists
- How to manage your completed trainings, including
  - How to manually add additional completed trainings
  - How to access and download your Learning Record
  - How to download certificates from each training

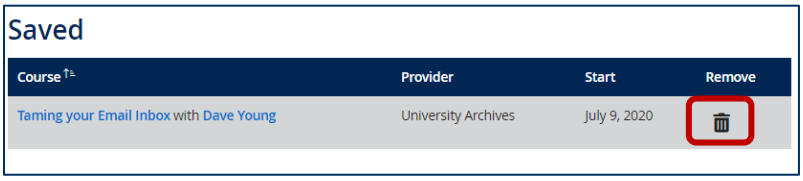
I. HOW TO MANAGE YOUR COURSE LISTS

Your course lists are categorized into three sections. They are:

a. Registered
b. Saved
c. Completed

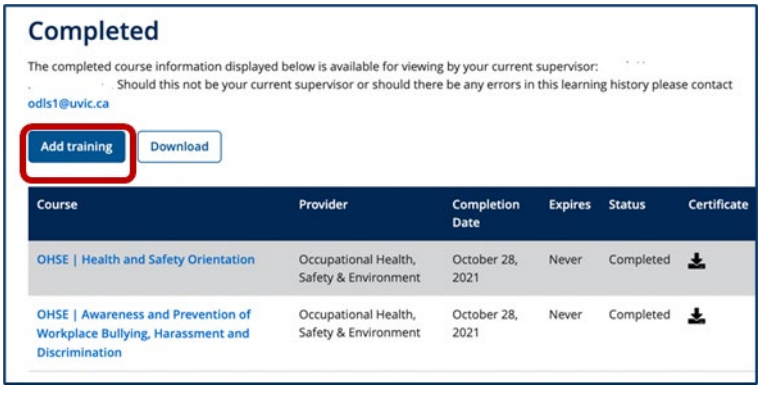


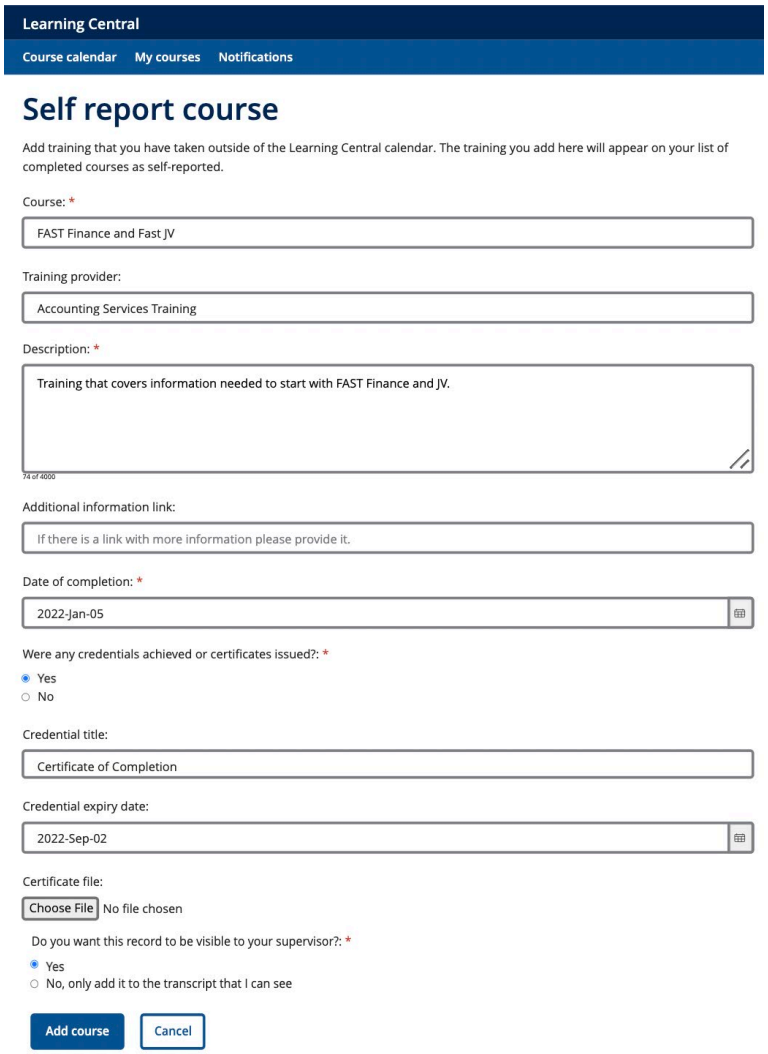
#	Instructions	Screenshot
1	**Registered –** This shows you the list of courses in which you are registered. You can change your registration status by clicking the **'edit'** button. *(See the LCHowTo_Unregister guide to learn how to unregister for a course)*	

2	**Saved** – This shows you list of courses that you have **'saved'** from the Course Calendar. You can delete/remove saved course by clicking the **'remove'** button.	
3	**Completed –** This shows you list of courses that you have completed. In this list you can do the following: • Manually add trainings that you have completed that are not listed on this part. • Access your learning record • Download your training certificates *Please see the instructions below on how to manage completed trainings*	

II. How to Manage Completed Trainings

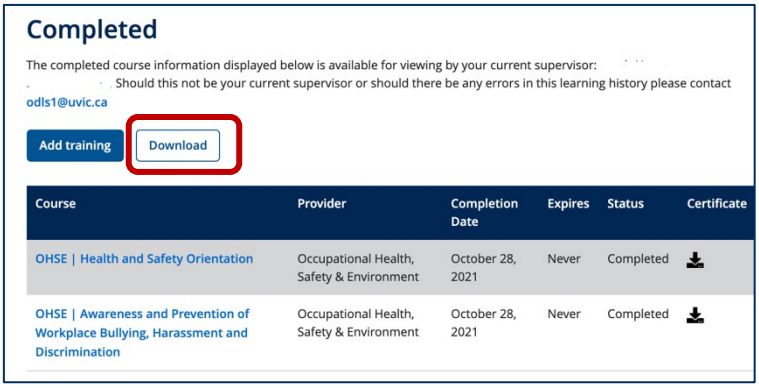
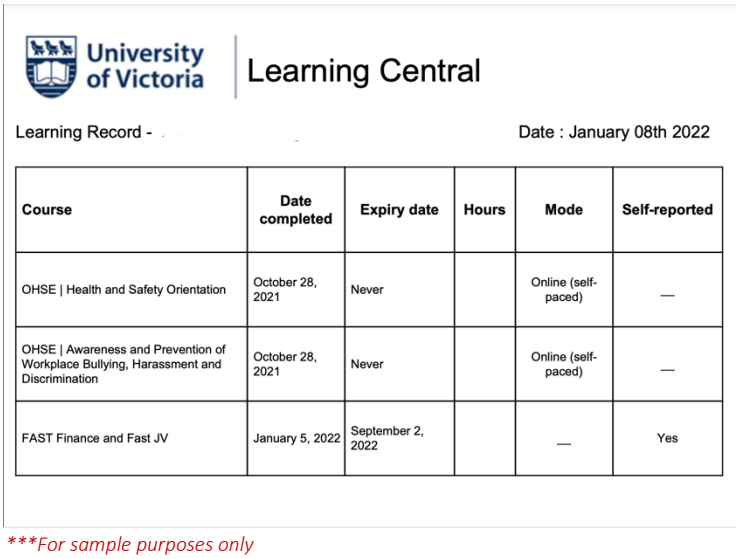
Adding Completed Training/s Manually

#	Instructions	Screenshot
1	Click on **'Add training'** button	

2	Fill-in the necessary information:
	• Course Name
	• Training Provider
	• Description
	• Date of Completion
	• Certificate Issuance
	  ▪ Credential
	  ▪ Expiration
	  ▪ Upload Certificate
	• Visibility to Supervisor
		

3	Once done, click **'Add course'.** It will be reflected into your list of completed course.	

Accessing Your Learning Record

#	Instructions	Screenshot
1	To access your Learning Record, click on the **'Download'** button located beside the 'Add training' button.	
2	The file will automatically be downloaded to your computer as a pdf with a file name: '**My courses report.pdf**' The learning record will show you your up-to-date list of completed trainings. It also includes the following details: ▪ Date of completion ▪ Certificate expiration ▪ Number of hours ▪ Mode/method of learning ▪ Self-Report	 

****For sample purposes only*

Downloading your training certificates

#	Instructions	Screenshot
1	To download your training certificate, click the **'download icon'** located in the right most side of the training you wish to extract the certificate.	
2	It will automatically be downloaded to your computer as a pdf with a file name: **'Certificate.pdf'** *Please note that "Certificate.pdf" is the constant file name that will be generated each time you download your certificate so, please rename them accordingly.*	 ****For sample purposes only*