



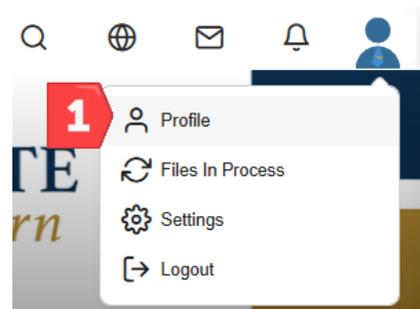
How to View and Retrieve Certificates

Your certificates are located in your personal profile within your ePortfolio. There are two ways to access this section.

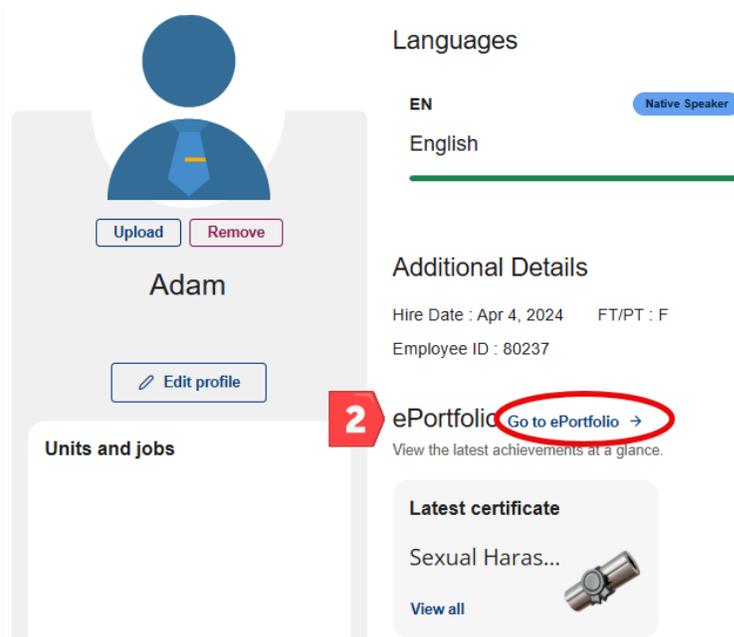
Method 1

Follow the steps outlined below to access your certificates through your profile.

1. Click on your profile picture in the top right and select **Profile**



2. Click on **Go to ePortfolio**.

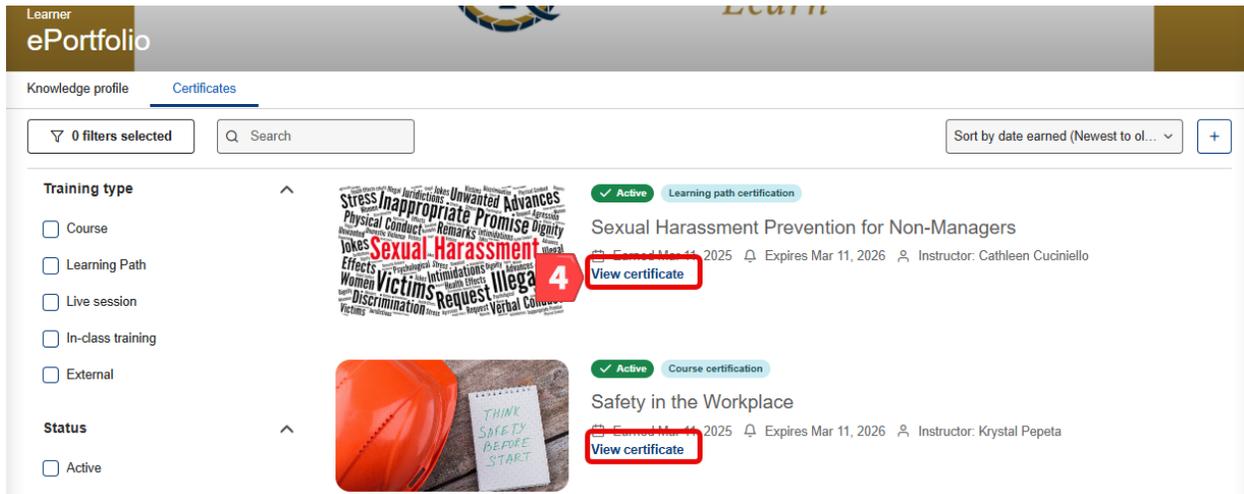


3. Click on **Certificates**.





4. Select the completed course and click on **View certificate**.



Learner ePortfolio

Knowledge profile Certificates

0 filters selected Search Sort by date earned (Newest to ol... +)

Training type

- Course
- Learning Path
- Live session
- In-class training
- External

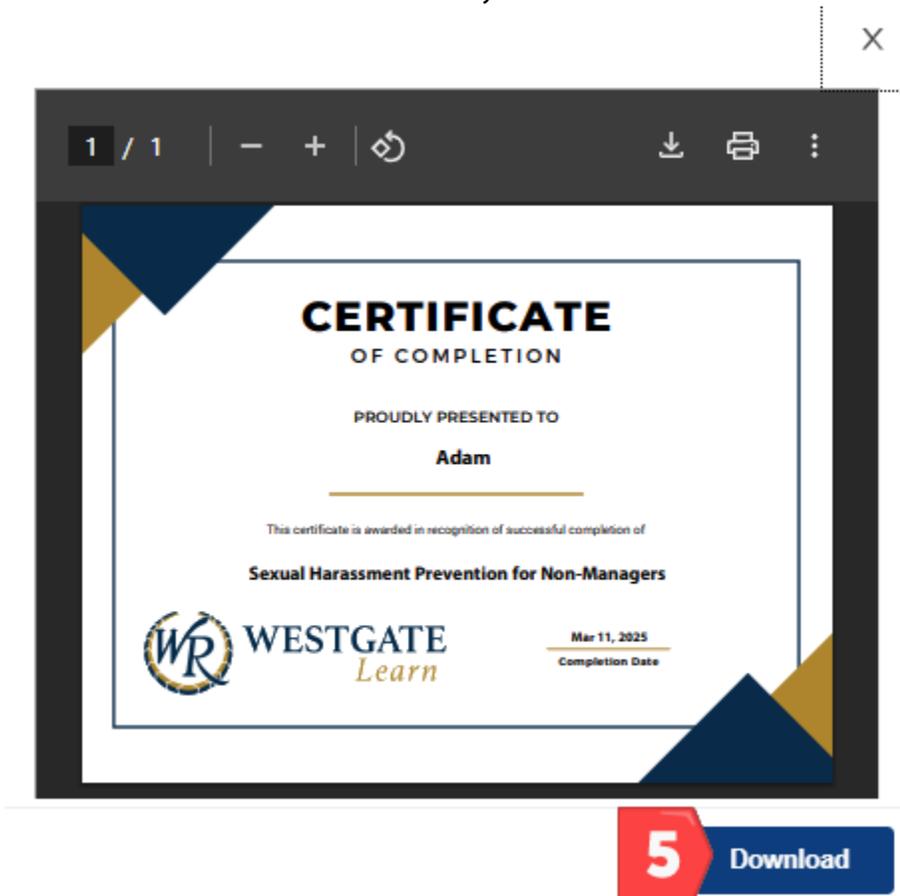
Status

- Active

Sexual Harassment Prevention for Non-Managers Active Learning path certification
Earned Mar 11, 2025 Expires Mar 11, 2026 Instructor: Cathleen Cuciniello
[View certificate](#)

Safety in the Workplace Active Course certification
Earned Mar 11, 2025 Expires Mar 11, 2026 Instructor: Krystal Pepeta
[View certificate](#)

5. Click **Download** to download and save your certificate.



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CERTIFICATE OF COMPLETION

PROUDLY PRESENTED TO

Adam

This certificate is awarded in recognition of successful completion of

Sexual Harassment Prevention for Non-Managers

 **WESTGATE Learn**

Mar 11, 2025
Completion Date

5 Download





Method 2

Certificates can also be accessed using the sidebar panel. Recent certificates will be listed first. Scroll to the bottom and select **View all** to view prior awarded certificates.

