How to Access a Certificate of Completion

GSA Online University (OLU)

*As a reminder, when you have finished a course in GSA Online University (OLU), be sure to select the appropriate button to submit and close the training window. For example, in the screenshot below, the instructions state to click the **Submit** button to close the course. Failure to click the submit button (or another button that you are instructed to select) may result in an incomplete status for the course. Read instructions carefully when you finish a course to be sure you close the training window properly and receive course completion credit.*
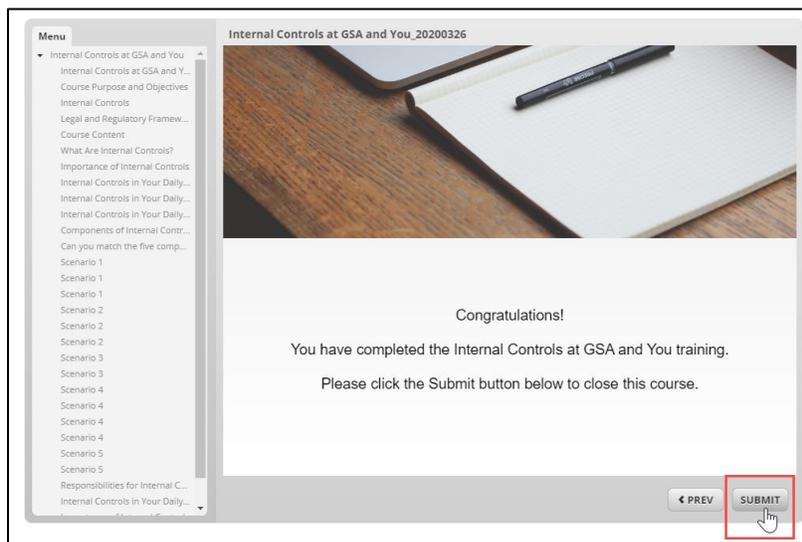
How to access a Certificate of Completion in GSA OLU

1. Log into GSA OLU.
2. Select the drop-down menu at the top of the homepage, and choose **Learning**.
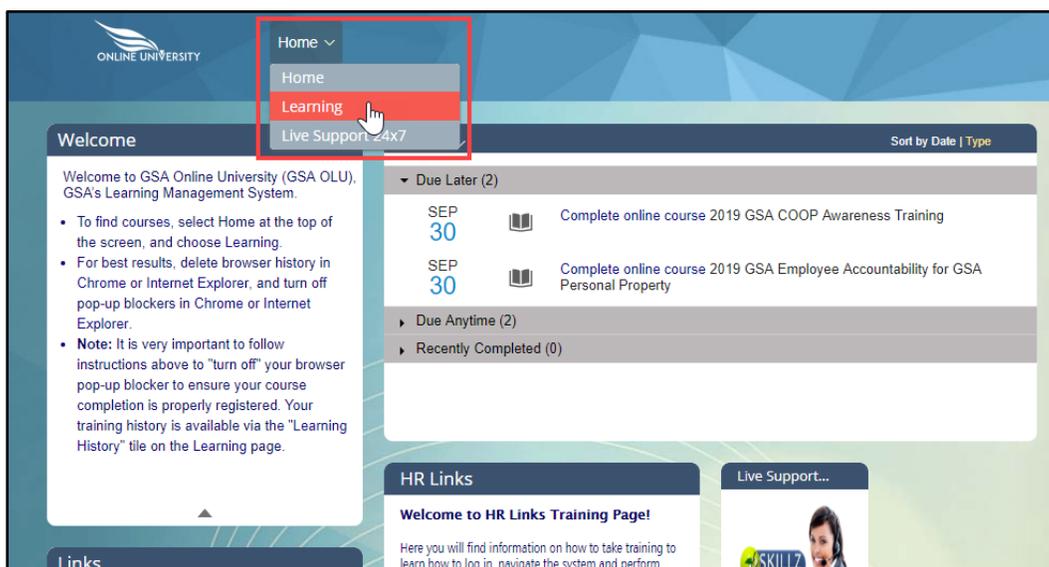
3. On the Learning page, select the **View All** button on the **View Certificates** tile.
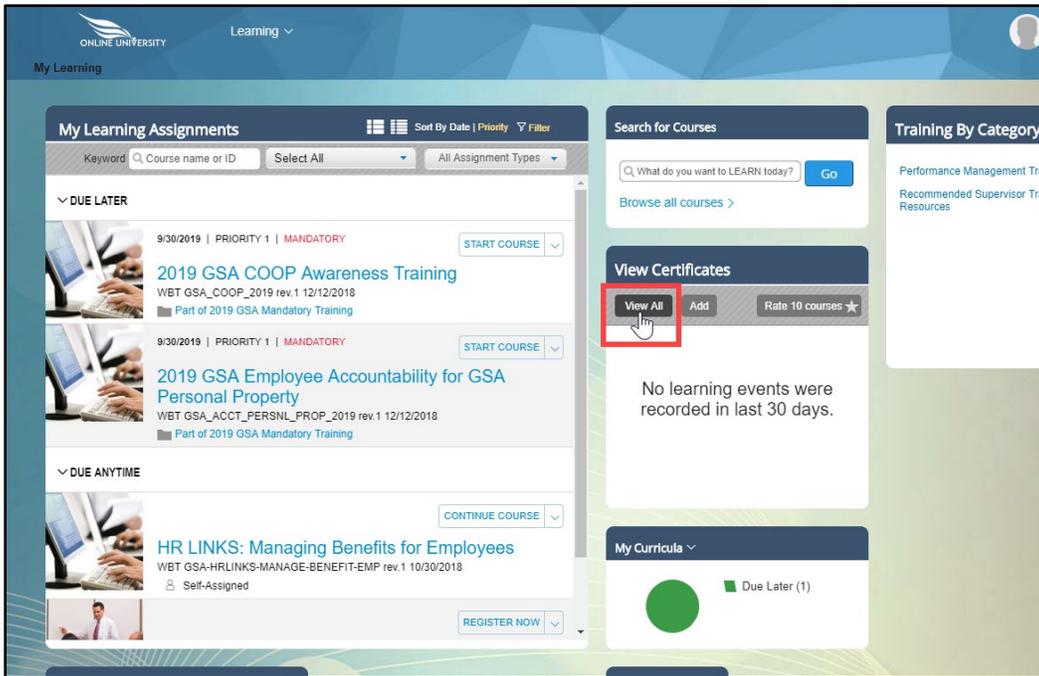
4. A list of completed courses will appear. Find the course you completed, and select the **Print icon** at the end of that row.
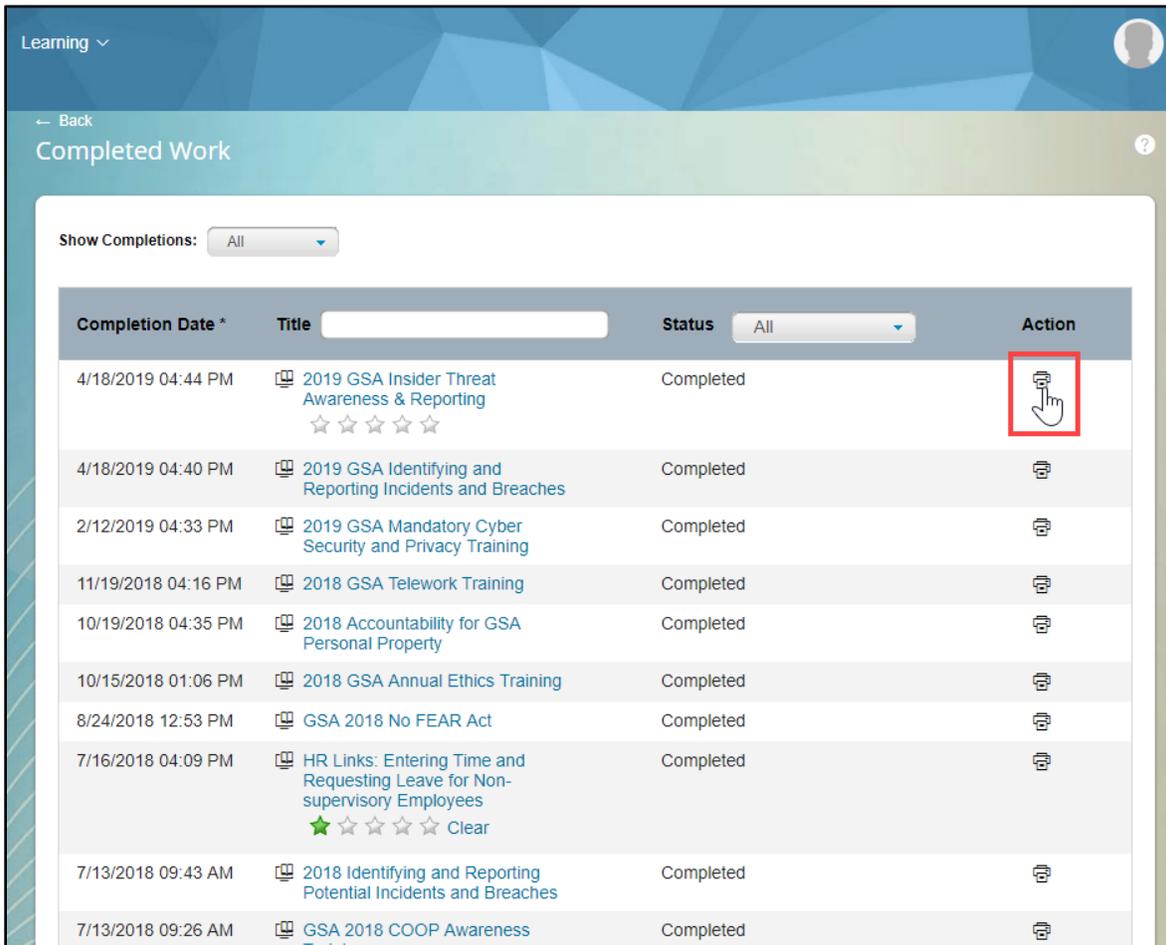
5. A new tab will open in your browser window, indicating that the Certificate of Completion for that class is being processed. **Do not close the page.**

Please wait...

Report Title **Certificate of Completion**

Status **Waiting in Queue**

Your report is in the queue and will start automatically as long as you do not close this page. (If you close the page, the report will be automatically cancelled.)

6. The Certificate of Completion for the class will appear. You can either download and save or print this certificate to keep for your records.

GSA

GSA Online University

Certificate of Completion

This certifies that

Jane R Smith

has successfully completed the

2019 GSA Insider Threat Awareness & Reporting

on

April 18, 2019

For additional assistance, contact GSA OLU support.