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.

	Home ~ Home			
Malazara	Learning	AY7		
weicome	Enc Support 2			Sort by Date Type
Welcome to GSA Online Univers	sity (GSA OLU), /stem.	✓ Due Later	(2)	
 To find courses, select Home at the top of the screen, and choose Learning. For best results, delete browser history in Chrome or Internet Explorer, and turn off pop-up blockers in Chrome or Internet Explorer. Note: It is very important to follow 		sep 30		Complete online course 2019 GSA COOP Awareness Training
		sep 30		Complete online course 2019 GSA Employee Accountability for GSA Personal Property
		Due Anytin	ne (2)	
		Recently C	completed ((0)
instructions above to "turn off" pop-up blocker to ensure your completion is properly register training history is available via	your browser course red. Your the "Learning			
History" tile on the Learning page.				
		HR Links		Live Support
A		Welcome to	HR Links	Training Page!
Links		Here you will fin learn how to log	d information in, navigate t	on how to take training to he system and perform

3. On the Learning page, select the **View All** button on the **View Certificates** tile.

My Learning	Assignments III Sort By Date Priority 🖓 Filter	Search for Courses	Training By Categ
Keyword Q	Course name or ID Select All All Assignment Types	Q, What do you want to LEARN today? Go	Performance Manageme
V DUE LATER		Browse all courses >	Recommended Supervise Resources
14	9/30/2019 PRIORITY 1 MANDATORY		
-	2019 GSA COOP Awareness Training	View Certificates	
Ray	Part of 2019 GSA Mandatory Training	View All Add Rate 10 courses ★	
4	9/30/2019 PRIORITY 1 MANDATORY START COURSE V		
-	2019 GSA Employee Accountability for GSA	No learning events were	
Hay	WET GSA_ACCT_PERSNL_PROP_2019 rev.1 12/12/2018	recorded in last 30 days.	
	Fait of 2019 GOA Manuatory framing		
DUE ANYTIME			
K			
	HR LINKS: Managing Benefits for Employees WBT GSA-HRLINKS-MANAGE-BENEFIT-EMP rev.1 10/30/2018	My Curricula 🗠	
E L'ATTE	8 Self-Assigned	Due Later (1)	

4. A list of completed courses will appear. Find the course you completed, and select the **Print icon** at the end of that row.

Lea	ming \vee			•
ć	Back ompleted Work			0
	Show Completions: All	•		
	Completion Date *	Title	Status All 🔹	Action
	4/18/2019 04:44 PM	 [[] ⊒ 2019 GSA Insider Threat Awareness & Reporting [†] [†] [†]	Completed	
/	4/18/2019 04:40 PM	2019 GSA Identifying and Reporting Incidents and Breaches	Completed	ē
/	2/12/2019 04:33 PM	2019 GSA Mandatory Cyber Security and Privacy Training	Completed	ē
/	11/19/2018 04:16 PM	🚇 2018 GSA Telework Training	Completed	6
	10/19/2018 04:35 PM	2018 Accountability for GSA Personal Property	Completed	ē
	10/15/2018 01:06 PM	🚇 2018 GSA Annual Ethics Training	Completed	6
	8/24/2018 12:53 PM	GSA 2018 No FEAR Act	Completed	6
	7/16/2018 04:09 PM	 IP HR Links: Entering Time and Requesting Leave for Non- supervisory Employees 	Completed	ଟି
/	7/13/2018 09:43 AM	2018 Identifying and Reporting Potential Incidents and Breaches	Completed	ē
/	7/13/2018 09:26 AM	GSA 2018 COOP Awareness	Completed	6

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.



For additional assistance, contact GSA OLU support.