



## How to Access Certificates as a Learner

1. Click into LearnUpon.
  - a. Once you are in LearnUpon, go to your **Dashboard**
  - b. Once you have clicked into your **Dashboard**, click **Completed Courses**

A screenshot of the Easterseals MORC dashboard. At the top left, the "Dashboard" link is circled in red. Below the header, there's a "Welcome to the Easterseals MORC Training!" section with a video player. A "Total Number of Courses" summary shows 9 Enrolled Courses, 8 Completed Courses (circled in red), and 1 Attest to Training. Below this, a list of completed courses is shown, with the "Certificate" button for the first course circled in red.

2. Once you have clicked **Completed Courses**, you will have access to all your completed courses.
  - a. Underneath each course name will say **Certificate** which you will need to click to download your certificate.

A close-up screenshot of the course card from the previous image. The "Certificate" button, which includes a download icon, is circled in red. The card also shows the course title "Welcome to Easterseals MORC Training", a 5-star rating, and a "Relaunch" button.

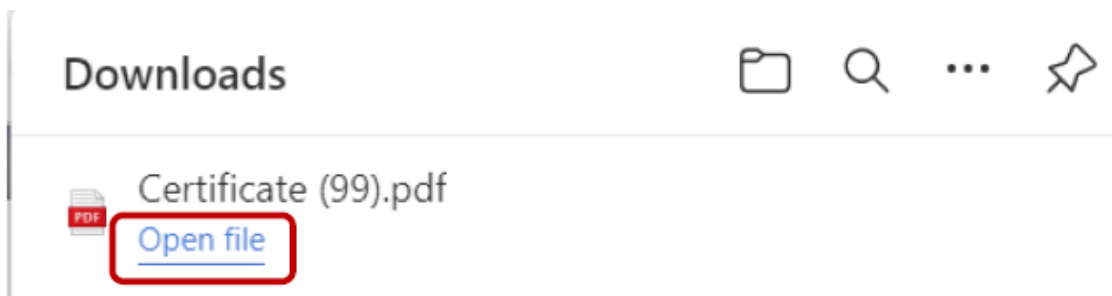
3. After clicking **Certificate**, click on Available here for **Download**

Download Certificate

Your file has been generated and is [available here for download](#). (This URL will expire in 15 mins)

Close

4. Once you have downloaded the certificate, you will need to click on **Open File**



5. The certificate will populate. You will be able to **print or save a copy** of the certificate from here.



**For any questions relating to Oakland County Health Network's Direct Support Professional Training please refer to this link: [OCHN Learning Center | Oakland CHN, MI](#)**

**For questions relating to LearnUpon please send your questions through this**

**link: <https://form.jotform.com/230105866546053>**