Printing Certificate – Post Workshop

Log in to Capernaum

Transcript Section

- Click on **View**

Filter by Training Status

- Select **Completed**
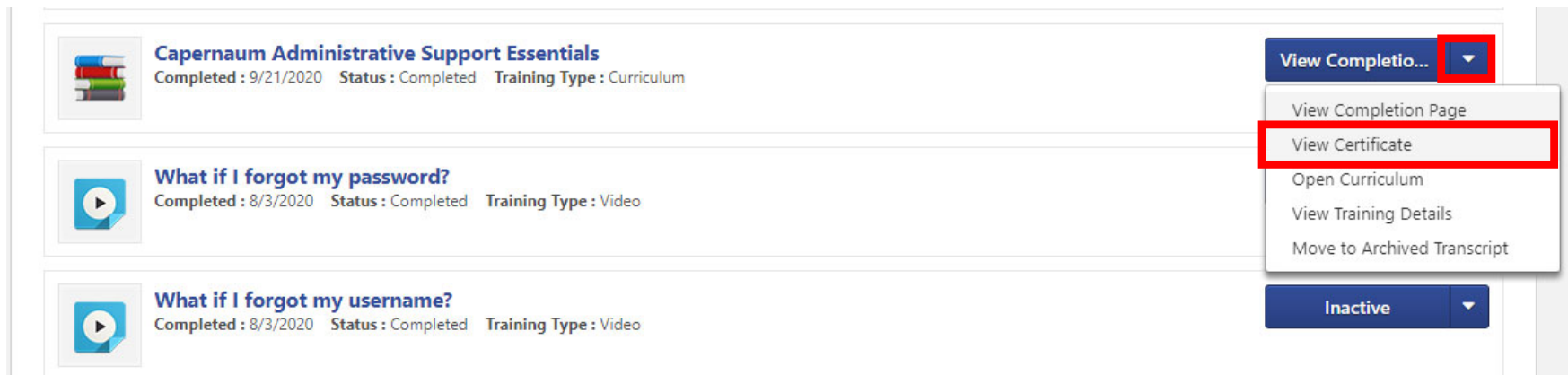
All your completed sessions will be listed.

Scroll down to the workshop you wish to print your certificate.

- Click on the drop-down arrow next to **View Completion** and select **View Certificate**.

A new window will pop up that shows your certificate.

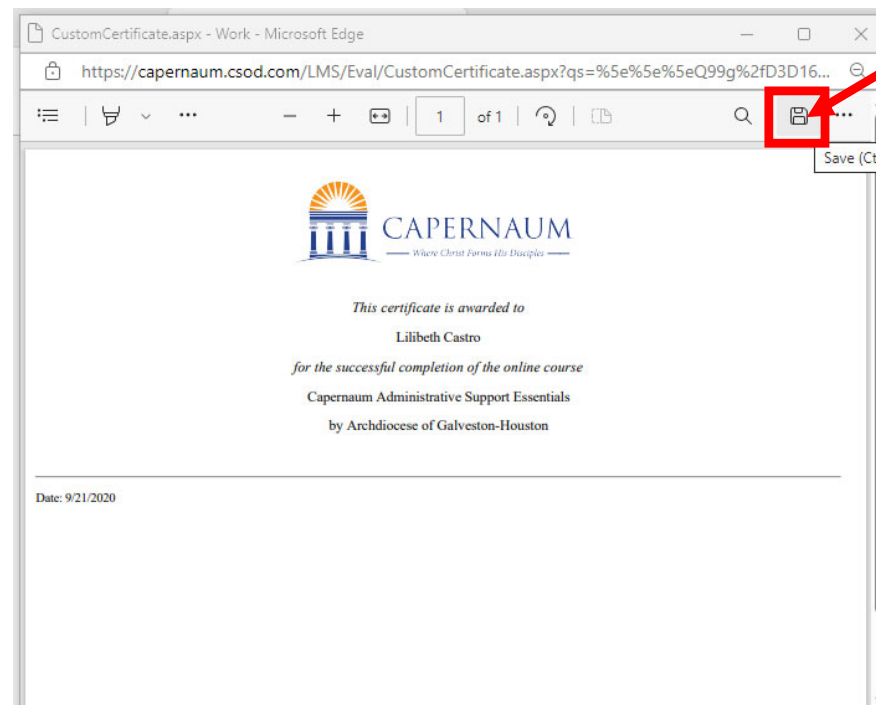- Save this certificate in your computer. Print the certificate and submit to your pastor or parish leader if requested.
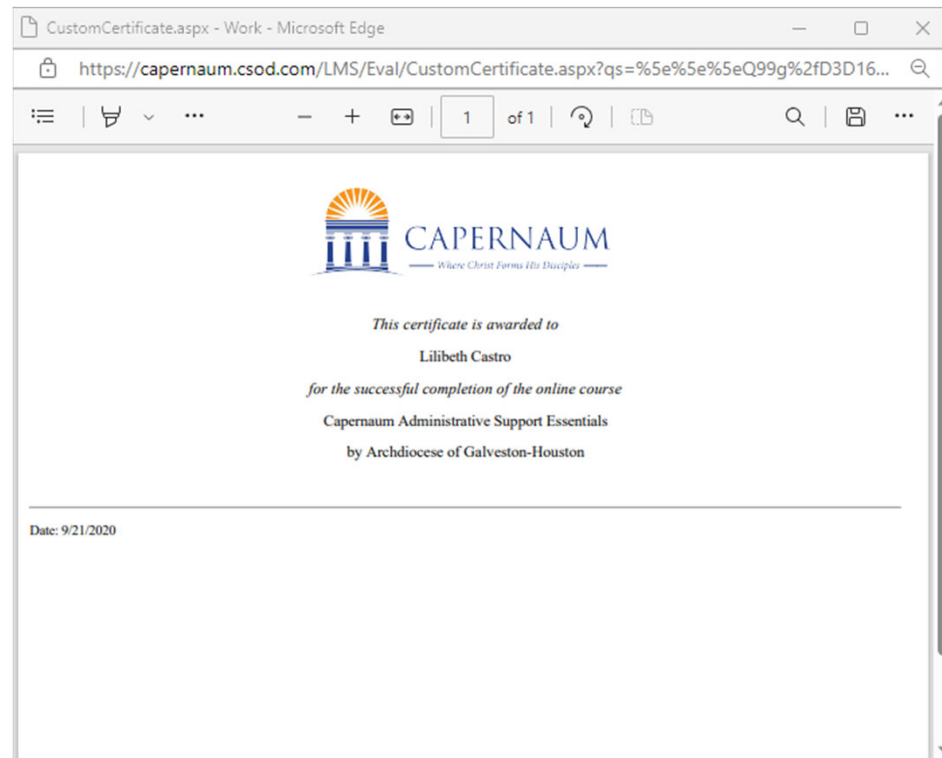
Click on the **Save** icon.

- Save this certificate in your computer. Print the certificate and submit to your pastor or parish leader if requested.

Congratulations for completing your workshop!