## How to Print a Certificate of Completion from the FERPA Tutorial

- 1. Return to the FERPA e-course in the UC Santa Cruz Learning Management System (LMS).
  - a. Go to <u>http://learningcenter.ucsc.edu</u>. Please read the information regarding supported browsers and disabling pop-up blockers.
  - b. Click Employee Login.
  - c. Log in with your **CruzID** and **Gold password**.
- 2. Click the **Transcript** button near the top of the page.

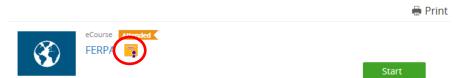


3. Click on the e-course **FERPA**.

Activities				
Activity	Estimated Credit Hours	Start Date	Completion Date	Expiration Date
😵 eCourse: Fair Hiring: Best Practices in Staff Recruiting		5/27/2014	6/2/2014	
🛞 eCourse: FERPA		11/7/2013	11/7/2013	

4. Click on the diploma icon.

Activity Details



5. Click the button **Export to PDF**.



6. Save the .pdf file and email it to advsys@ucsc.edu.