

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 <http://learningcenter.ucsc.edu>. 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.

Quick Links >> [Catalog](#) [Schedule](#) [Transcript](#) [Help](#)

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

Print



Start

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

Print [Export to PDF](#) Close



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