## How-To Print Your Certificate

## After you complete a course, print your certificate at PHSUniversity.com.

1. Log into your account at www.PHSUniversity.com.

Username		
test_user		
Password		
	Login	
	60 <u>5</u>	
Keep me logge	din	Forgot Passwo

- 2. To view your certificate:
  - Select the Transcript icon on the dashboard. Then select Download next to the course listed under Certificates.



- OR select the **My Courses** icon on the dashboard. Select the specific course you need a certificate for, then either (depending on what your screen shows):
  - scroll to the bottom of the **Overview** section within the course and select the certificate icon.
- select the certificate icon on the right side within the course.

Overview I sson I	Details Resou	urces	<u>u</u>	~
The information in th	e course is Cop	syright © Pediatric Home Service. Any use outside your own personal use is prohibited.		
f you are experiencin ousiness day. Regula	ig technical diff r business hour	Iculty or have questions with your online course, please email: <u>PHSUniversity@pediatrichomeservice</u> , 's are Monday through Friday, 8 a.m. to 5 p.m. Central/Standard time.	com. We will respond to your email within one	
Ventilation E Certificate	asics 🛓	1.5 Credits		



3. Select the print icon to print.

Cer	tificate	e of Att	endanc	e	
This certifies that	est_user				
has completed the	-Learning program: Ver	ntilation Basics			
Date: 2022-12-12	Credit:	1.5 contact hours			
Course authors: Stumpf, BSN, Cf	ohn Sheahan, RRT-N NI	PS, LRT; Bri Schimelpi	fenig, BS, RRT-NPS, LR	T; Jean	
This nursing con Association, an a on Accreditation	nuing professional de credited approver by OBN-001-91). Activit	evelopment activity wa v the American Nurses ty Number 2020-00000	as approved by the Ohi Credentialing Center's 000915.	o Nurses Commission	

