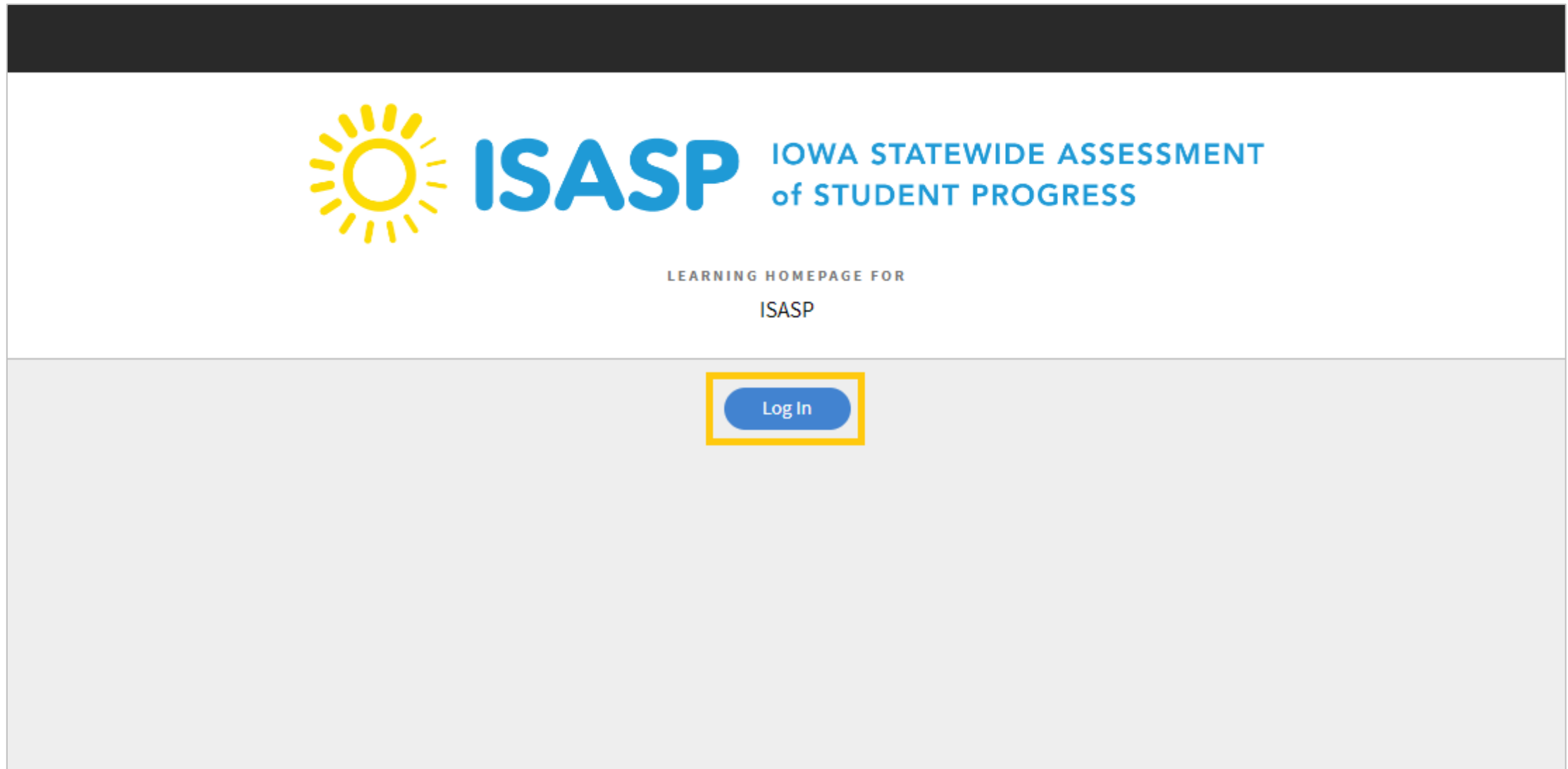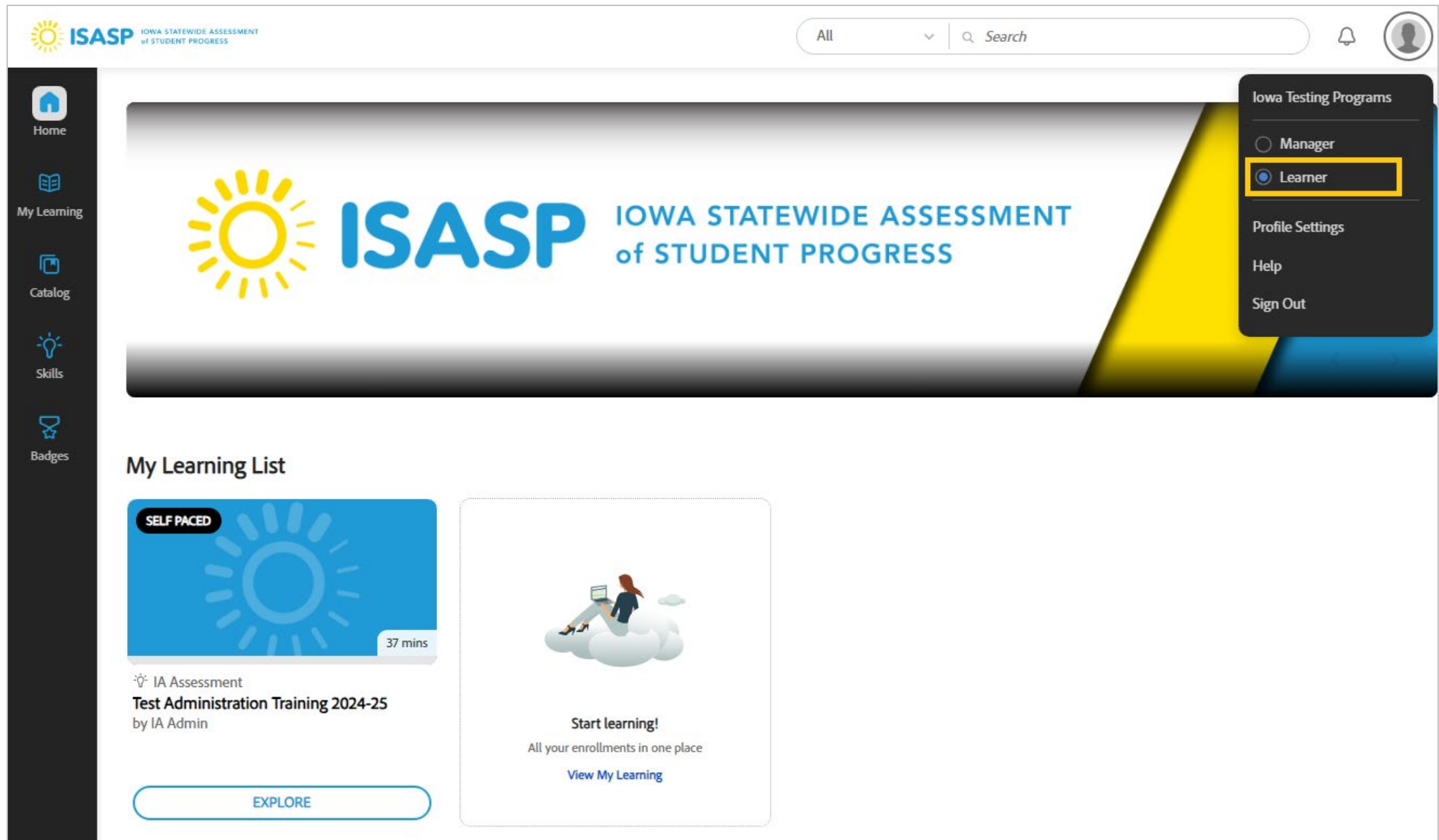1. Sign in to the ISASP Learning Management System (LMS) with your *LMS Adobe Account* credentials. The link to the ISASP LMS is located on the [Training page](#) of the ISASP Portal.

2. Once signed in, click on your account drop-down on the upper-right corner of the screen. To view badges and certificates for completed trainings, the role must be set to *Learner*.

3. On the left side of the page, click on *Badges*. This will take you to a page displaying courses completed and currently assigned to you in the ISASP LMS. Trainings that have been completed will show the status as **Achieved**, with the blue PDF link active over on the right. To view the certificate, click on *PDF*.

*Important: The badge and certificate will generate for a completed training, whether it was completed by the individual viewing the training on their own or being included in a documented group training session.
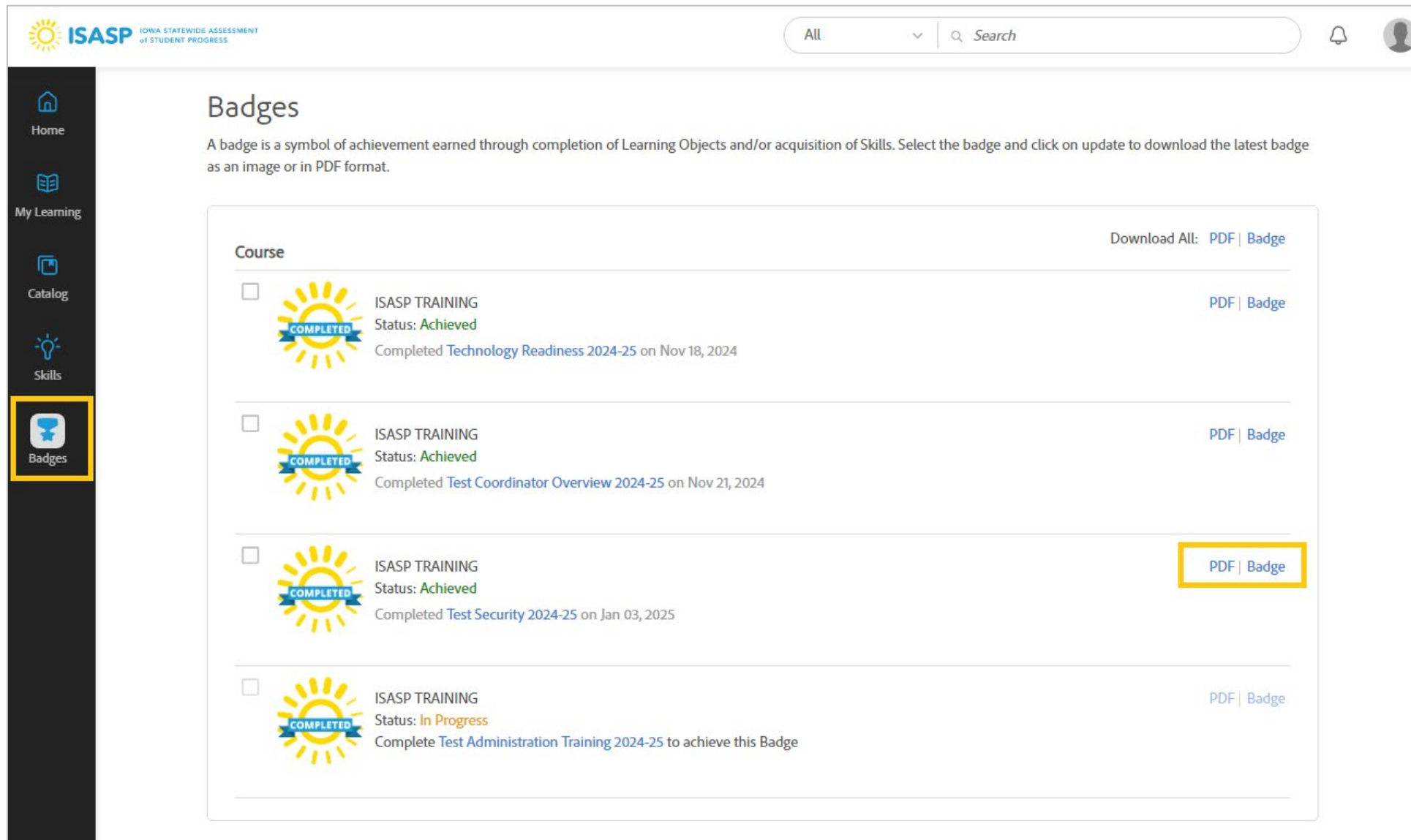
4. Here is how the training completion certificate will look. It will state on the certificate the name of the training and the date when it was completed.

Downloading or printing certificates is decided by the individual. These certificates will always be available in your LMS Adobe Account. Check with your school or district to find out your local policy on these certificates.