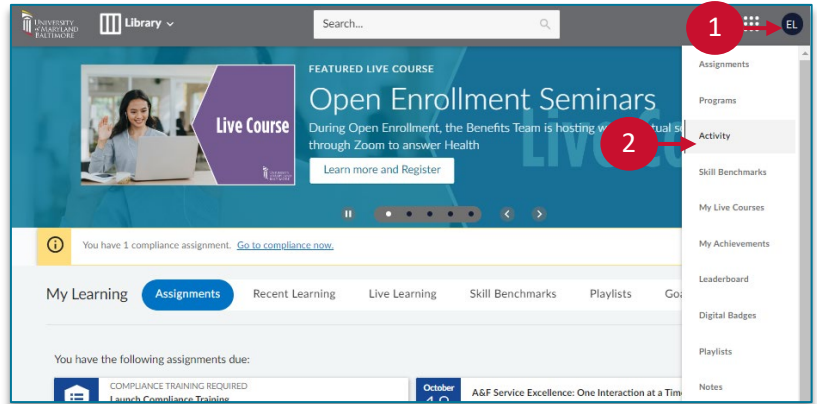# User Guide: Accessing Training Completions
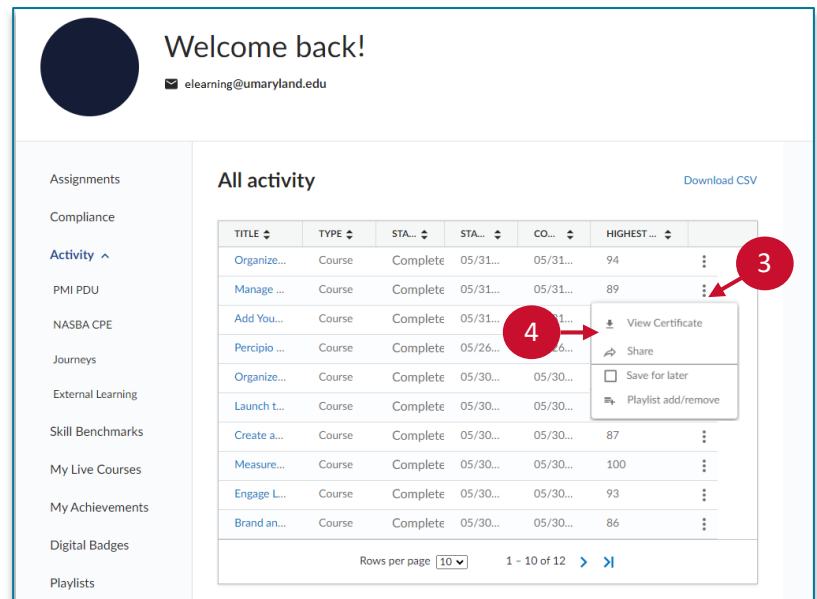
Access Training Completions

1. In Percipio, select your **initials** in the upper right-hand corner.

2. In the drop-down menu, select **Activity**.

On the **All Activity** page:

3. Select the **3 Vertical Dots** next to the training.
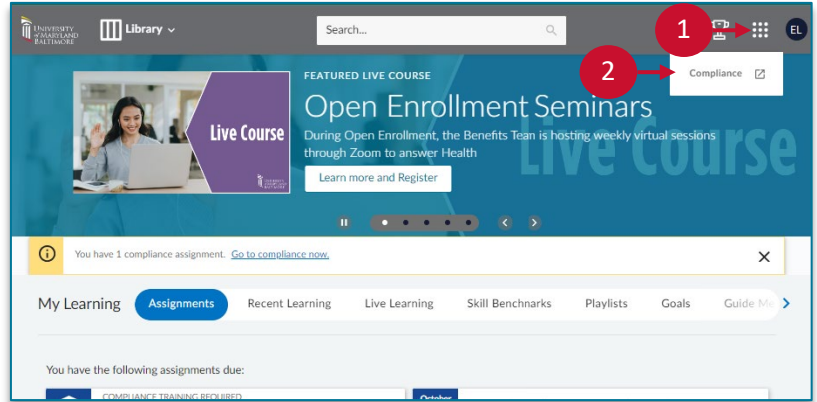
4. Select **View Certificate**.

Your course completion certificate will be available in your **Downloads** folder.

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User Guide: Accessing Training Completions

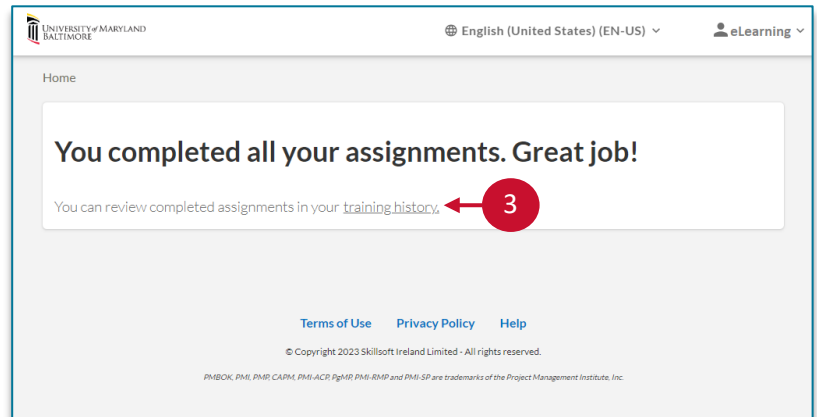## Access Compliance Completions

1. In Percipio, select the **Skillsoft Apps** waffle icon in the upper right-hand corner.

2. Select **Compliance**.

On the **Compliance Assignments** page:

3. Select **Training History**.

Note: Training History can also be accessed via the drop-down menu beneath your name.

On the **Compliance History** page:

4. Select **Certificate** next to the training.

Your course completion certificate will open for you to print or save.