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Performance DNA Administrator Guide

Recalling Awarded Certificates

5/12/2025

Recalling Awarded Certificates

If a user has achieved the required pass mark, the certificate will be presented automatically upon completion and can be printed, if necessary, as a record of achievement. If a printer is not available or there is only a requirement to store it electronically, it will be saved within the user's **My Certificate** page for viewing at any time.

A list of assessments that the user has successfully completed is visible in the **My Certificate** page. To view a certificate, click an assessment name and all of the associated certificates will be displayed along with the date and time they were awarded.

Click the certificate to open and prepare it for printing.

