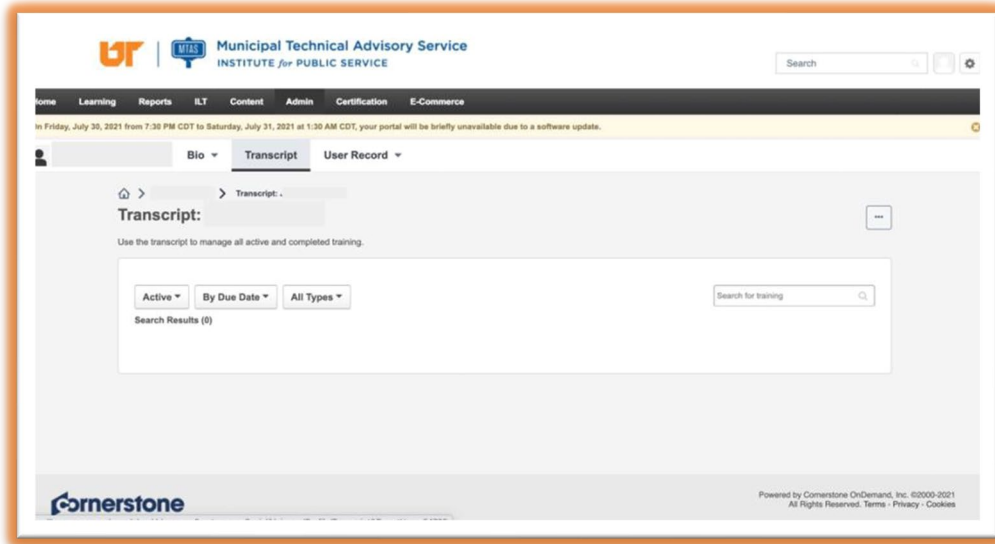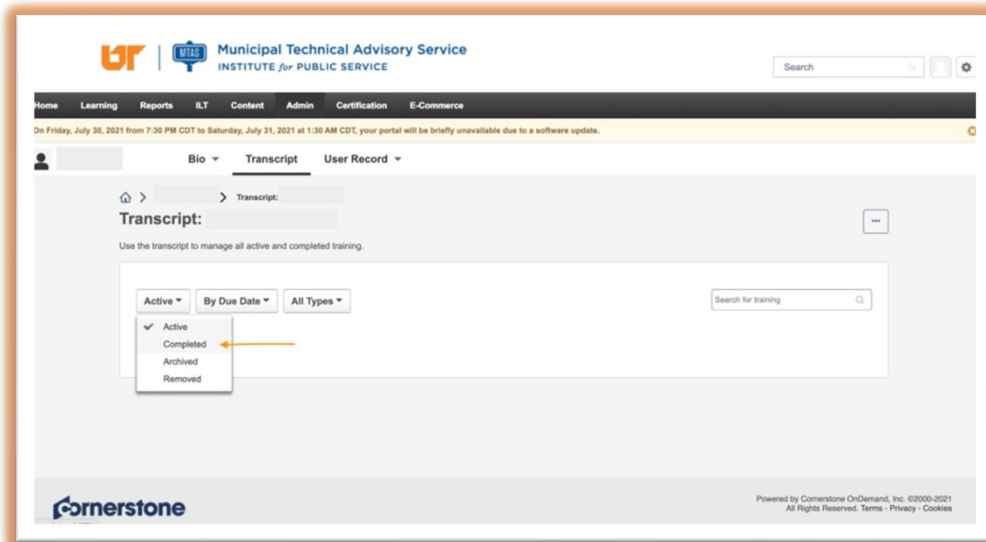## Viewing Transcript/Print Certificate
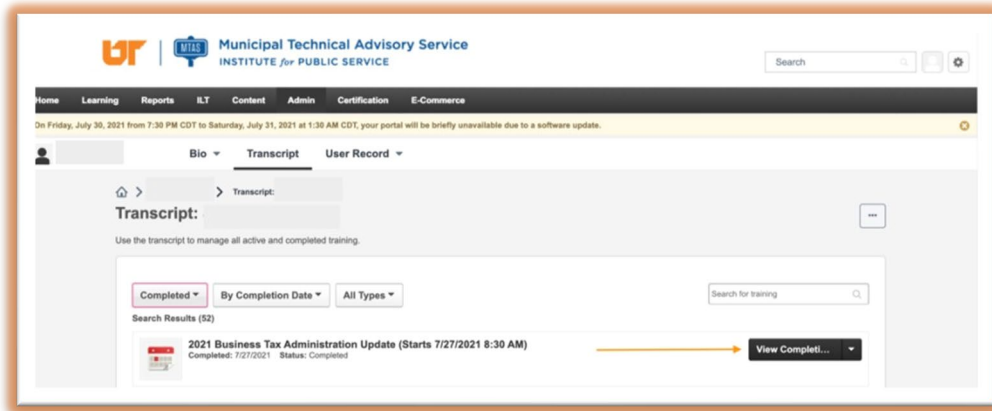
1. Once logged into K@TE, click *Learning* on the menu bar.
2. Select *View Your Transcript.*
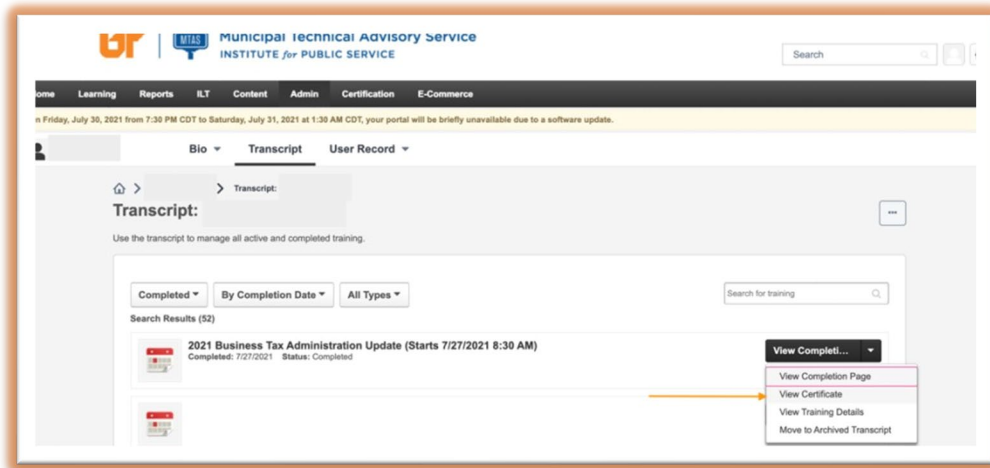3. By default, only active classes are shown. To see completed classes, locate the Active button.

4. Click on the *Active* button, it will open a drop-down menu.
5. Select *Completed.*

6. A list is now displayed with all your completed classes.

7. If you wish to print your certificate of completion, locate the *View Completion* button, the right of the class title.
8. A drop-down menu will open.

9. Select *View Certificate.*
10. A new window will open with the certificate.

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