



PRINT A CERTIFICATE FOR A DIRECT REPORT

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[Changing your login mode](#) to Manage Direct Reports will immediately advance you to the Direct Report Activities screen, where everyone to whom you are currently assigned as supervisor will appear. If at any time you wish to return to this screen, click on the {Activities} tab.

[\[SEE IT\]](#)

From the Direct Report Activities screen:

- Click on the person's [History] button.
- Click on the [Underlined Blue Session Title](#) of any session for which the status is "Complete" or "Complete-No Evaluation".
- From the left-side menu, click [Print Certificate](#).
- Click on the printer  icon in the upper-right corner.
- If necessary, make printer option selections.
- Click .

[\[SEE IT\]](#)

Need more help?

- [Contact your Regional Training Center.](#)
- [Contact E-Track staff.](#)