# How do I print my certificate of attendance?

To download or print your certificate, it is important to complete the **Evaluation**. Once the evaluation is submitted, your training will move to the **Completed** section of your transcript.

- Click here to access your Sage University transcript.

- On the **Log in** page, enter your login credentials (your registered Sage U email address and password) and click on **Log in**.

- Your transcript will be displayed.

- Change the **Active** filter on your transcript to **Completed**. *If your training is not displayed on the Completed section, change the **Active** filter to **Archived**.*
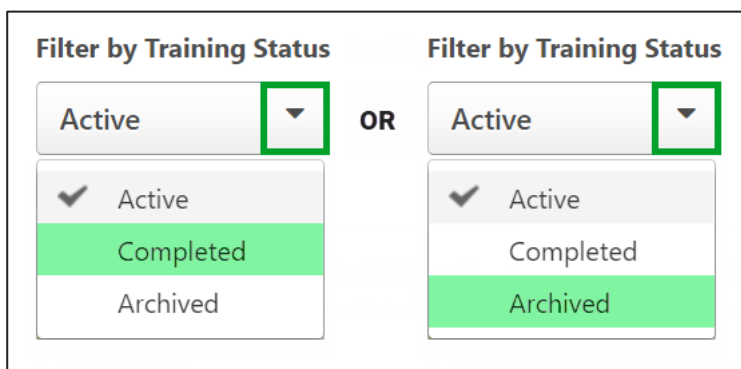
- Click on the **View Completion** drop-down arrow.

- Select the option **View Certificate**, as shown in the *examples* below.
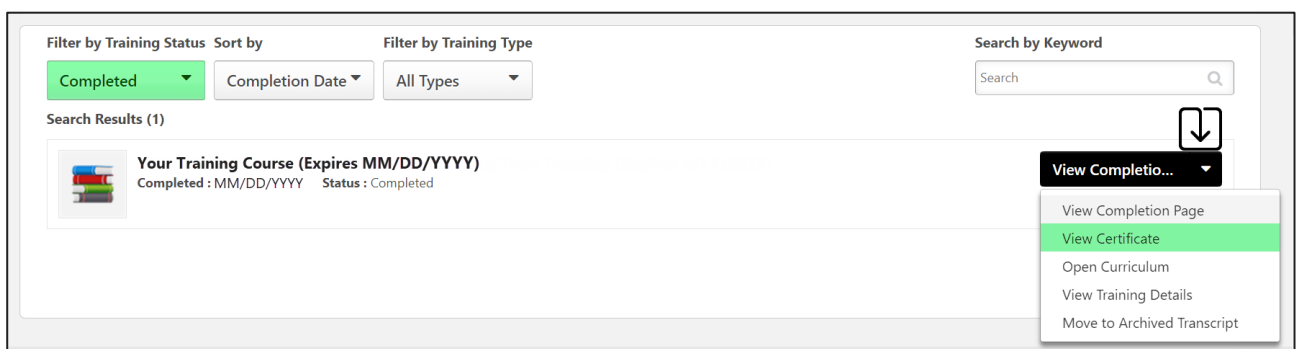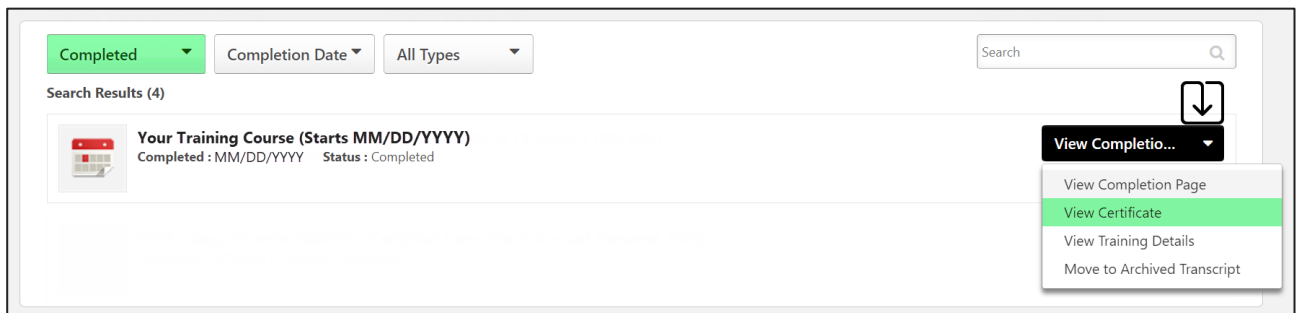
- Download or print your certificate.
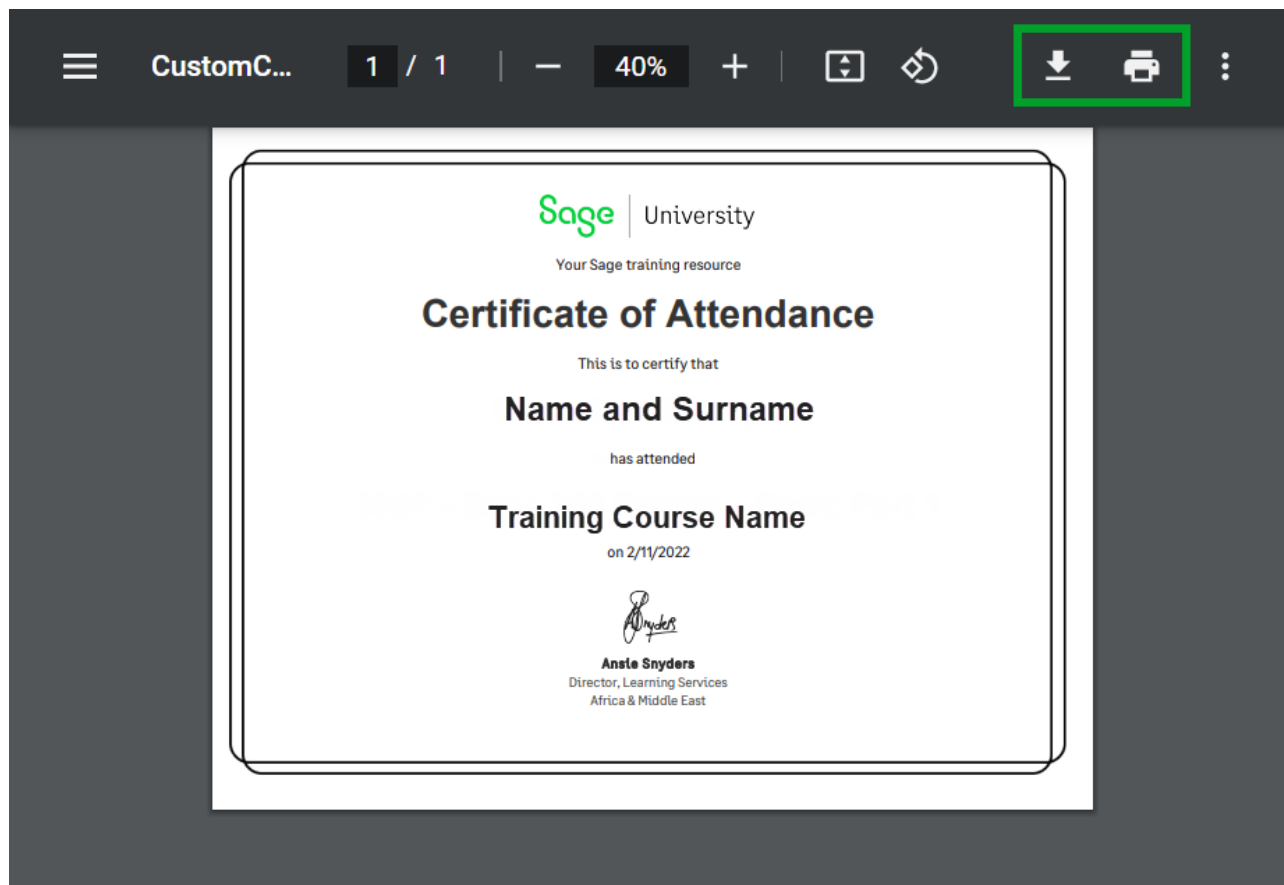
Questions

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View our **FAQs**

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