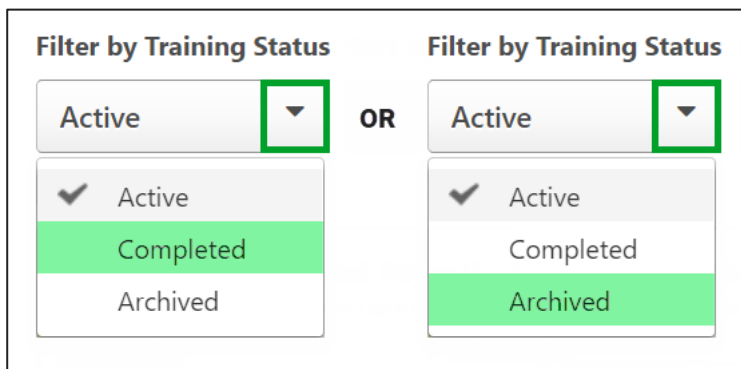


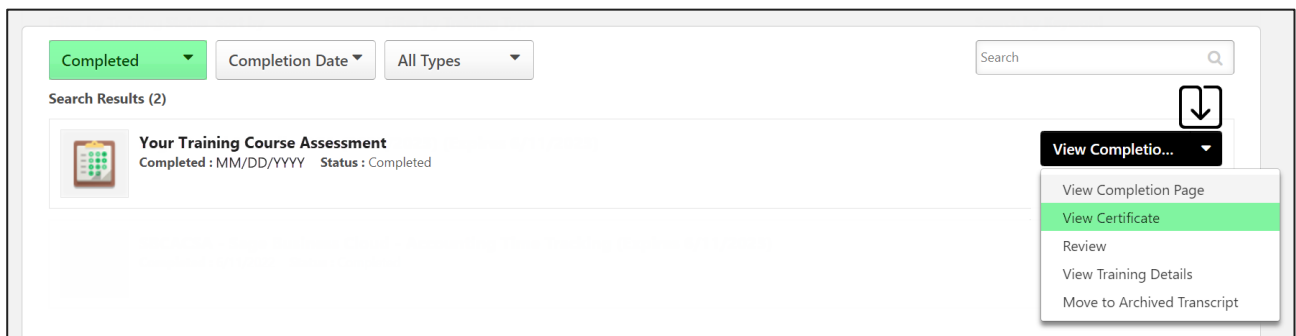
How do I print my certificate of completion?

To download or print your certificate, it is important to complete your assessment. Once completed, the assessment will move to the **Completed** section of your transcript.

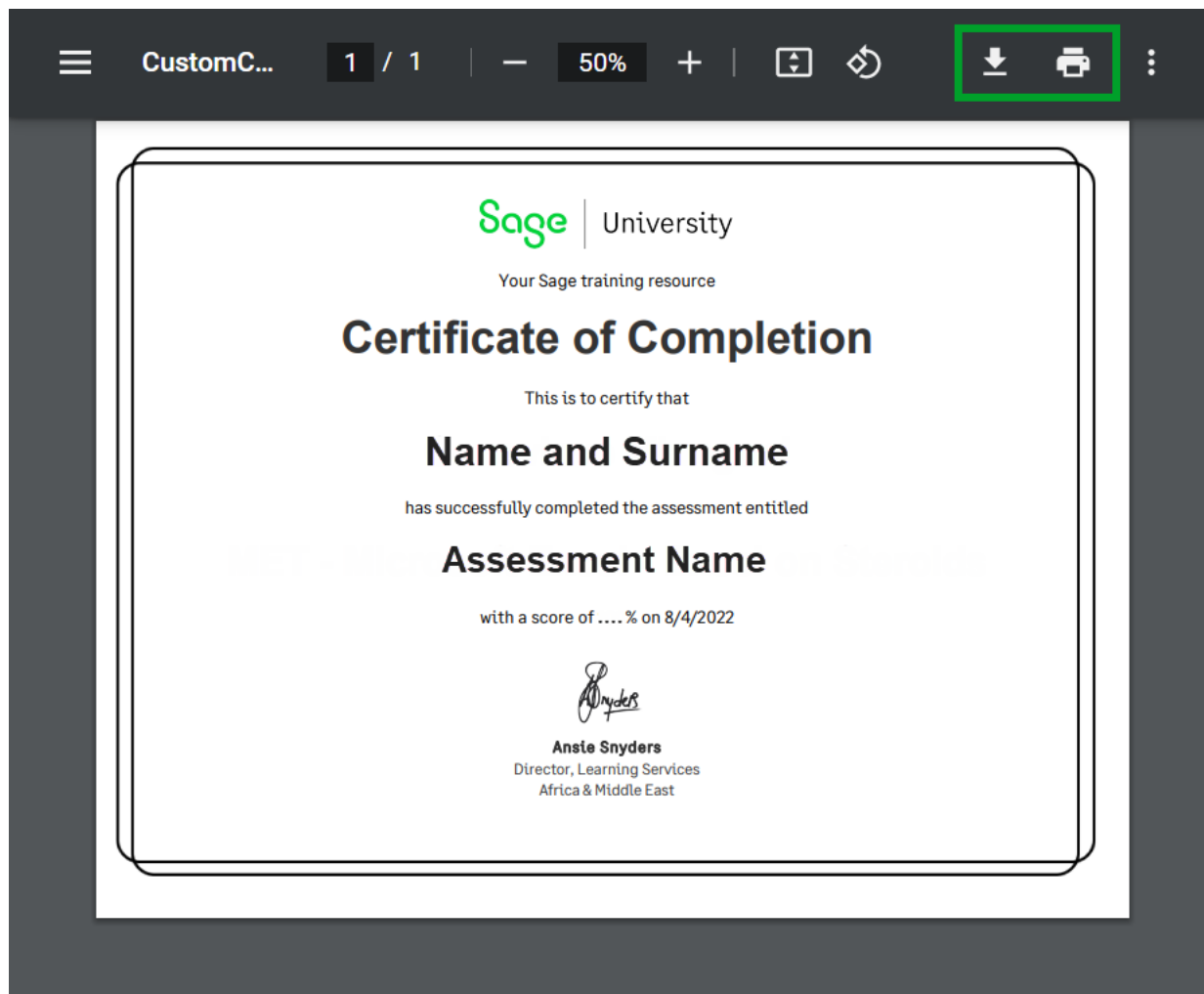
- Click [here](#) to access your Sage University transcript.
- On the **Log in** page, enter your **login credentials** (your registered Sage U email address and password) and click on **Log in**.
- Your transcript will be displayed.
- Change the **Active** filter on your transcript to **Completed**.
*If your assessment or 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**.



- Download or print your certificate.



Questions

Email: SageUniversityTraining@sage.co.za

View our [FAQs](#)

Sage

© Sage Group plc or its licensors. All rights reserved.

Document Version: February 2023