

Upon successful completion of the course Assessment please log into [myEddie](#) to complete the survey to access your Certificate.

**Please Note:** Your myEddie credentials are different than your eLearning Portal credentials. If you have forgotten your myEddie password, click the Forgot Password link.

Once logged in to myEddie:

1. Select **Resources & Training** menu.
2. Click **My Transcripts**.
3. On the Transcripts page, locate your current course and select Survey to launch and complete the survey.
4. Once the survey has been completed and submitted, the Survey button will disappear and be replaced with the Certificate button.
5. Click the Certificate button to view your certificate.
6. Right click on the screen and select print to print your certificate.

The screenshot shows the myEddie website interface. The top navigation bar includes 'Home', 'Account', 'Products', 'Resources & Training' (circled in red), 'Manage', and 'Log Out'. Below this, the 'My Transcripts' link is also circled in red. The main content area displays a table of student transcripts with columns for Class Date, Course Name, Course Type, and Date Completed. A 'Survey' button is circled in red for the first row (10/26/2019, 3-MODCOM, eLearning, 7/24/2013).

Class Date	Course Name	Course Type	Date Completed	
10/26/2019	3-MODCOM	eLearning	7/24/2013	<a href="#">Survey</a>
10/26/2019	EST2 Hardware and Installation Self-Study	eLearning	5/9/2011	<a href="#">Certificate</a>

This screenshot shows the same 'Student Transcripts' page as above, but the 'Survey' button for the first row has been replaced by a 'Certificate' button, which is circled in red.

Class Date	Course Name	Course Type	Date Completed	
10/26/2019	3-MODCOM	eLearning	7/24/2013	<a href="#">Certificate</a>
10/26/2019	EST2 Hardware and Installation Self-Study	eLearning	5/9/2011	<a href="#">Certificate</a>