Retrieving Certificates

1. Go to **www.etrainingschool.com** and click **Login** in the upper right hand corner.
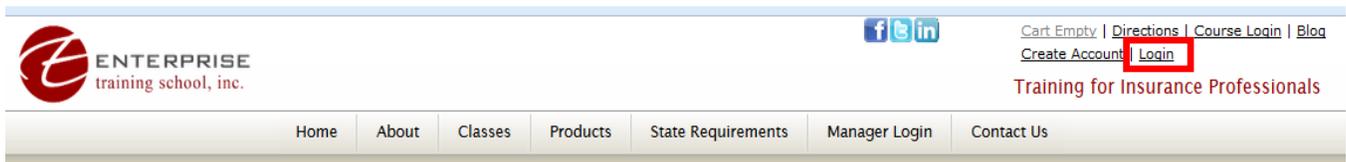
2. Enter your email address and password and click the **Login** button**.**

3. Click **My Account** in the upper right hand corner.
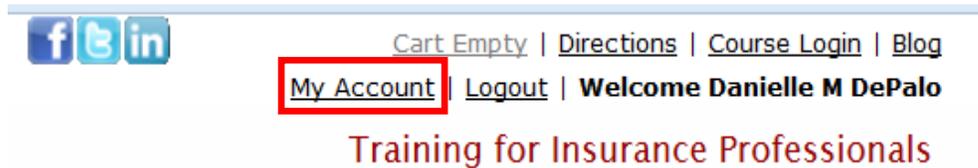
4. Locate the links on the right hand side of the page and click **View Classes.**
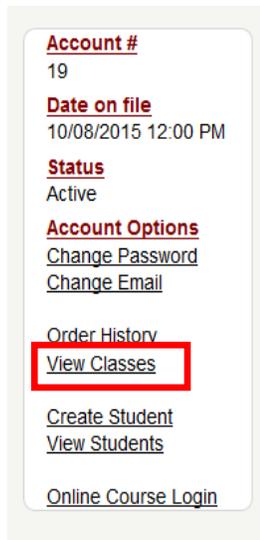
5. Find the course that you have completed and click **Print Certificate.**

6. Your certificate will open in another window. You may print the certificate by clicking the print button or right-clicking and choosing print.