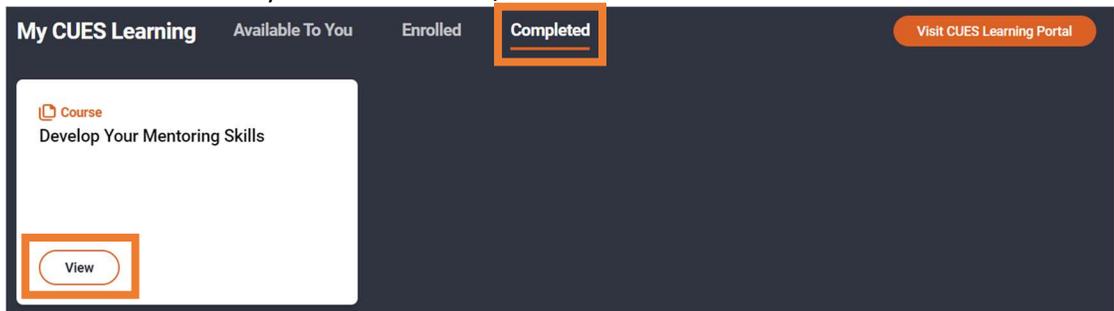

Member How-to Document

Downloading a Certificate of Completion & Sharing it Online

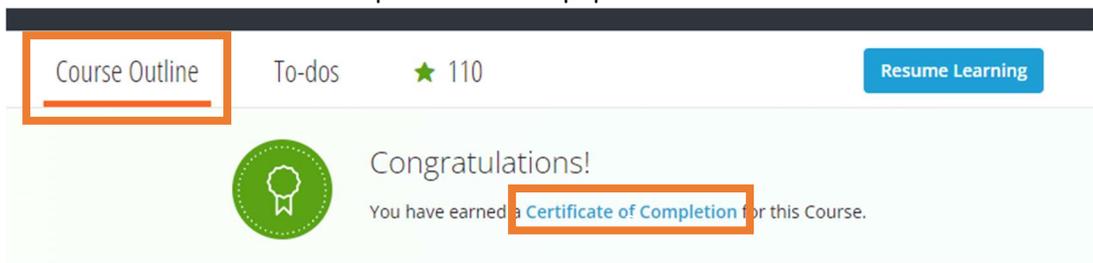
Purpose: *Certificates of completion help show yourself and others your learning progress and showcase your accomplishments.*

Process:

1. After you've logged into cues.org and have accessed the myCUES Dashboard, scroll down to the "My CUES Learning" section and navigate to the "Completed" tab. From there, click "View" on the course you'd like to access/download the certificate for.



2. Once in the course you will see Congratulations message under the Course Outline tab. Click on the blue "Certificate of Completion" text to populate the certificate.



Please see next page

- Next, while viewing the certificate you will see 2 options at the top right, one to share and one to download. Click on the left icon to share the certificate online.



CERTIFICATE OF COMPLETION

Mark Johnson

has successfully completed

Develop Your Mentoring Skills


Heather McKissick
CUES CEO

NOVEMBER 22, 2023

Date Issued



- You will now see the following screen, you can share it via X (Twitter), Facebook, or LinkedIn. Choose your social media site of choice and follow the on-screen prompts to continue. Make sure to tag CUES in your post!

Share your Certificate of Completion

Add your accomplishment on LinkedIn



Please enter **30285-3393216** as your Credential ID. Please refer to the course instructions to determine your certificate name and certifying organization.

Post about your accomplishment on one of these social media sites:

