

# HOW TO DOWNLOAD YOUR CERTIFICATE OF COMPLETION

There are two ways in which you can download your **Certificate of Completion**.  
Here's the first way in 3 simple steps:

**1 ENSURE ASSESSMENT PASSED**  
Firstly, do ensure that you have completed and passed the assessment with a passing mark of at least 80%.



PIAS: Cross-Border Guide Training

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PIAS Cross-Border Guide Training

Current attempt : 1 ▾

YOUR SCORE

86.67%

Congratulations! You passed.

Test started on :

05/02/2024 11:01

Time taken :

00:01:37

Your score

13.00/15.00

Completed by :

Ngoh Hong Neo Melinda Sherry

Total submissions :

1

Retake

**2 CLICK ON “VIEW YOUR PROGRESS”**  
Click on “View your progress” to access your Certificate of Completion.

100% View your progress >

Course Content ▾

Section 1 ▴

✓

PIAS Cross-Border Guide Training [e-Video Part 1]

✓

PIAS Cross-Border Guide Training [e-Video Part 2]

✓

PIAS Cross-Border Guide: Assessment

PIAS: Cross-Border Guide Training

PIAS Cross-Border Guide Training

Current attempt : 1 ▾

YOUR SCORE

86.67%

Congratulations! You passed.

Test started on :

05/02/2024 11:01

Time taken :

00:01:37

Your score

13.00/15.00

Completed by :

Ngoh Hong Neo Melinda Sherry

Total submissions :

1

**3 DOWNLOADING YOUR CERTIFICATE**  
Finally, click on “Download Certificate” to download a soft copy of your certificate.

PIAS: Cross-Border Guide Training

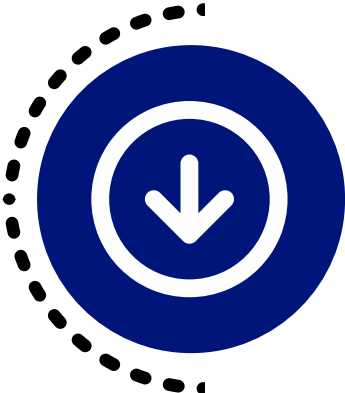
< > ✕

Course Progress

Download Certificate

Content

Section	Resources	Type	Status	Score
Section 1	PIAS Cross-Border Guide Training [e-Video Part 1]	Video	Completed	-
Section 1	PIAS Cross-Border Guide Training [e-Video Part 2]	Video	Completed	-
Section 1	PIAS Cross-Border Guide: Assessment	Quiz	Completed	86.67 %



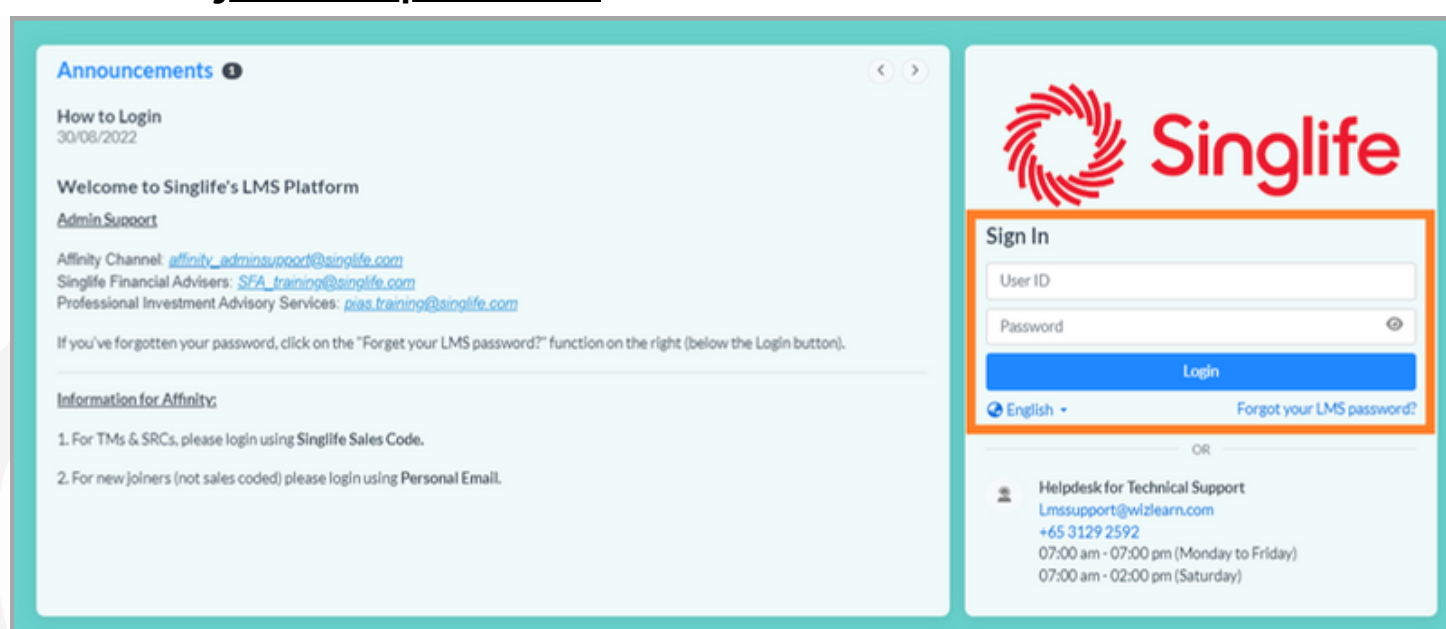
# HOW TO DOWNLOAD YOUR CERTIFICATE OF COMPLETION

And here's the second way in 4 steps:

## 1 LOGIN TO SINGLIFE GROUP LMS

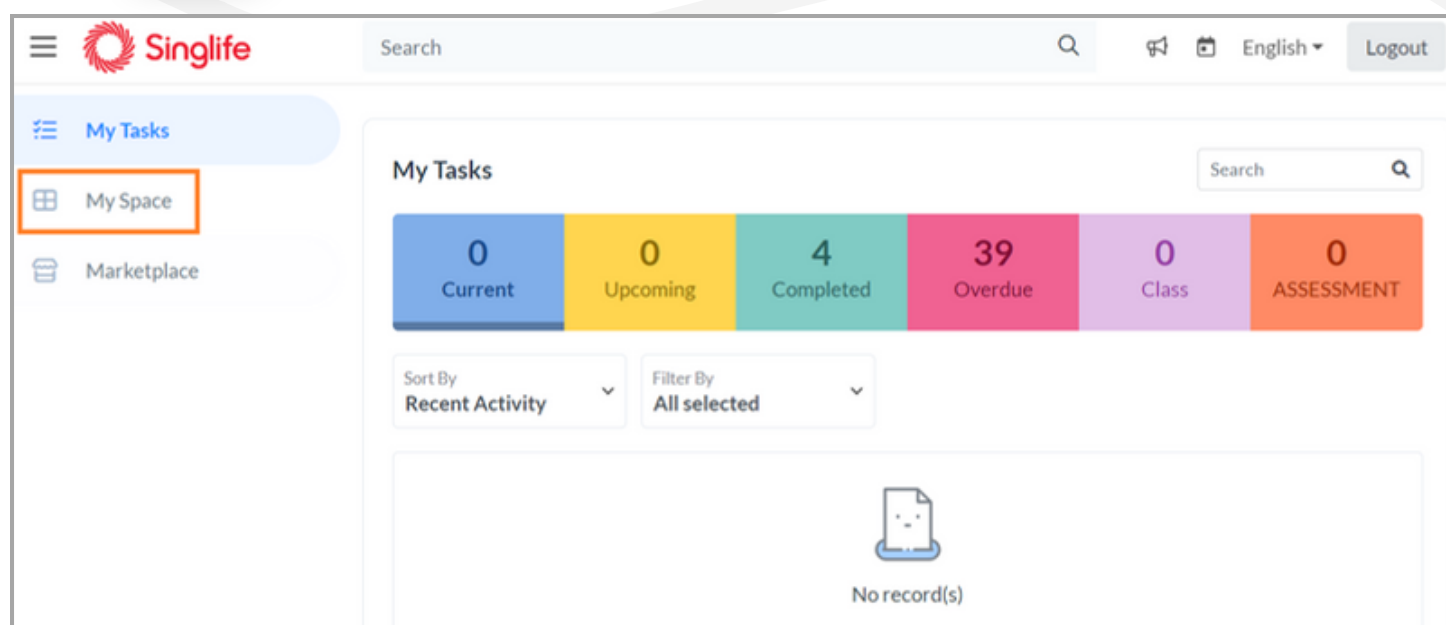
Your User ID starts with **PIASXXXXXX**, whereby **XXXXXXX** is the last 7 characters of your NRIC (e.g., NRIC is **S1234567A**, User ID would be **PIAS234567A**).

If you have forgotten your password, please click on “**Forgot your LMS password?**” to reset it.



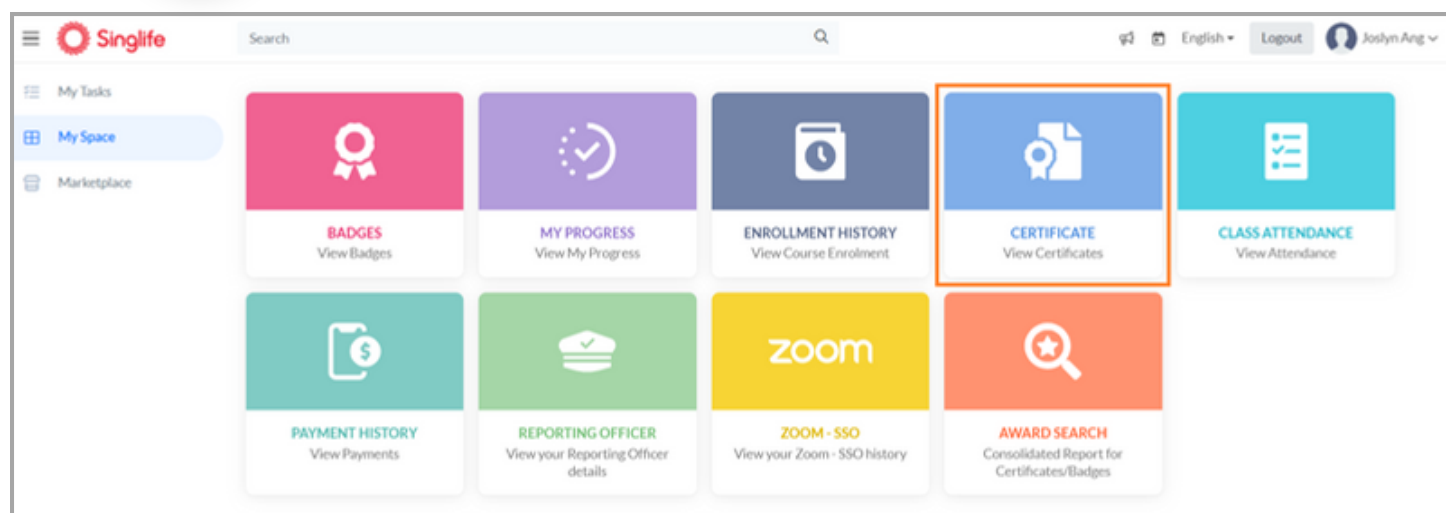
## 2 CLICK ON “MY SPACE”

Upon logging in, click on “**My Space**” on the left panel to access the features available to you.



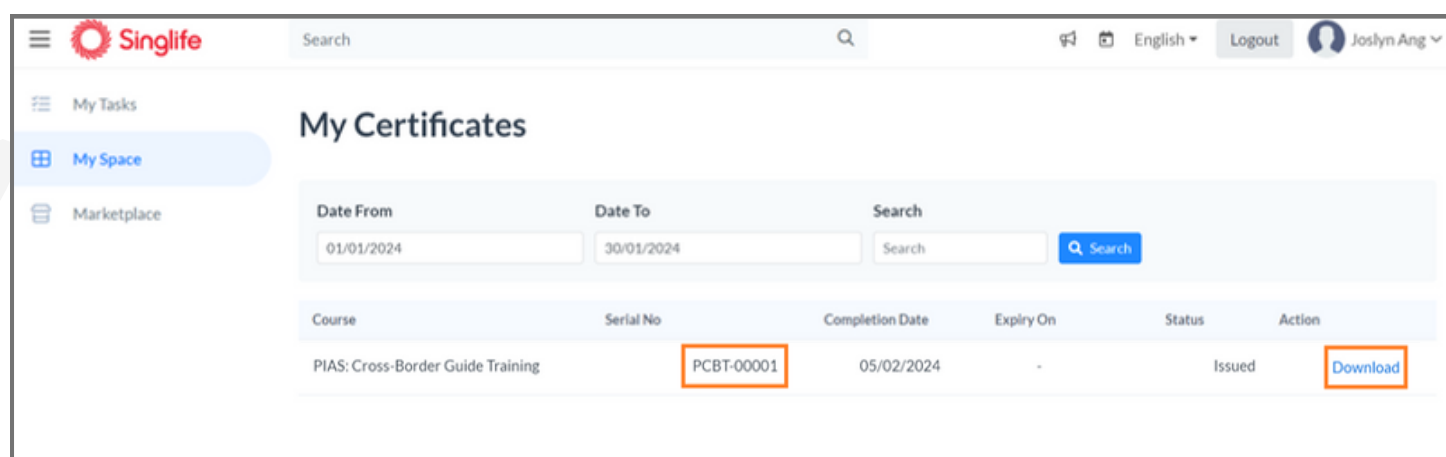
## 3 CLICK ON “CERTIFICATE”

Next, click on “**CERTIFICATE**” to access your certificates.



## 4 DOWNLOADING YOUR CERTIFICATE

You will be shown a list of certificates that you have been awarded for. Do ensure a **serial number** has been issued for your certificate. Click “**Download**” to download a soft copy of your certificate.



# Check your Certificate!



After downloading your certificate, do ensure that the following details are accurate/shown clearly:

1. **Your Name**
2. **Name of Training Programme**
3. **Date of Training Programme**
4. **Issuer's Signature, Name, Designation and Department**
5. **Serial Number**



A sample of the Certificate of Completion:

## *Certificate of Completion*


**2.** PIAS: Cross-Border Guide Training

This is to certify that

**1.** Ngoh Hong Neo Melinda Sherry

has completed the above course on

**3.** 05 February 2024

**4.**   
Tracey Tang  
Vice President  
Training & Competency

**5.** PCBT-00001



## ANY QUESTIONS?

DO EMAIL US AT  
[PIAS.TRAINING@SINGLIFE.COM](mailto:PIAS.TRAINING@SINGLIFE.COM)

*Thank You*