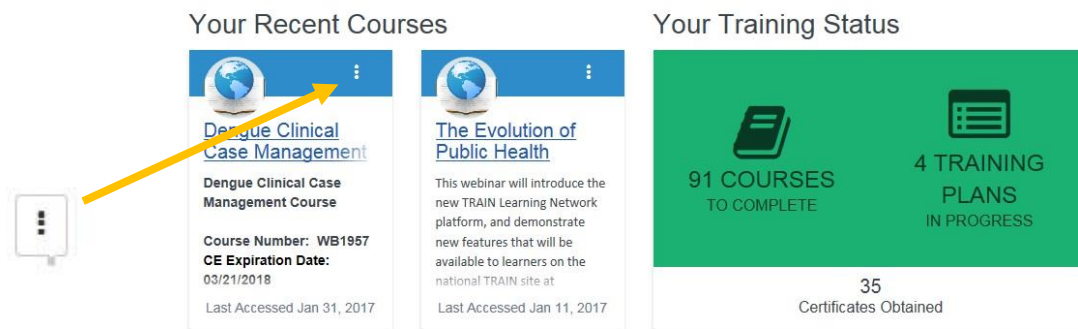


Mark Your Course Complete in VHA TRAIN 3.0

Courses in TRAIN have different ways of completing in the system. Some complete automatically, but some are set for learners to manually complete the course. So how do you mark a course complete?

1. Select the **More Actions Icon** – it can be located next to a course title page on the homepage or in your learning.



2. If the course can be completed by the learner, a **Mark Completed** will appear in the menu.

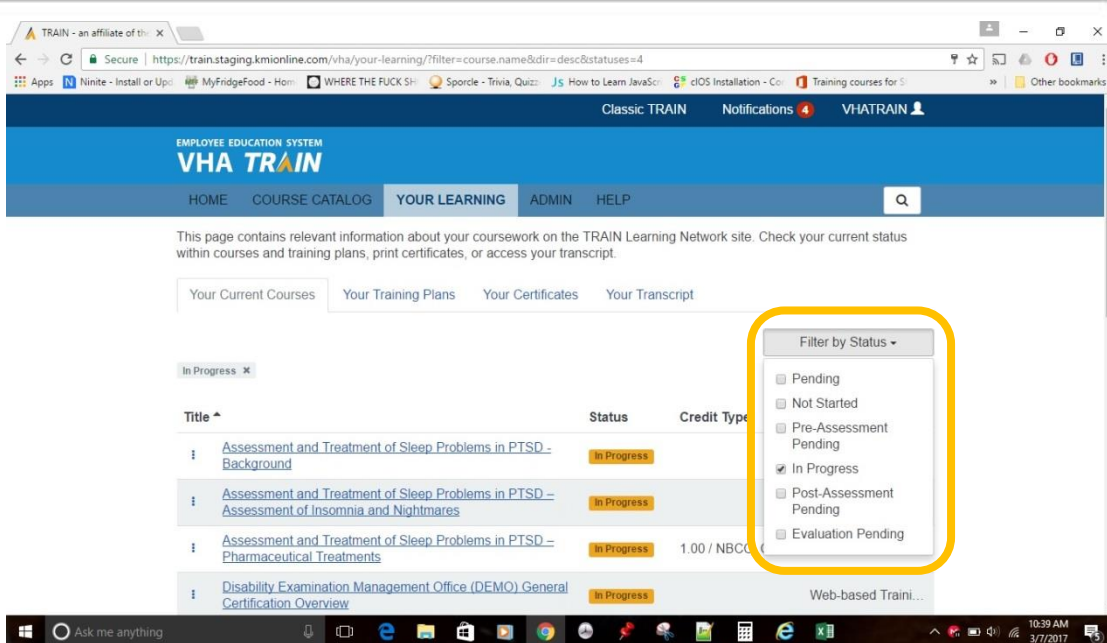


- You can also mark the course complete if on the course details page.



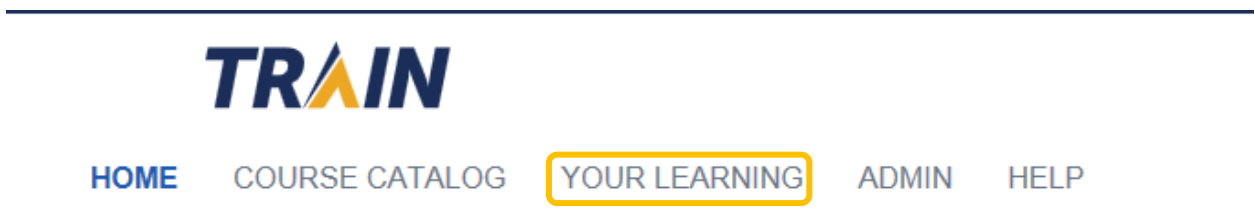
- If there is a mandatory posttest, TRAIN will prompt you to take the posttest. Select the **Assessment** button to begin.
- Once you pass the posttest, if there is a mandatory evaluation associated with the course, you will be prompted to take the evaluation. Select the **Evaluation** button to start.
- Once you have completed the evaluation the course will be moved to **Transcript** and a certificate of completion assigned (located in **Your Learning**).
- You can use the dropdown menu **Filter by Status**, to locate specific coursework as well.

EMPLOYEE EDUCATION SYSTEM VHA TRAIN

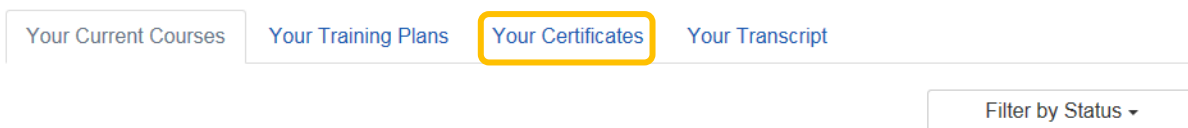


View and Print a Certificate in VHA TRAIN 3.0

1. From the main page, select the **Your Training** tab.



2. Then select the **Your Certificates** tab.



3. A download icon is located to the left of the course names. Select the download Icon next to the title of the course you would like to print a certificate for.
4. Selecting the download icon will prompt you to open or save the certificate as a PDF. Either save the certificate on your computer for an electronic record, or open the certificate and print.

