

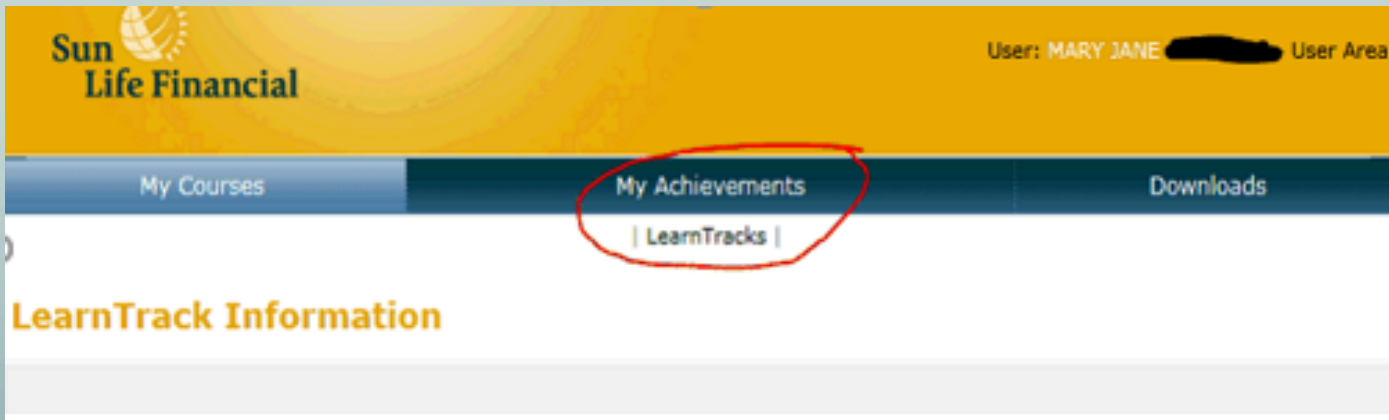


## Print Certificates



Follow these easy steps:

1. Log-in to Learnflex.
2. Click **My Achievements** tab.



3. Click the **View** button on the bottom of LearnTrack on the right side to view the certificate and follow the guidelines indicated to print or save the certificate.

My Courses

My Achievements

Downloads

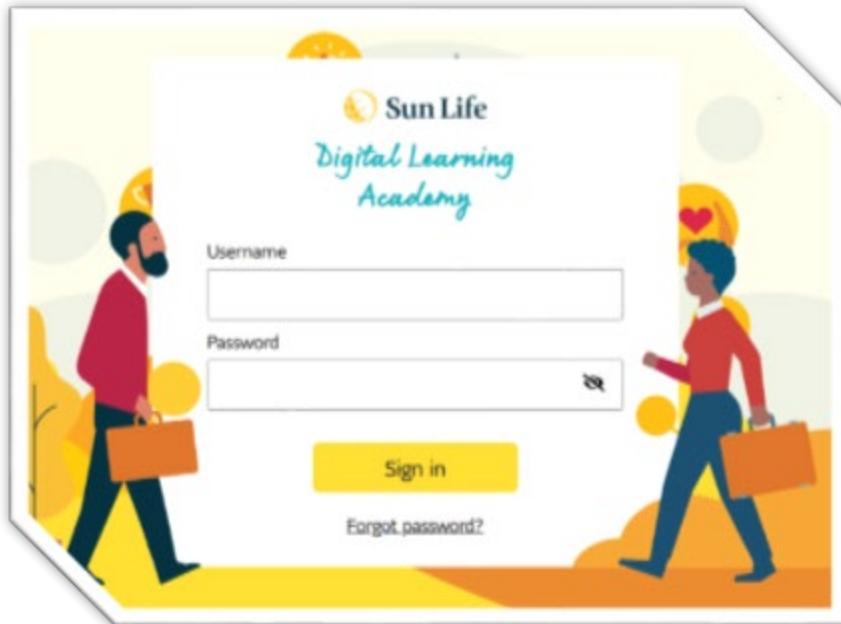
| All Courses | LearnTracks |

Achieved LearnTracks

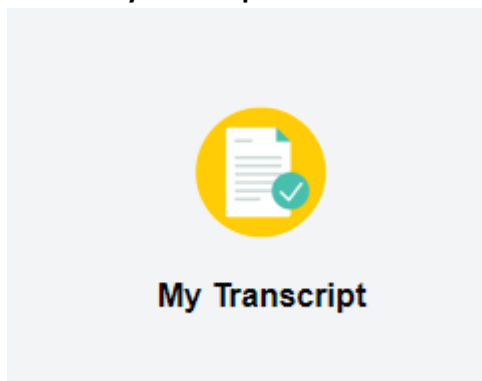
Title	Description	Last Status Changed MM/DD/YYYY	MM/DD/YYYY	LearnTrack	Courses
Sun Life Training Course	Sun Life Training Course	07/30/2018		<div>View</div>	<div>View</div>

## IF YOU TAKEN SLTC FROM NEW E-LEARNING PORTAL HERE ARE THE FEW STEPS HOW TO SAVE YOUR SLTC CERTIFICATE

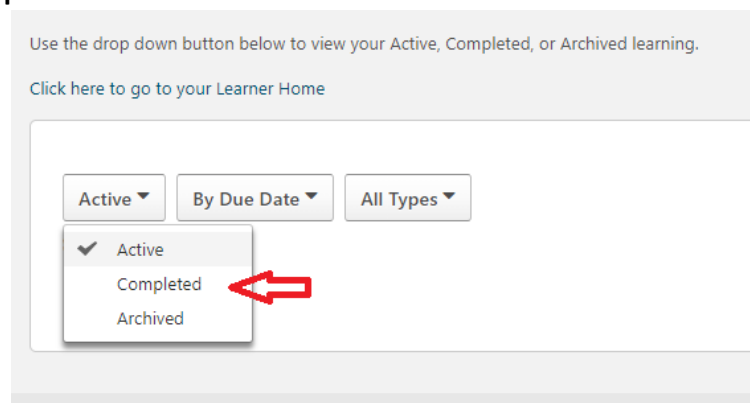
1. Go to <https://sunlife.csod.com/client/sunlife/DigitalLearningAcademy.aspx> and login there



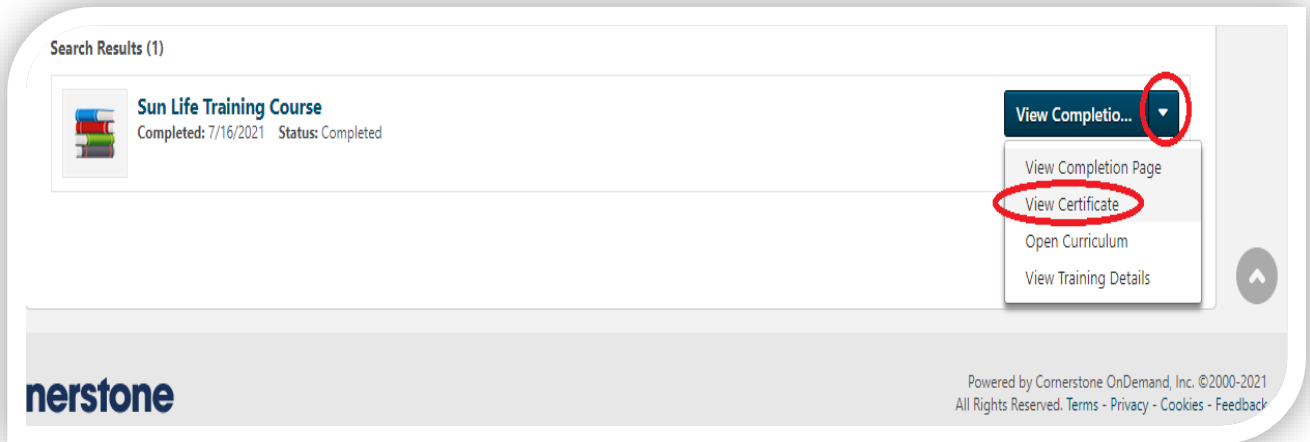
2. Once logged in, scroll down and then click **"My Transcript"**



3. Change **Active** into **Completed**



- Click the the **arrow down** and then select **View Certificate**



- For the final step click the download icon to save your SLTC Certificate

