



## Manage Custom Certificates

The Manage Certificates page enables administrators to

- Create and edit certificates using the advanced certificate editor.
- Copy, delete, print, or deactivate certificates.
- Associate certificates with an LO.

**Note:** You must click the **Save** button on the Manage Certificates page after creating, editing, copying, deleting, deactivating, or associating LOs with a certificate. If you do not click **Save**, no changes are saved.

**Note:** Once the user completes the training, the certificate is available on the Training Details page for the LO. Users can view and print the certificate from this page. Managers and administrators can also view and print the certificate when accessing the user's transcript.

To access the Manage Certificates page, go to [Admin > Tools > Learning > Learning Preferences > Custom Certificates](#).

### Permissions
















PERMISSION NAME	PERMISSION DESCRIPTION	CATEGORY
Custom Certificate Management	Grants ability to create custom certificates of completion for training. This permission can be constrained by OU and user's OU. This is an administrator permission.	Learning - Administration

### Manage Certificates

Manage certificates that are presented to users at the completion of training. You may copy, edit, delete or print a certificate. Editing a certificate allows you to load that certificate in the Advanced Certificate Editor. You may also manage Learning Objects that are associated with each certificate.

Create New Certificate

#### Custom Certificates

Certificate Name	Date Created	Active	Options
401k Specialist Certificate	8/9/2011	<input checked="" type="checkbox"/>	    
CPR Training Completion Certificate	8/9/2011	<input checked="" type="checkbox"/>	    
Workplace Safety Certificate	8/9/2011	<input checked="" type="checkbox"/>	    

☐ Overwrite custom settings for all child Divisions. To apply new options, you must reset all of the subordinate Divisions' preferences. If this is not checked, the preferences will only apply to new Divisions which are created.

Save

Cancel

To create a new custom certificate, click the **Create New Certificate** link. After creating a certificate, be sure to click **Save** on the Manage Certificates page; otherwise, the new certificate is not saved. [See Create Custom Certificates.](#)