



WELCOME!!!

***SEIU Healthcare 775NW's
How to Print Your Certificate***

Step-by-Step Instruction Guide



Outlook Web Access SonicWALL - Virtual Office

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Cómo registrarse para clases de
Internet en Educación Continua

Интернет Классы на Русском
Языке

1.

Follow these step-by-step instructions to print your certificate from <http://www.myseiubenefits.org>

1.

Enter your Username and Password and Click on “Log In”



The screenshot shows a web browser window with the SEIU Healthcare NW Benefits portal. The browser's address bar shows 'SonicWALL - Virtual Office'. The page title is 'My Training Status', which is circled in red. A yellow box labeled '2a.' points to the 'My Training Status' title. The page is divided into two main sections: 'Scheduled Training' and 'Completed Training'. The 'Scheduled Training' section is currently empty. The 'Completed Training' section contains a table with the following data:

Date Completed	Class Name	Class Type	Credits	Instructor	Evaluation
8/14/2010 Print	Dementia Care: After the Diagnosis (CE)	CE	5	Mary Saffold	Review Now
8/15/2010 Print	Elder Abuse (CE)	CE	5	Mary Saffold	Review Now
5/20/2011 Print	Blood Borne Pathogens (CE)	CE	4	David Lambert	Review Now

On the left-hand side of the page, there are several sections for training status, including 'Orientation Training', 'Safety Training', 'Basic Training (RFOC)', and 'Continuing Education (2012)'. The 'Continuing Education (2012)' section is circled in red, and a yellow box labeled '2b.' points to the 'Print Certificate' link within this section.

2a.

Using the mouse, scroll half way down the web page on the **LEFT-HAND SIDE** you will see “**My Training Status**”. The status of the training courses that you have completed (or need to complete) will be listed in the section.

2b.

If printing a certificate is an option you will see “**Print Certificate**” (in blue letters). Using the mouse click on “**Print Certificate**”.



Home Outlook Web Access SonicWALL - Virtual Office

Safety Training

Deadline Date: 4/30/2010
Hours Required: 4
Hours Completed: 4

Basic Training (RFOC)

Deadline Date: 4/30/2010
Hours Required: 28
Hours Completed: 28

Continuing Education (2012)
[Print Certificate](#)

Deadline Date: 6/30/2012
Hours Required: 10
Hours Completed: 10

Continuing Education (2011)
[Print Certificate](#)

Hours Completed: 10

Continuing Education (2010)
[Print Certificate](#)

Hours Completed: 10

Completed Training Manage Row View + -

Date Completed	Class Name	Class Type	Credits	Instructor	Evaluation
12/10/2010 Print	The Enigma of Mental Illness (CE)	CE	5	Cheris Cooper	Review Now
12/10/2010 Print	Elder Abuse (CE)	CE	5	Cheris Cooper	Review Now
6/18/2011 Print	Basic Computer Skills (CE)	CE	2	TJ Bunkasem	Review Now
				Maira	Review

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Do you want to open or save Cert862327705165.pdf (5.14 MB) from portal.myseiubenefits.org?

Open Save Cancel x

3.

A pop-up box will appear either in the middle or the bottom of your computer screen, you will be asked if you want to “**Open**” the file.

Using your mouse, click on the “**Open**” button.



Home Outlook Web Access SonicWALL - Virtual Office

Safety Training
Deadline Date: 4/30/2010
Hours Required: 4
Hours Completed: 4

Basic Training (RFOC)
Deadline Date: 4/30/2010
Hours Required: 28
Hours Completed: 28

Continuing Education (2012)
[Print Certificate](#)
Deadline Date: 6/30/2012
Hours Required: 10
Hours Completed: 10

Continuing Education (2011)
[Print Certificate](#)
Hours Completed: 10

Continuing Education (2010)
[Print Certificate](#)
Hours Completed: 10

Class Name	Class Type	Date	Language	Start/End Time	Location	Instructor	Cancel All
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Completed Training Manage Row View + -

Date Completed	Class Name	Class Type	Credits	Instructor	Evaluation
12/10/2010 Print	The Enigma of Mental Illness (CE)	CE	5	Cheris Cooper	Review Now
12/10/2010 Print	Elder Abuse (CE)	CE	5	Cheris Cooper	Review Now
6/18/2011 Print	Basic Computer Skills (CE)	CE	2	TJ Bunkasem	Review Now

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18% of Cert862327705165.pdf downloaded 1 min 20 sec remaining [Cancel](#) [View downloads](#) x

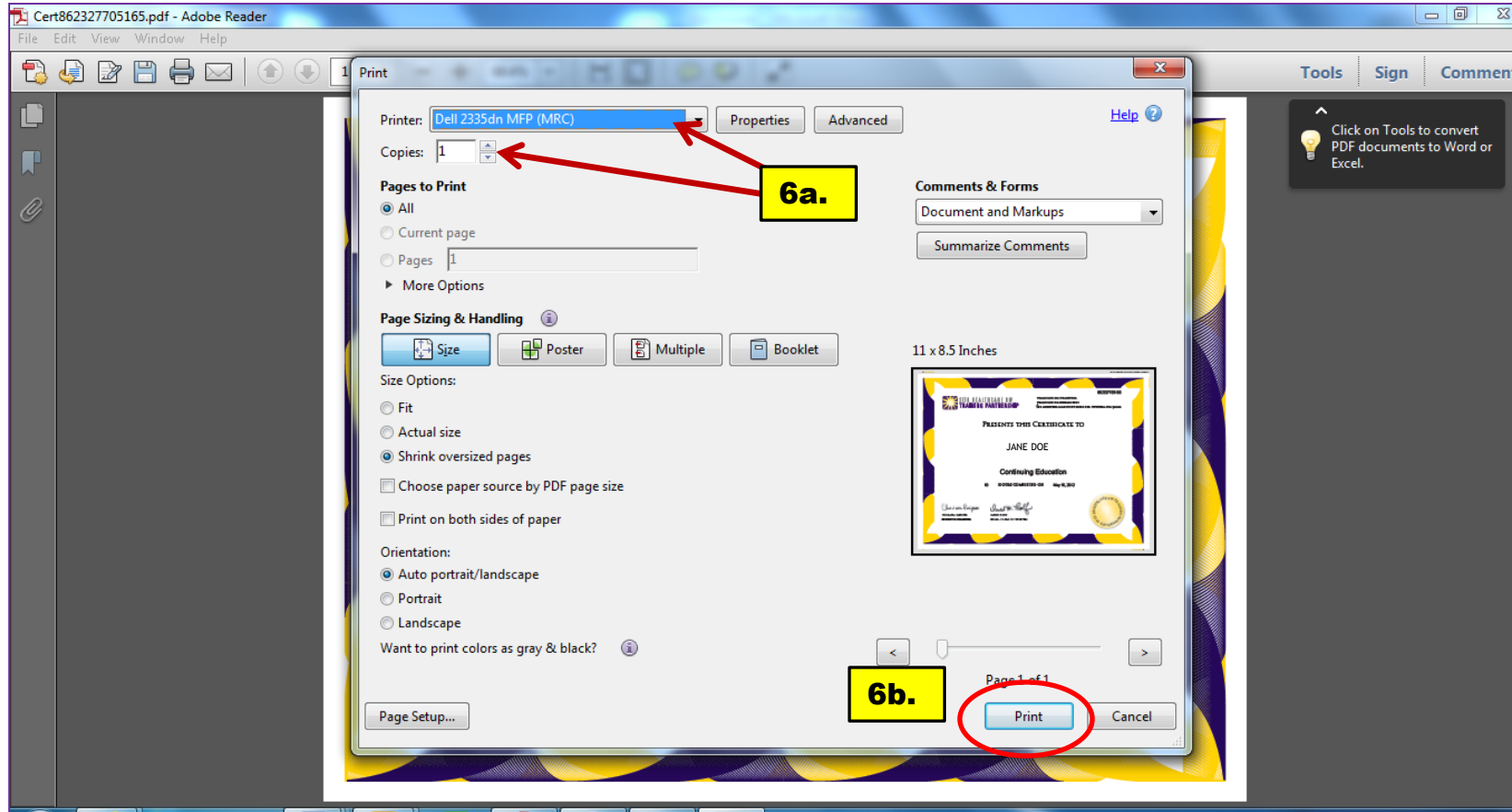
4. Your certificate will then download to your computer, when the download is complete the certificate will open automatically. This may take a few moments.



5.

Using the mouse click on the printer icon button at the top of your computer screen, it looks like this:




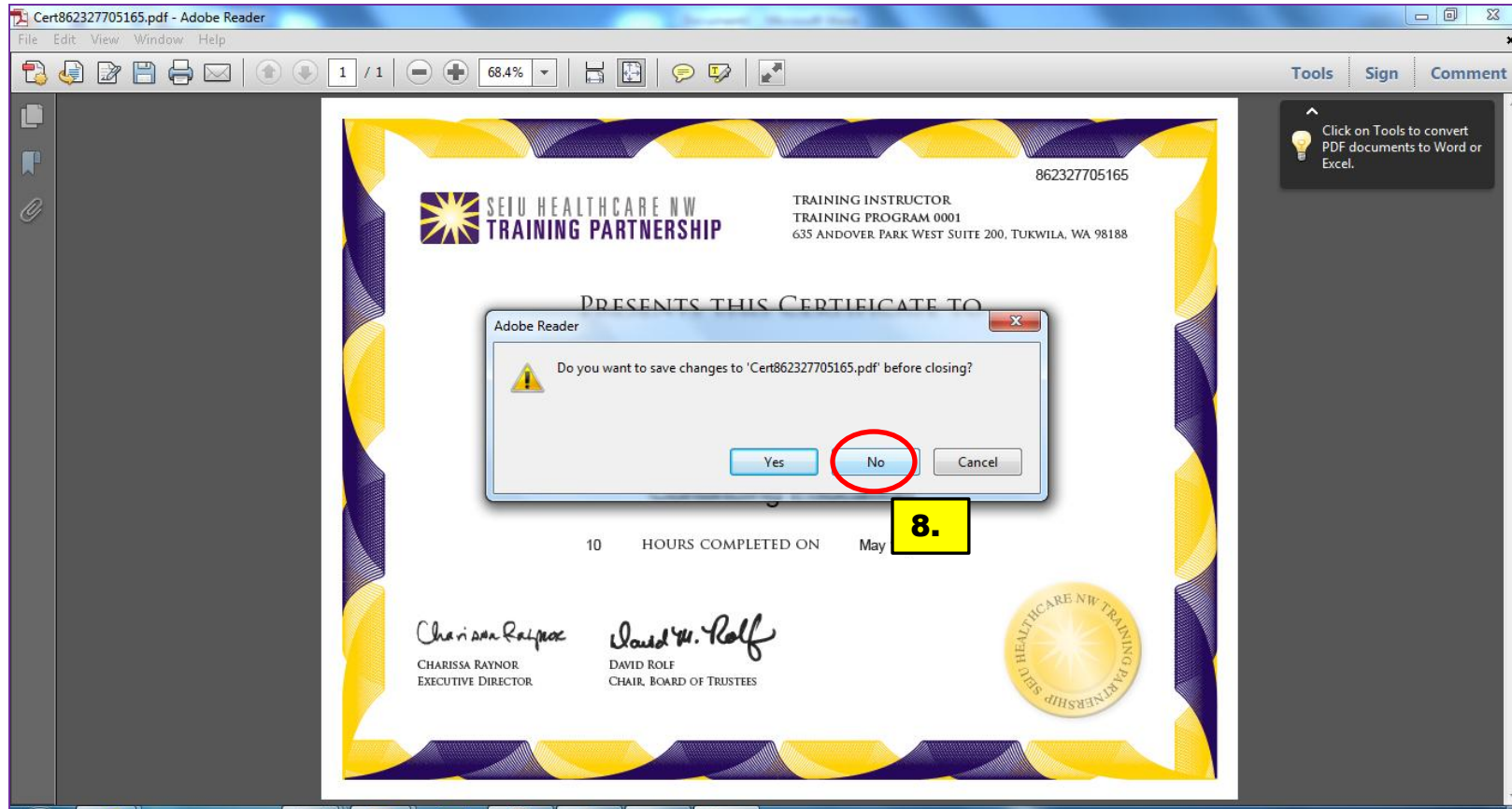


6a. A Printer pop-up window will open, your default printer (the printer connected to your computer) should appear automatically, if it does not select the printer that you would like to print to. Using your mouse, select the number of copies that you would like to print.

6b. Using the mouse, click on the “**Print**” button.



- 7.** Once your certificate has printed, use your mouse to click on the “” (red x) button in the uppermost right-hand corner of your computer screen to close the certificate window.



8.

You will be asked if you would like to save changes to your certificate before the window Closes. Using the mouse, click on the “No” button.



CONGRATULATIONS!!!

*You Have Successfully
Printed Your Certificate!*