Printing your certificate

Log in

Please find your **FAN** or **email address** and password. Please do not create a new FAN.

If you have forgotten your FAN please click below.

FORGOTTEN MY FAN

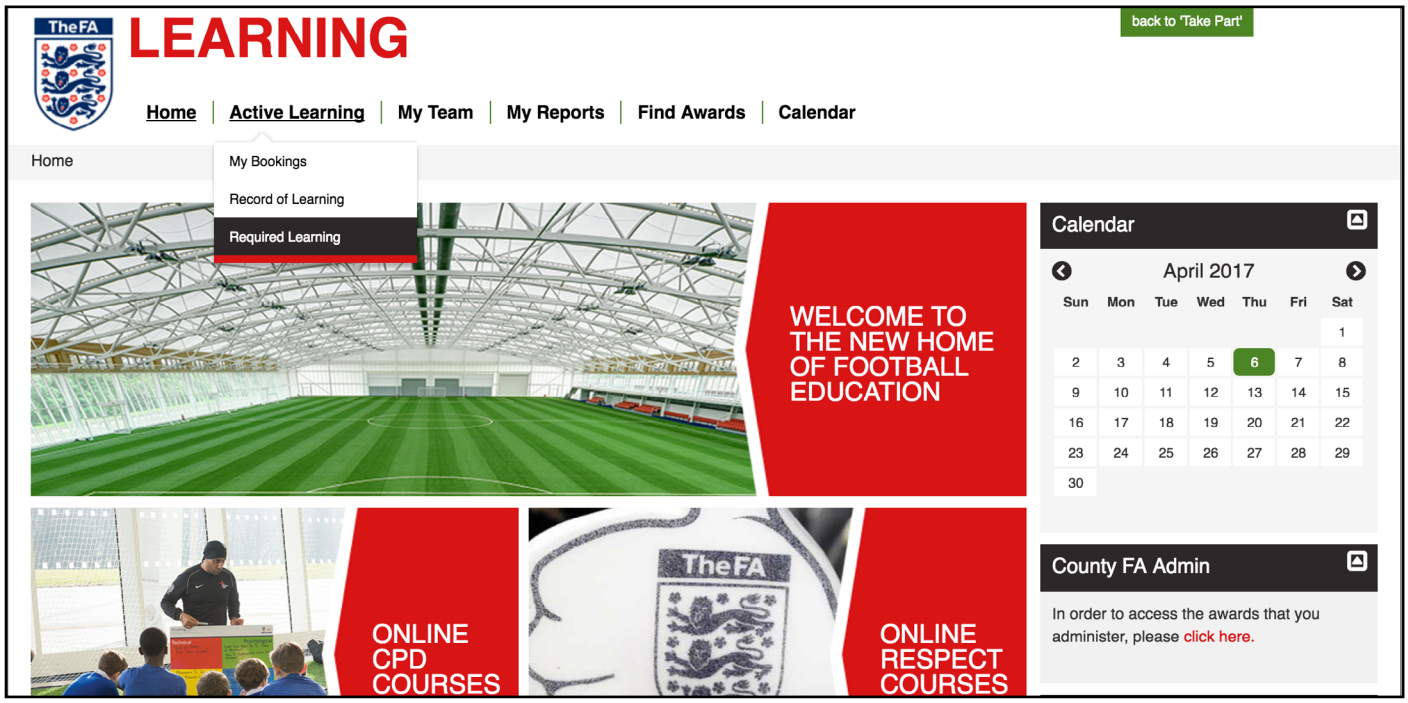
Accessing your certificates

Once you have your FAN and password follow these steps:

1. Click below to open the Learning Management System.

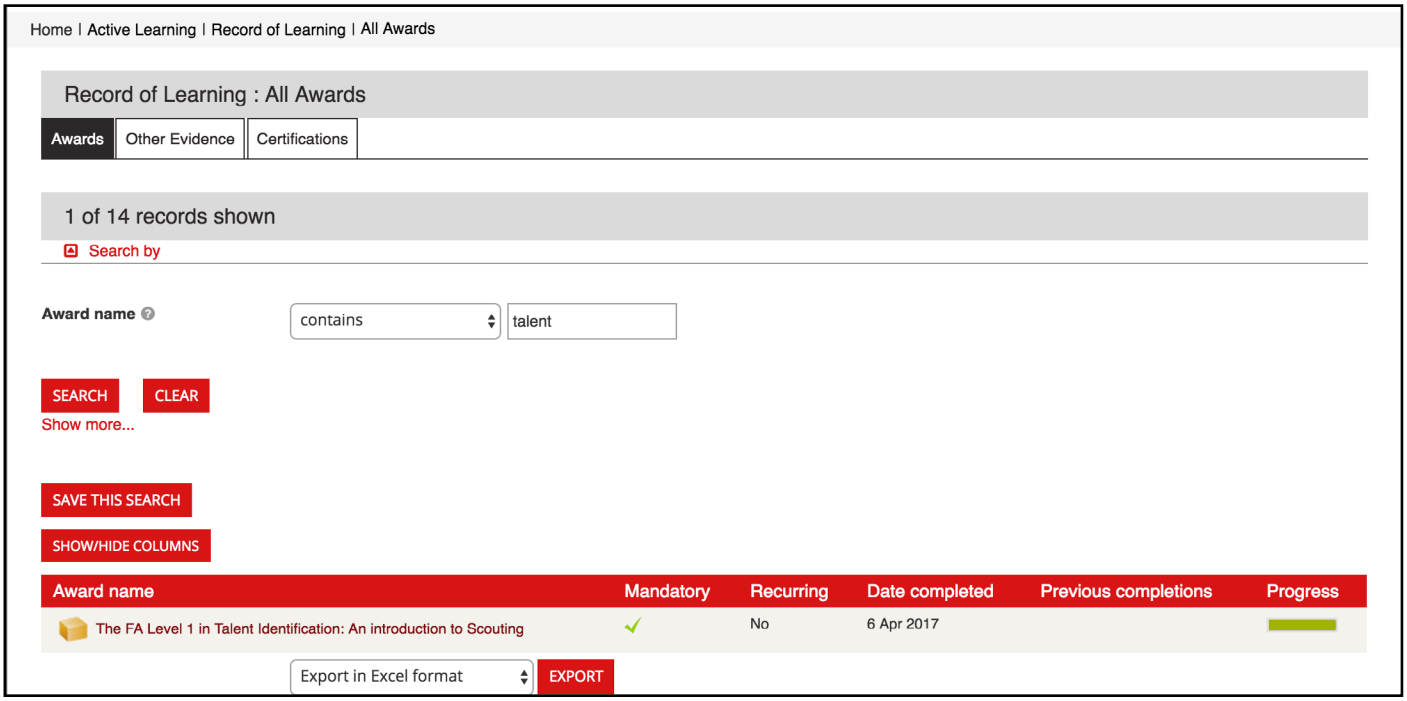
OPEN THE LMS PAGE

Once you have signed in to the LMS, hover over 'Active Learning' and then click on 'Record of Learning'.

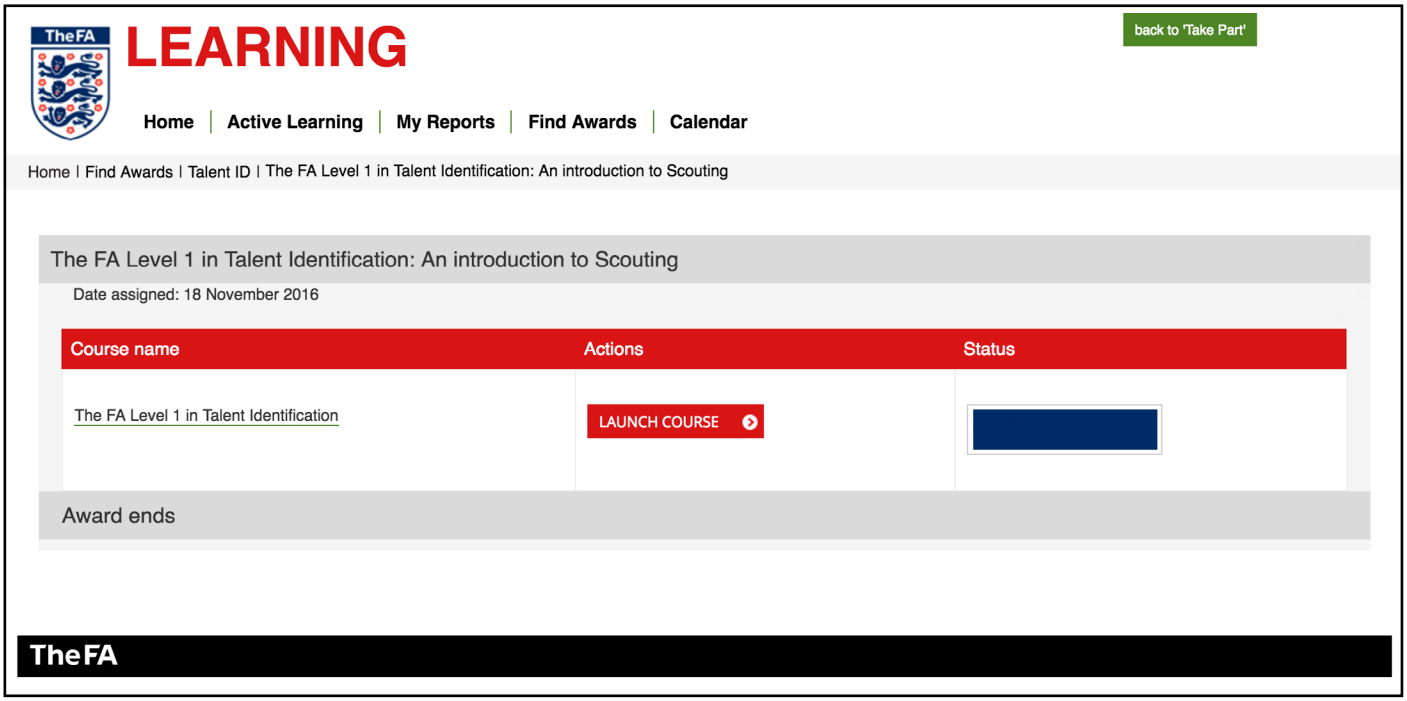


Once in your 'Record of Learning' area select the course title for the certificate you'd like to print.

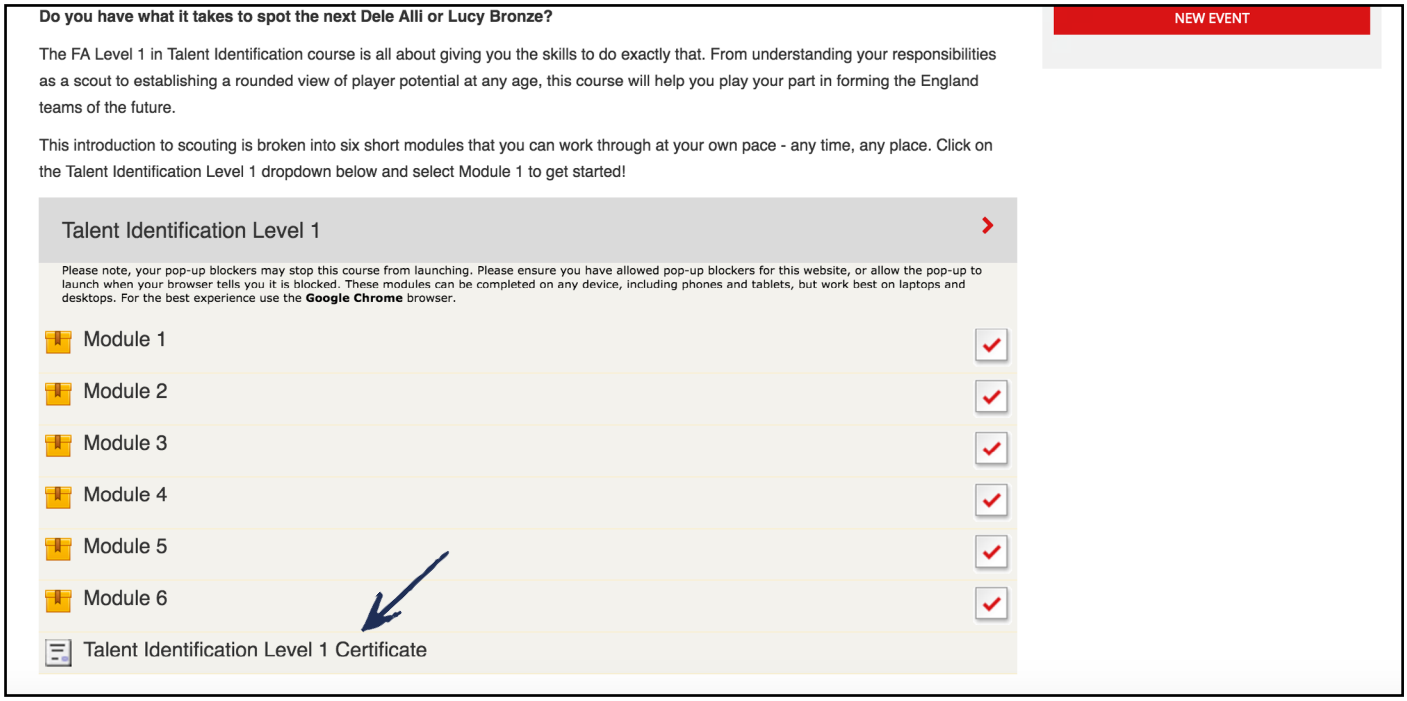
For this example we will select The FA Level 1 in Talent Identification. The process will be the same for all courses.



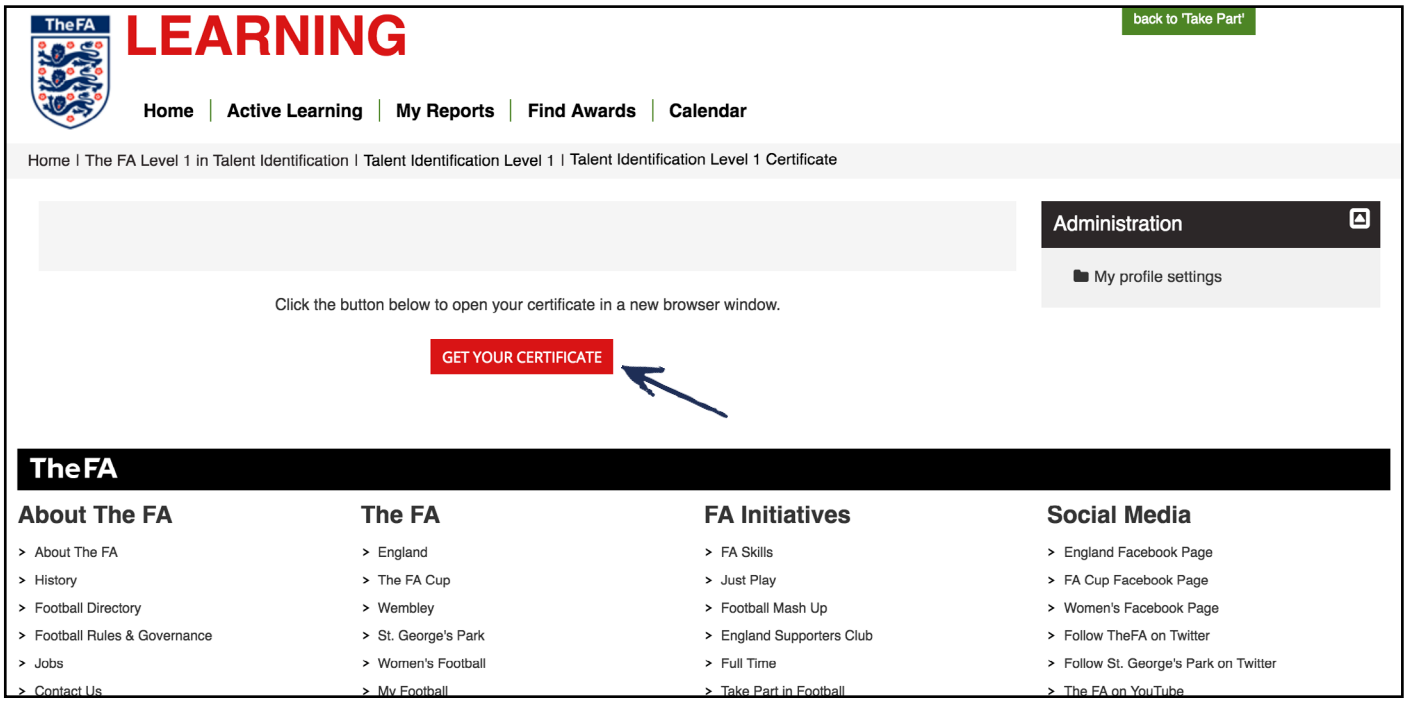
Click on 'LAUNCH COURSE' to open the course page.



Now on the course page, follow the instructions and click on the ‘Certificate’ heading.



This will take you to the page shown below. Now click ‘GET YOUR CERTIFICATE’.



Your certificate will now appear as a pop-up window for you to print or save.

