

23/09/2015

# Online User Guide: How to Print Certificates

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SGP



## How to get to the portal and sign in

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- Go to <http://learning.thefa.com> and click the “Sign in” button at the top.
- If it says “My Account”, you are already logged in.



## Sign in

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- Enter your FAN or email address linked to it, along with your password, in the boxes that follow.
- It's possible you'll be taken to some screens about the England Supporter's Club.
- Just follow these through and return to <http://learning.thefa.com> when you are done.



# Sign in screen

This is where you will go to sign in. In order to do this you will need your FAN and password.



The screenshot shows the 'The FA Learning' website. At the top, there is a navigation bar with 'The FA' logo and a 'Sign In' button. Below this is a secondary navigation bar with links for 'England', 'The FA Cup', 'Wembley', 'St. George's Park', 'Women', 'Take Part', 'Governance', 'Shop', and 'More'. The main content area features the 'The FA Learning' logo and a large banner for 'WELCOME TO THE NEW HOME OF FA LEARNING' with a 'FIND OUT MORE' link. To the right, there is a calendar for December 2014. Below the main banner, there are two smaller sections: 'ONLINE COURSES' and 'RESPECT'. The 'The FA' logo is also visible in the bottom right corner.

**The FA** Sign In Search TheFA.com

England | The FA Cup | Wembley | St. George's Park | Women | Take Part | Governance | Shop | More

**The FA** **LEARNING** back to 'Take Part'

[Home](#) | [Active Learning](#) | [Find Awards](#) | [National Courses](#)

**WELCOME TO THE NEW HOME OF FA LEARNING**

[FIND OUT MORE](#)

Calendar

December 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

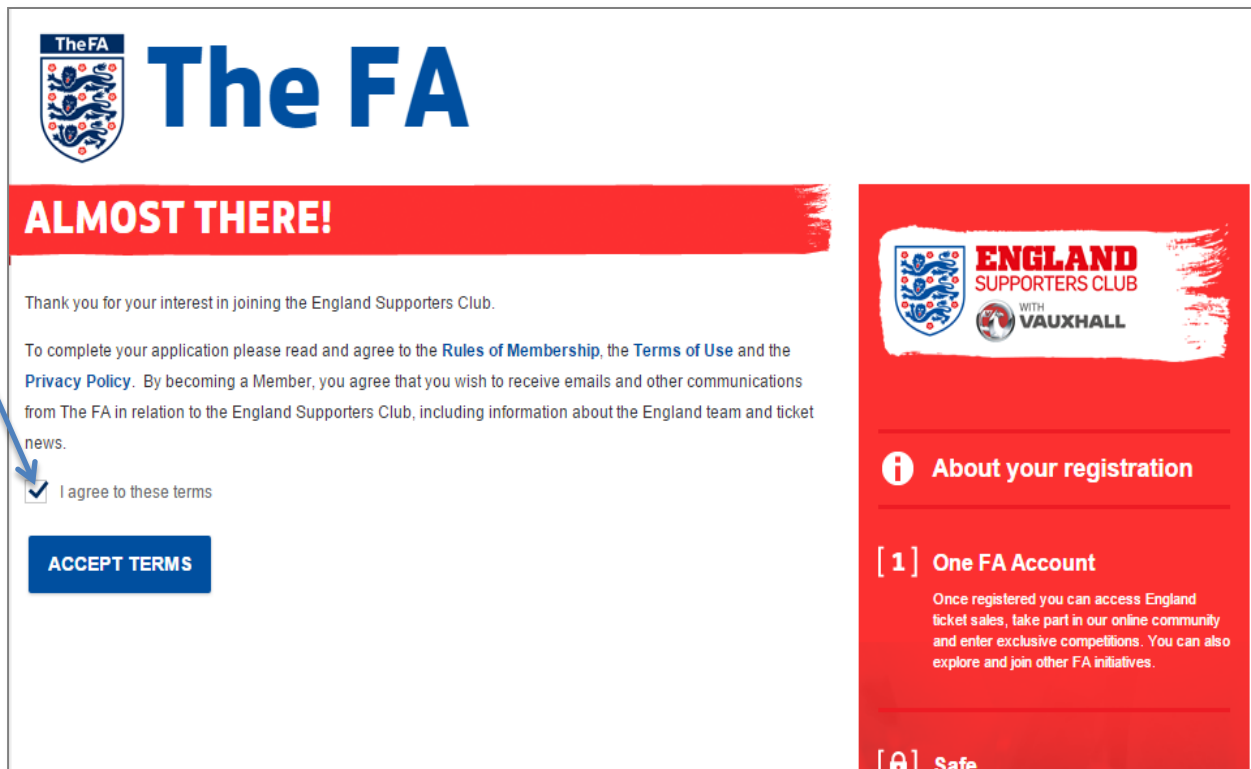
**ONLINE COURSES**

**RESPECT**

**The FA**

# First time logging in

If it's your first time logging into the site, you will need to agree to the terms. Then click "Accept Terms".



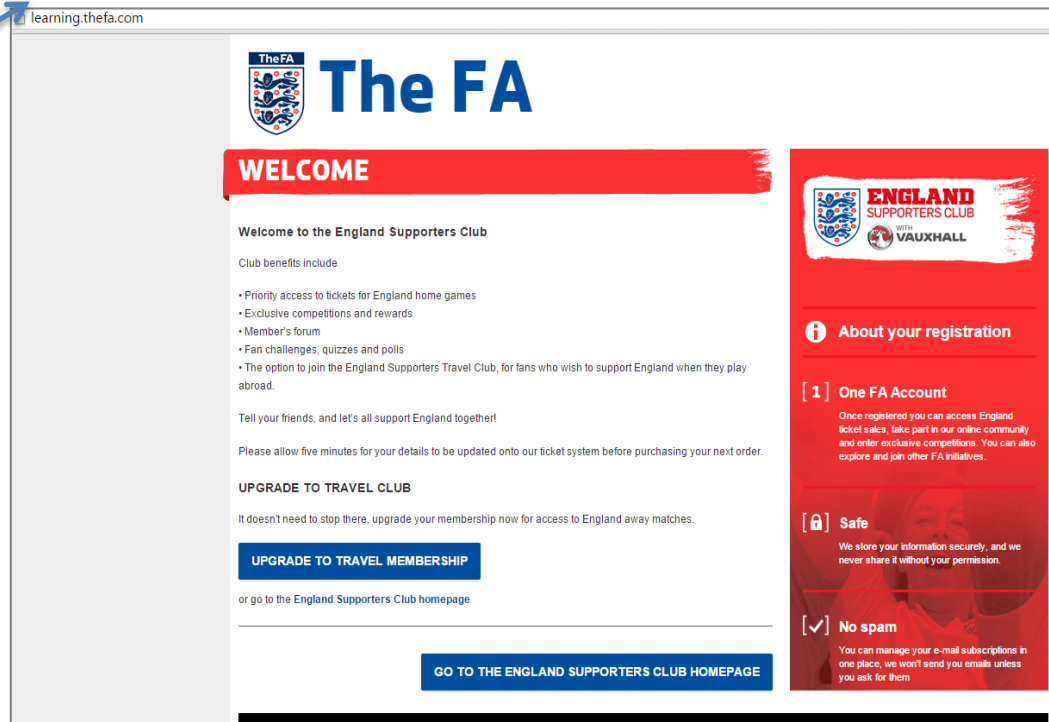
The screenshot shows the registration page for the England Supporters Club. At the top left is the FA crest and the text 'The FA'. A large red banner with white text reads 'ALMOST THERE!'. Below this, a message says 'Thank you for your interest in joining the England Supporters Club.' followed by instructions to read and agree to the 'Rules of Membership', 'Terms of Use', and 'Privacy Policy'. A checkbox with a checkmark is next to the text 'I agree to these terms'. Below the checkbox is a blue button with white text that says 'ACCEPT TERMS'. On the right side of the page, there is a red sidebar with the England Supporters Club logo and 'WITH VAUXHALL' text. Below the logo, there is a section titled 'About your registration' with a sub-section '[ 1 ] One FA Account' which explains that once registered, users can access England ticket sales, participate in online communities, and enter competitions. At the bottom of the sidebar, there is a section titled '[ A ] Safe'.




# First time logging in continued....

Once you have accepted the terms you will be taken to this page. Now return to the Learning homepage by entering the web address:

<http://learning.thefa.com>



learning.thefa.com

 **The FA**

## WELCOME

Welcome to the England Supporters Club

Club benefits include

- Priority access to tickets for England home games
- Exclusive competitions and rewards
- Member's forum
- Fan challenges, quizzes and polls
- The option to join the England Supporters Travel Club, for fans who wish to support England when they play abroad.

Tell your friends, and let's all support England together!

Please allow five minutes for your details to be updated onto our ticket system before purchasing your next order.


### UPGRADE TO TRAVEL CLUB

It doesn't need to stop there, upgrade your membership now for access to England away matches.

[UPGRADE TO TRAVEL MEMBERSHIP](#)

or go to the [England Supporters Club homepage](#)

[GO TO THE ENGLAND SUPPORTERS CLUB HOMEPAGE](#)


 **ENGLAND SUPPORTERS CLUB**  
WITH VAUXHALL

### About your registration

**[ 1 ] One FA Account**  
Once registered you can access England ticket sales, take part in our online community and enter exclusive competitions. You can also explore and join other FA initiatives.

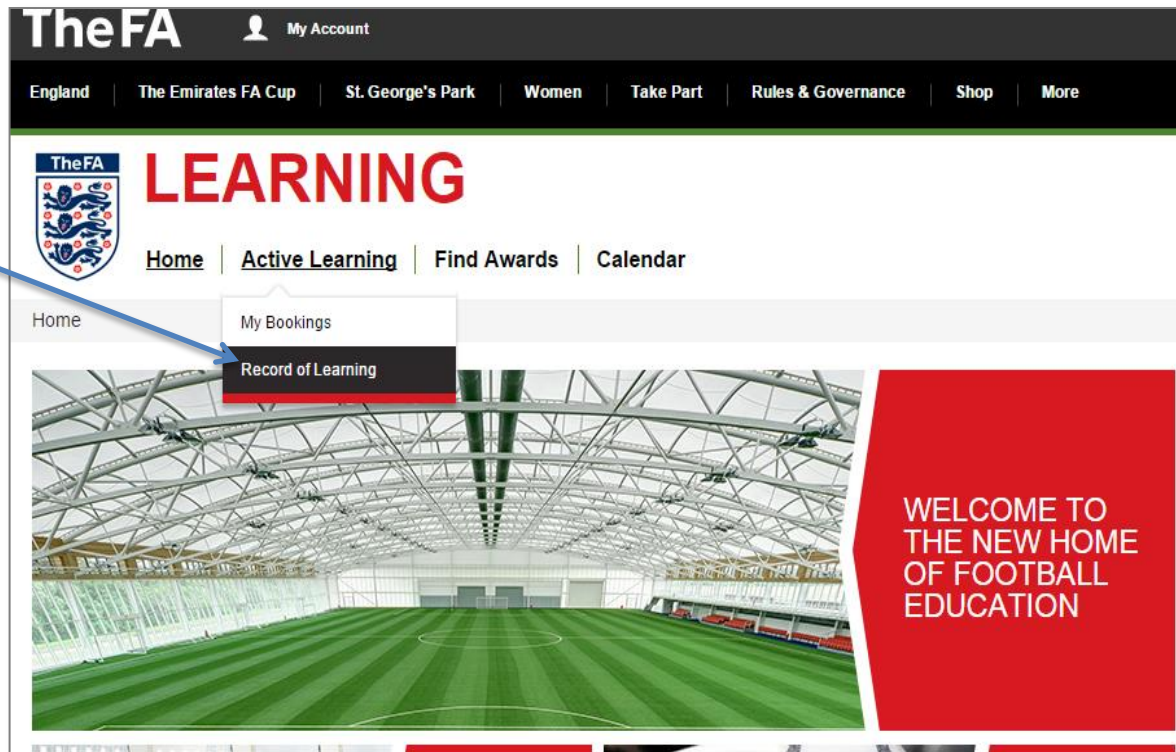
**[ Lock ] Safe**  
We store your information securely, and we never share it without your permission.

**[ Checkmark ] No spam**  
You can manage your e-mail subscriptions in one place, we won't send you emails unless you ask for them.



# Finding Your Certificate

Once logged in, highlight “Active Learning” and then click on “Record of Learning”

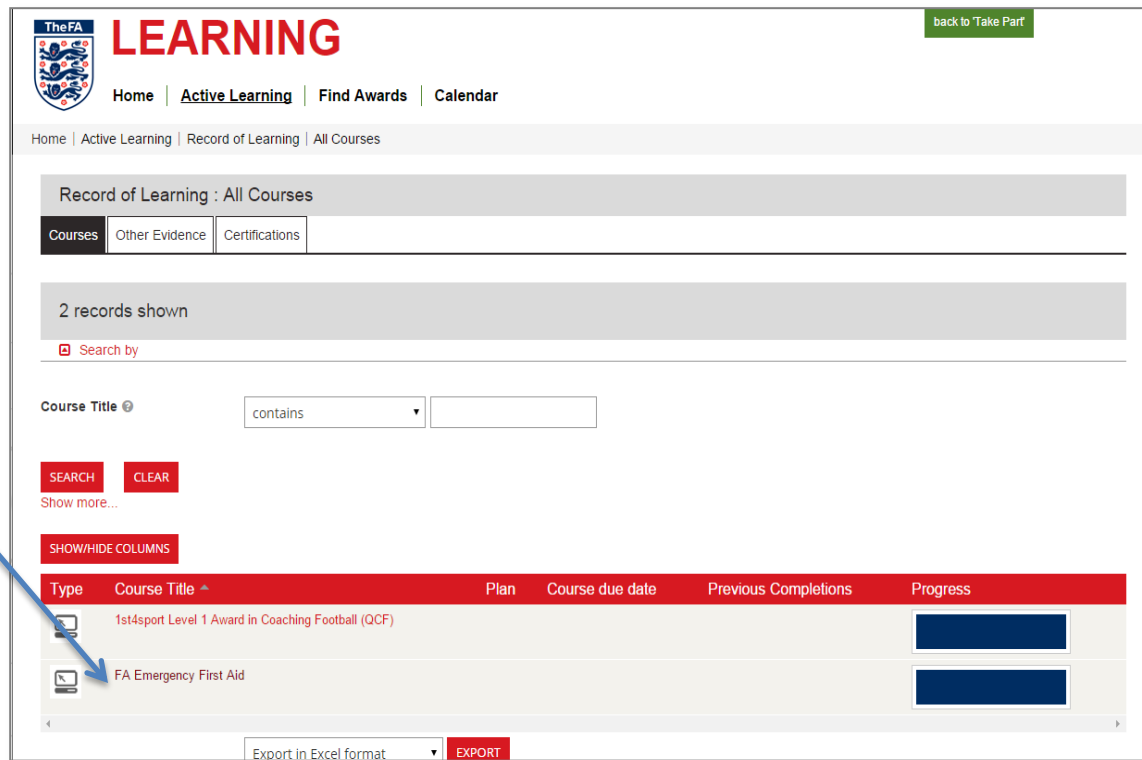


The screenshot shows the TheFA website interface. At the top, there is a navigation bar with the TheFA logo and 'My Account' on the left, and links for 'England', 'The Emirates FA Cup', 'St. George's Park', 'Women', 'Take Part', 'Rules & Governance', 'Shop', and 'More' on the right. Below this is a large 'LEARNING' section. Under 'LEARNING', there are four tabs: 'Home', 'Active Learning', 'Find Awards', and 'Calendar'. A dropdown menu is open under 'Active Learning', showing three options: 'Home', 'My Bookings', and 'Record of Learning'. A blue arrow points from the text on the left to the 'Record of Learning' option in the dropdown menu. The main content area features a large image of a modern indoor football pitch with a glass and steel roof. To the right of the image is a red banner with the text 'WELCOME TO THE NEW HOME OF FOOTBALL EDUCATION'. The TheFA logo is visible in the bottom right corner of the page.



# Finding Your Certificate

Once in your “Record of Learning” select the course title of the certificate you are wanting to print. This will take you to the course page.



The screenshot shows the 'Record of Learning' page on TheFA Learning platform. The page header includes the TheFA logo, the word 'LEARNING' in large red letters, and a 'back to Take Part' button. Navigation links for 'Home', 'Active Learning', 'Find Awards', and 'Calendar' are present. The breadcrumb trail is 'Home | Active Learning | Record of Learning | All Courses'. The main heading is 'Record of Learning : All Courses'. Below this are tabs for 'Courses', 'Other Evidence', and 'Certifications'. A section indicates '2 records shown' with a 'Search by' dropdown. The 'Course Title' search field is set to 'contains'. There are 'SEARCH' and 'CLEAR' buttons, and a 'SHOW/HIDE COLUMNS' button. A table displays two records:

Type	Course Title	Plan	Course due date	Previous Completions	Progress
	1st4sport Level 1 Award in Coaching Football (OCF)				
	FA Emergency First Aid				

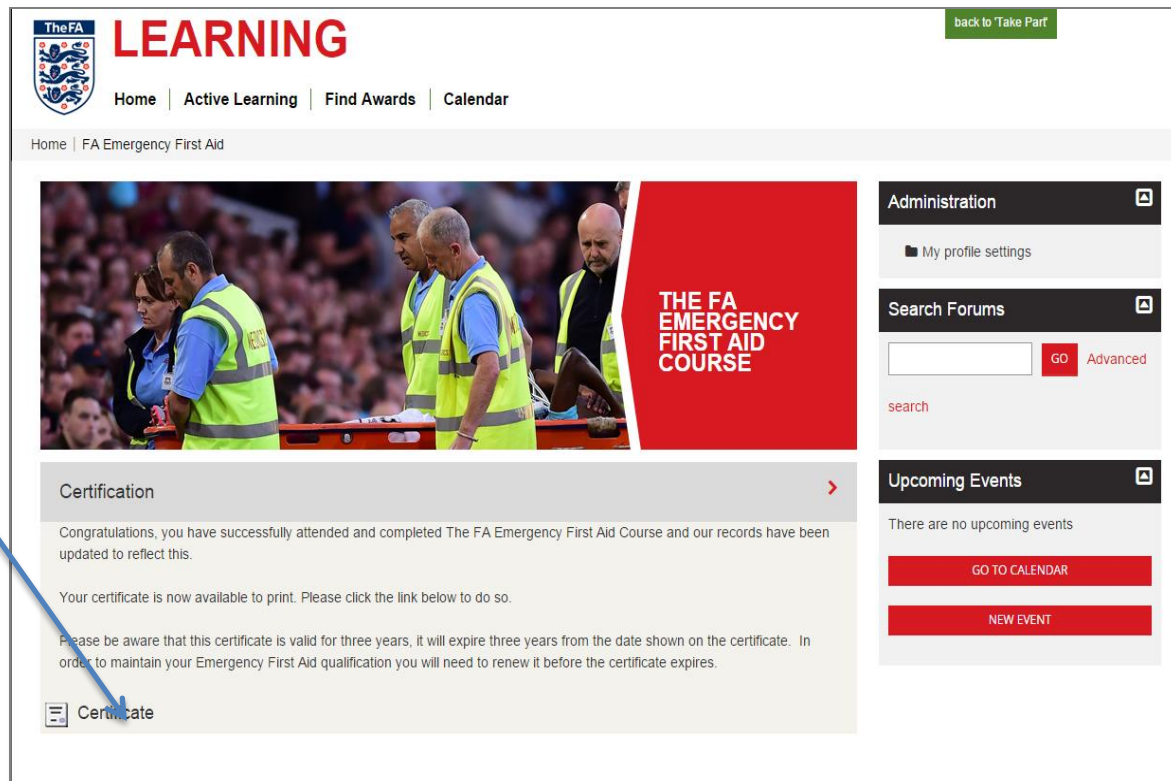
At the bottom, there is an 'Export in Excel format' dropdown and an 'EXPORT' button. A blue arrow points from the text on the left to the 'FA Emergency First Aid' row in the table.





# Finding Your Certificate

Now on the course page, follow the instructions and click “Certificate”. This will then take you to the page where you can print off your certificate.



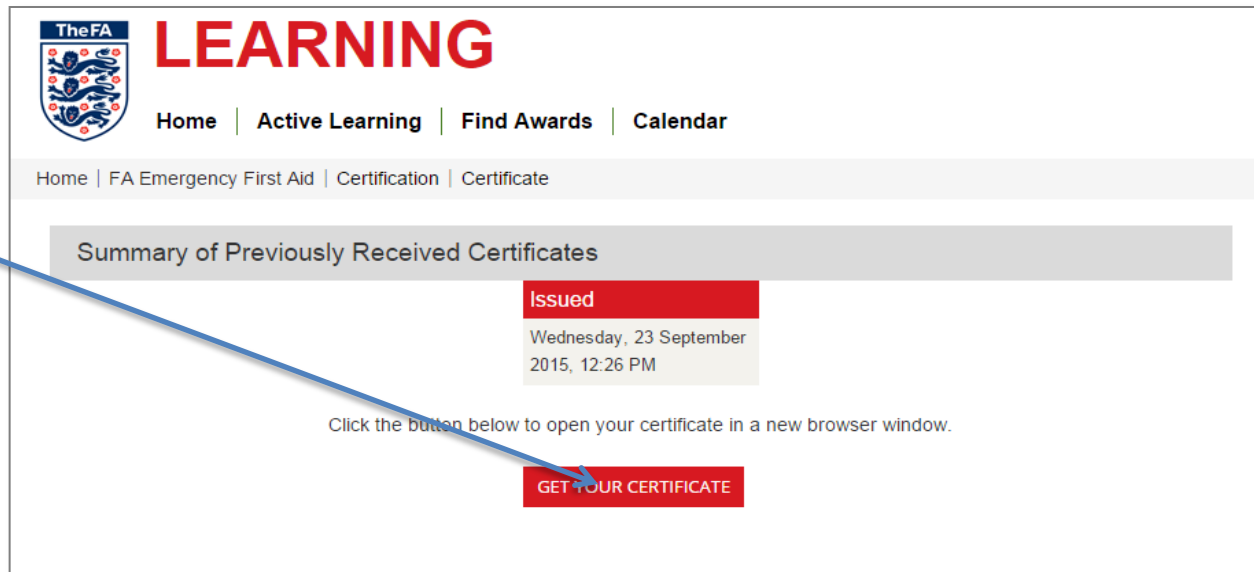
The screenshot shows the FA Learning website interface. At the top left is the FA logo and the word 'LEARNING' in large red letters. Below this are navigation links: 'Home', 'Active Learning', 'Find Awards', and 'Calendar'. A green button labeled 'back to Take Part' is in the top right. The breadcrumb trail reads 'Home | FA Emergency First Aid'. A main banner image shows several people in high-visibility vests, with a red overlay on the right that says 'THE FA EMERGENCY FIRST AID COURSE'. On the right side, there are three panels: 'Administration' with a 'My profile settings' link; 'Search Forums' with a search input field, a 'GO' button, and an 'Advanced' link; and 'Upcoming Events' with the text 'There are no upcoming events' and two red buttons: 'GO TO CALENDAR' and 'NEW EVENT'. The main content area is titled 'Certification' and contains the following text: 'Congratulations, you have successfully attended and completed The FA Emergency First Aid Course and our records have been updated to reflect this. Your certificate is now available to print. Please click the link below to do so. Please be aware that this certificate is valid for three years, it will expire three years from the date shown on the certificate. In order to maintain your Emergency First Aid qualification you will need to renew it before the certificate expires.' At the bottom of this section is a link with a document icon labeled 'Certificate'. A blue arrow points from the text on the left to this 'Certificate' link.



# Print Certificate

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To print your certificate click “Get Your Certificate”. This will then open in a new window ready for you to print.



The screenshot shows the 'The FA LEARNING' interface. At the top left is the FA crest logo. To its right is the word 'LEARNING' in large red letters. Below this is a navigation menu with links: 'Home | Active Learning | Find Awards | Calendar'. A secondary navigation bar contains: 'Home | FA Emergency First Aid | Certification | Certificate'. The main content area is titled 'Summary of Previously Received Certificates'. It features a table with one row: a red header cell 'Issued', and a light grey cell containing the text 'Wednesday, 23 September 2015, 12:26 PM'. Below the table is the instruction 'Click the button below to open your certificate in a new browser window.' and a red button labeled 'GET YOUR CERTIFICATE'. A blue arrow points from the text on the left to this button.

Issued
Wednesday, 23 September 2015, 12:26 PM

Click the button below to open your certificate in a new browser window.

[GET YOUR CERTIFICATE](#)

