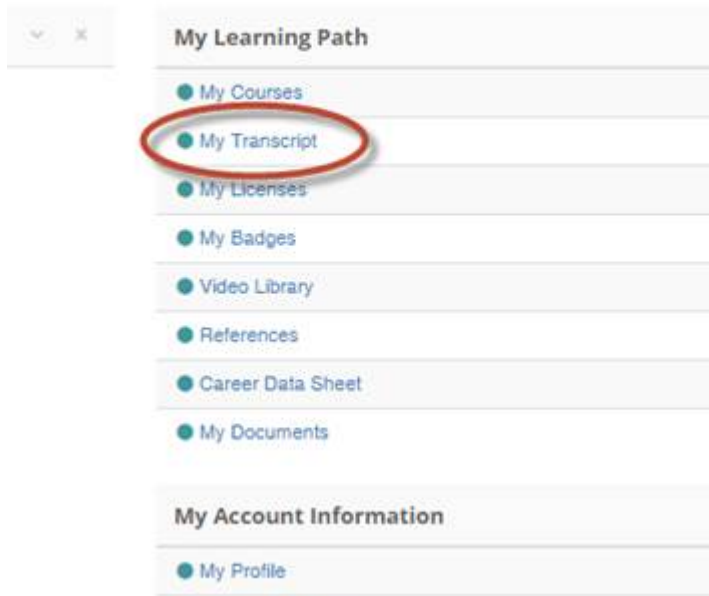




OSS Academy®

Instructions for Printing Certificates

1. Login to www.ossfirst.com
2. Certificates can be accessed from your Dashboard once a course is fully completed. On the right of the 3 circles you will see a link to “My Transcript”



3. This will open the list of all of your completed courses on our site. If you look under the course title you will see a link “View Certificate”

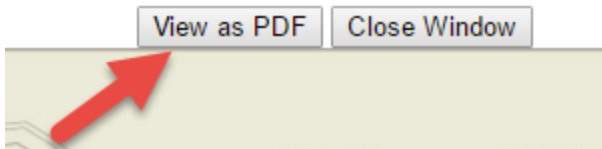
Course Information	
Arrest, Search, & Seizure #2108 (TCOLE) Package	
View Description Details View Certificate	
CourseNumber	2108
CourseVersion	2
CourseProvider	OSS Academy
Address	19018 Candleview Dr. Spring , TEXAS 77388
Phone Number	2812889190
Course Accreditation(s)	OSS Academy

- A new window will open with your certificate.

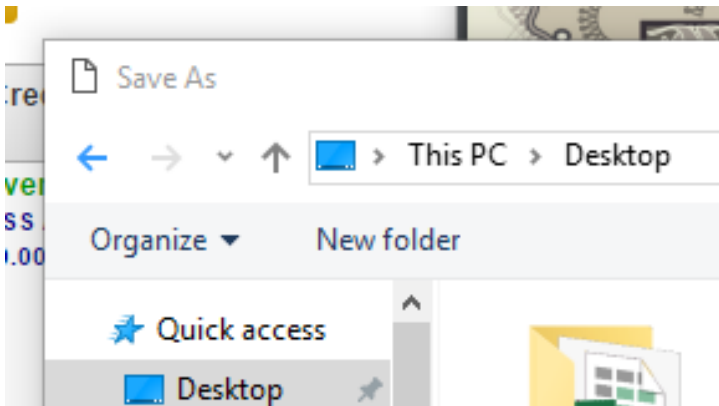
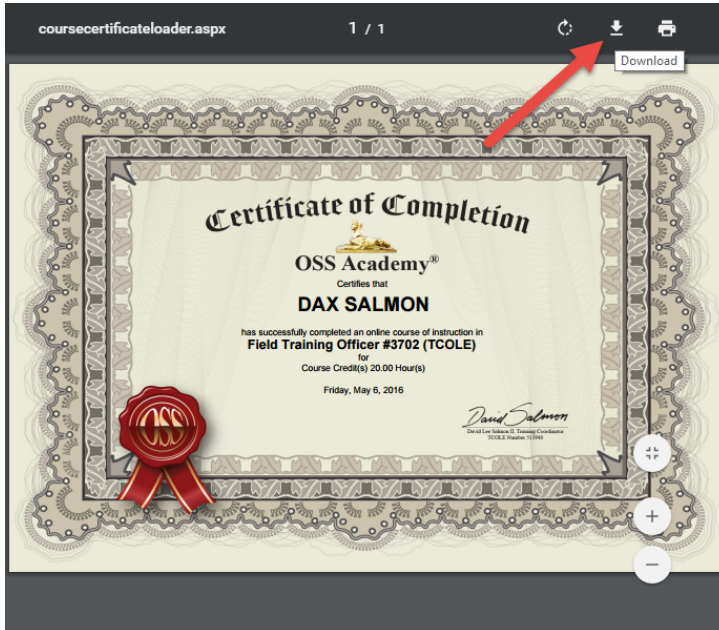


- At the top of the new window with your certificate, you will see two buttons: *View as PDF* and *Close Window*. Click the *View as PDF* button.

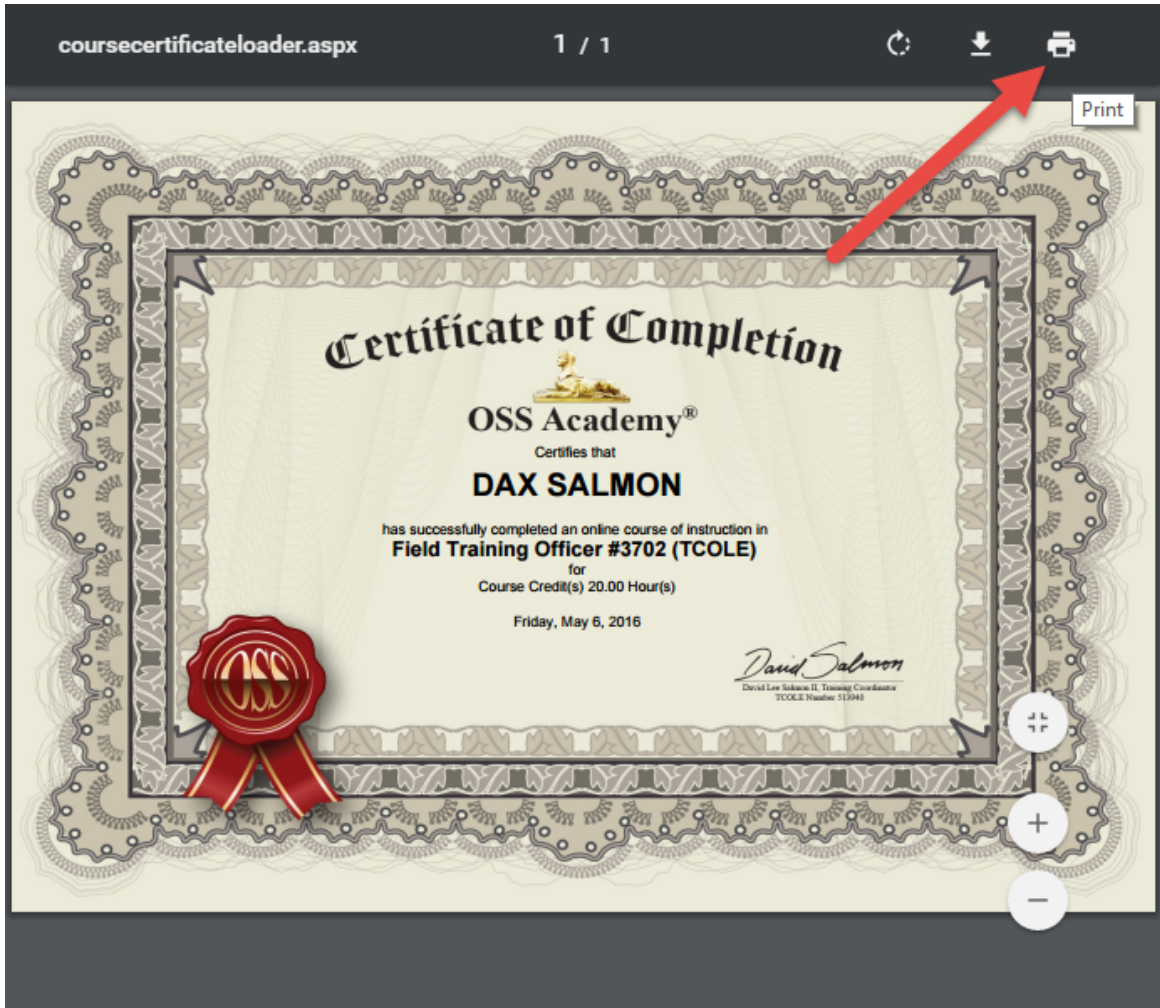
m/ets/LearningEngine/CourseCertificateViewer.aspx?cour
st.com/ets/LearningEngine/CourseCertifica



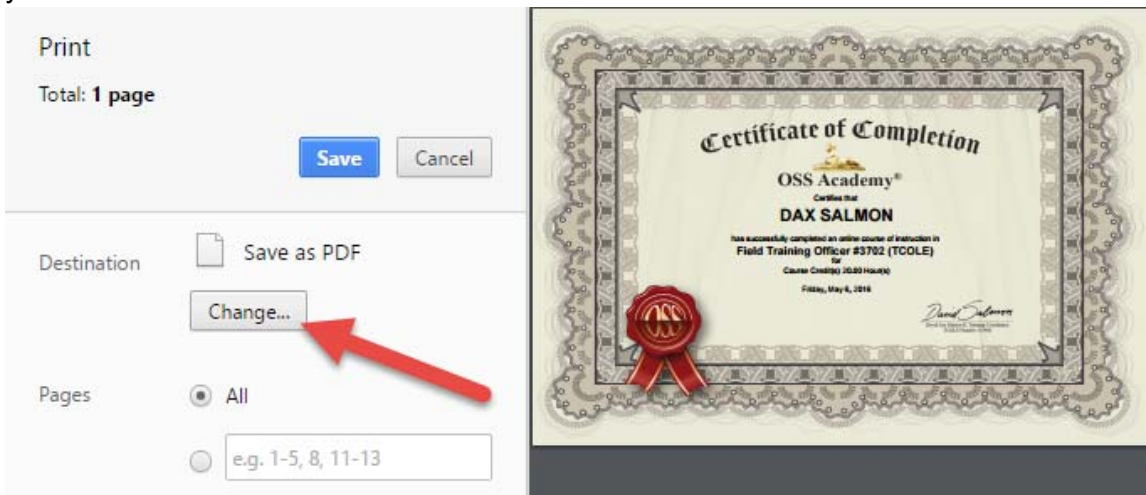
6. Upon clicking *View as PDF*, you will be redirected to the location where you can *Download a PDF* or *print your certificate*.
7. To download a PDF, select the *Download* button on the top bar, then select the location on your computer where you would like to save the PDF of your certificate.



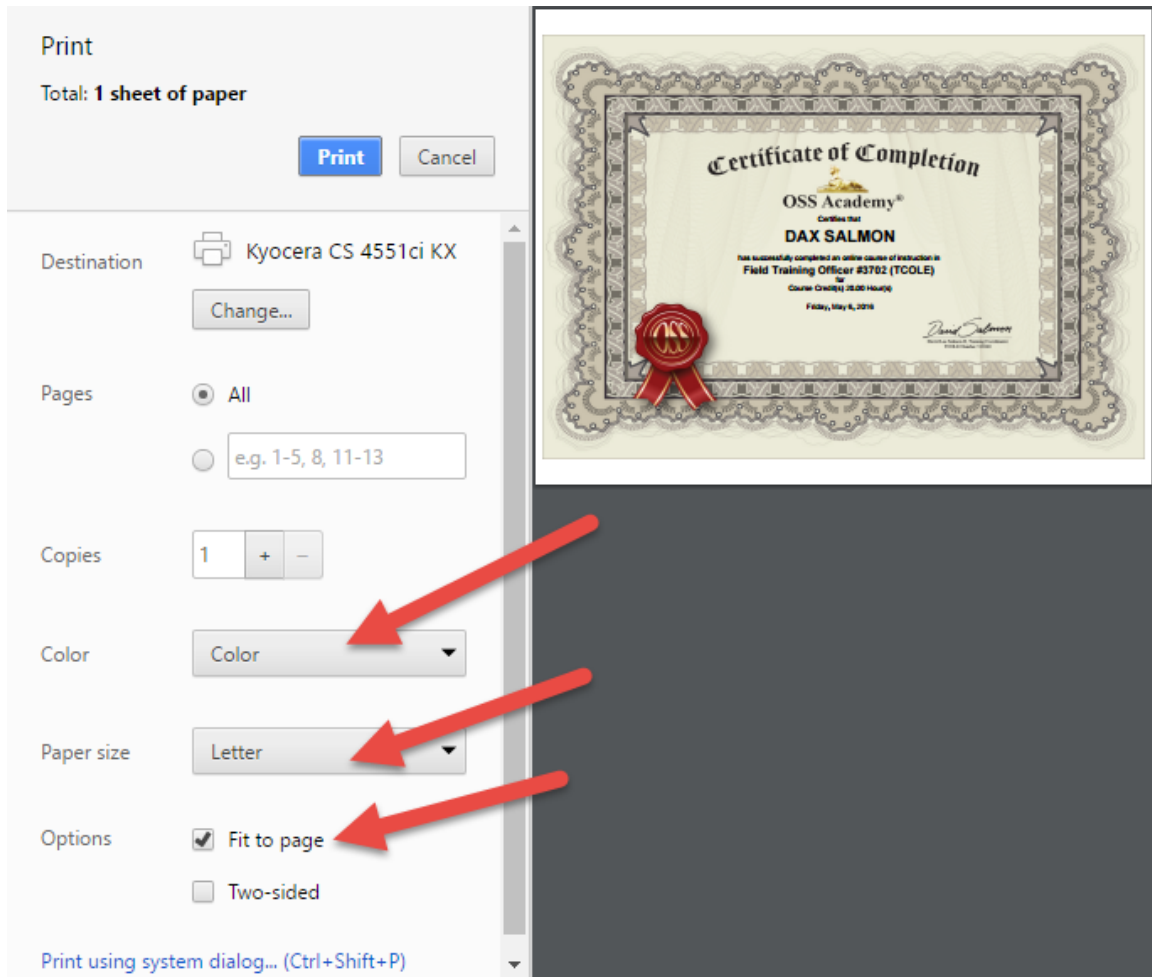
8. To print your certificate, select the *Print* button on the top bar of the certificate window.



9. Make sure you select your proper printing destination i.e., the printer you want to print your certificate to.



10. Make sure you select *Color*. Make sure the *Paper Size* is set to *Letter*. Make sure to select the *Fit to page* check box.



11. Click the *Print* button at the top.

