## How to get my course attendance or assessment certificate from the Digital Training Portal (TAS)

TAS holds your study records from the beginning of January 2023. For study completed prior to January 2023, please contact IT Training. On attending a course, filling a survey, or completing an assessment and depending on the course studied, the TAS system may automatically send you a certificate to your registered email address. This guide will help you to request a repeat certificate.

## Prerequisites

You must have attended an IT Training course or successfully completed an assessment.

You must be logged into your registered and verified TAS account. If you need help logging into TAS please review the help guide <u>Digital Training</u> <u>Portal (TAS) - How to login</u>

## **Opening your User Profile**

When you have logged into the Digital Training Portal (TAS), your name will be displayed on the left menu bar within the User Profile.



Click the **My Learning** then the **My History** menu option to display a drop list menu.



Click the **Certificates** option to open your Certificate History page.

Monk Brinson Certificate History		
Role Name	Completed on	
eCare ED Admin	29 May 2025	(Click to view your certificate)
eLearning Name	Passed on	
Bluespier Account Request Form	10 February 2025 at 09:58:50 am	(Click to view your certificate)
BSOTS	10 February 2025 at 10:06:50 am	(Click to view your certificate)
CareVue Doctor	04 November 2024 at 10:00:37 am	(Click to view your certificate)

All available certificates are displayed for the three study categories; Role, eLearning and Course.

Each study category lists the certificates in alphabetical order of topic (some Roles, eLearning and Courses may not provide certificates).

Click the topic row to view the certificate.



To download a PDF copy of your certificate for your records, click the **Save** button.



This will download a file to the Downloads folder of your PC.

Please note that although TAS stores your certificates, IT Training do not setup accounts. Account creation is done by different teams.

Online URL: <u>https://elearning.cornwall.nhs.uk/site/kb/article.php?id=316</u>