TAS - Get my certificate

How to get my course attendance or assessment certificate from 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

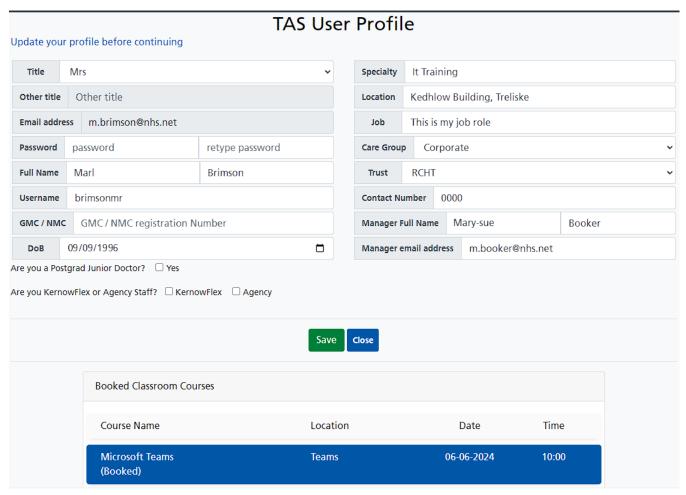You must have attended an IT Training course or successfully completed an assessment.

You must be logged into your registered and verified TAS account. If you need help logging into TAS please review the help guide TAS - How to login

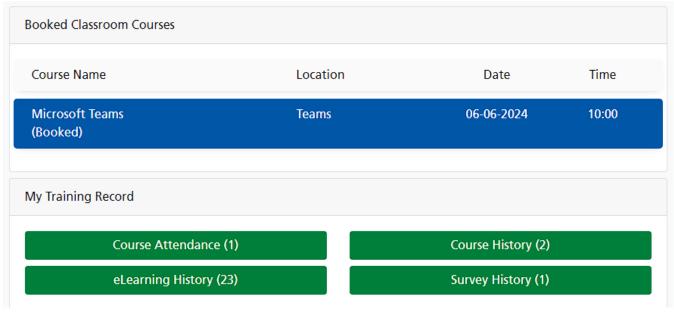### Opening your User Profile

When you have logged into TAS, your name will be displayed on the top menu bar.

Click your name to display a drop list menu.

Click the **User Profile** option to open your TAS User Profile page.

Scroll the user profile page down to your student training record.

By default any future courses you have booked are displayed in the 'Booked Classroom Courses' panel.

The My Training Record will contain buttons where you can access a summary of your course attendances, course history, eLearning history and your survey history. Each button will display the number of courses in the summary.

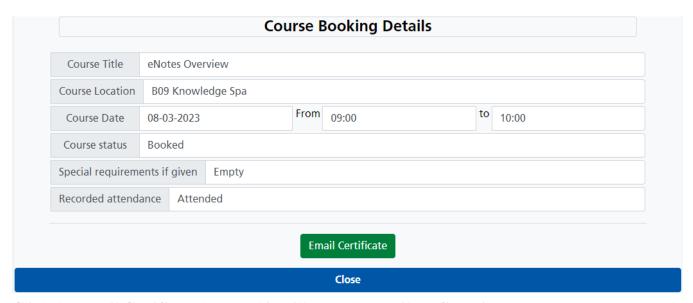# Obtaining your course attendance certificate

Click the Course Attendance button to open your classroom attendance history.

Course Attendance (1)

All attended classroom courses including those delivered by Teams will be recorded on this page.

Marl Brimson Classroom Attendance History   Close

Course Name	Location	Date	Time
PAS Outpatient **Attendance: Attended**	B10 Knowledge Spa	21-05-2024	09:00

Click the required attendance to open the Course Booking Details page.

Course Booking Details

Course Title	eNotes Overview
Course Location	B09 Knowledge Spa
Course Date	08-03-2023 **From** 09:00 **to** 10:00
Course status	Booked
Special requirements if given	Empty
Recorded attendance	Attended

Email Certificate

Close

Click the Email Certificate button, this will open the email confirmation.

WARNING

Please click the Email button if you wish to email the course certificate to the student.

Email Certificate

Close

Click the Email Certificate button to confirm you want to send the email.

WARNING

Your course certificate has been emailed.
If you haven't received your emailed certificate, please check your email client spam/junk folder.

Close

Once the notification is displayed, open your email client for example NHS Mail, to access your certificate.

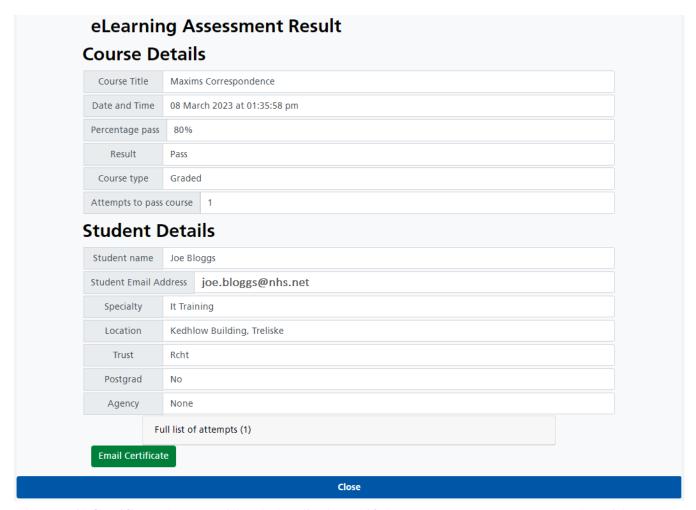## Obtaining your assessment certificate

Click the eLearning History button to open your eLearning history.

eLearning History (23)

Marl Brimson eLearning History			Close
Course Name	Last attempt	Attempts	Result
Galaxy Booking Module	26 March 2024	1	Failed
Birth Notification Application	24 October 2023	5	Passed
eRostering (HealthRoster)	01 August 2023	1	Passed
Realtime Bed Management and PAS Tracer	01 August 2023	13	Passed
EPMA - View Only	11 April 2023	1	Failed
Datix Request Form	13 February 2023	1	Passed
Datix Request Form	03 June 2024 at 11:41:32 am	1	Passed

All completed assessments are recorded on the eLearning History page.

Click the eLearning assessment course title to open the eLearning Assessment Result page.

eLearning Assessment Result

Course Details

Course Title	Maxims Correspondence
Date and Time	08 March 2023 at 01:35:58 pm
Percentage pass	80%
Result	Pass
Course type	Graded
Attempts to pass course	1

Student Details

Student name	Joe Bloggs
Student Email Address	joe.bloggs@nhs.net
Specialty	It Training
Location	Kedhlow Building, Treliske
Trust	Rcht
Postgrad	No
Agency	None

Full list of attempts (1)

Email Certificate

Close

The Email Certificate button will only be displayed if there are any assessment results with a PASS status for this course.

Click the Email Certificate button, this will open the email confirmation.

WARNING

Please click the Email button if you wish to email the course certificate to the student.

Email Certificate

Close

Click the Email Certificate button to confirm you want to send the email.

Once the notification is displayed, open your email client for example NHS Mail, to access your certificate.

The certificate emails and your email application

The certificate will be sent to your email client, open your email application.

Subject	Correspondents	Date ⌄
✦ Certificate for Maxims Correspon...	Cornwall IT Training	08:12
Certificate for eNotes Overview	Cornwall IT Training	08:09

Click to open your certificate email.

----------------------- CERTIFICATE BELOW -----------------------

NHS
One + all | we care
Royal Cornwall Hospitals
NHS Trust

CERTIFICATE OF LEARNING

Is hereby awarded to:

Joe Bloggs

For successfully completing
eNotes Overview

On 08-03-2023

Issued by:
Cornwall I.T. Services, IM&T Training Department, Kedhlow Building, Royal Cornwall Hospital, TR1 3LJ

----------------------- CERTIFICATE ABOVE -----------------------

You can print or save your certificate for your records.

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

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