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

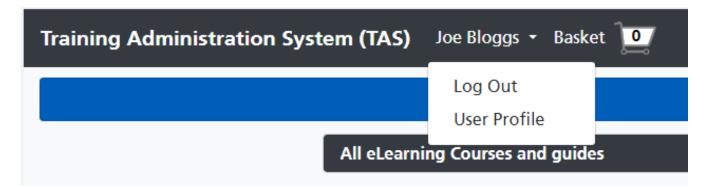
You must have attended an IT Training course or successfully completed an assessment.

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

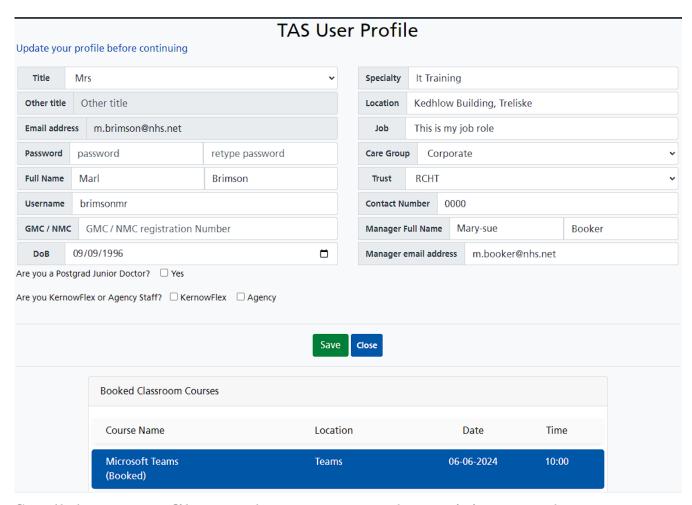
Opening your User Profile

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.

ooked Classroom Courses			
Course Name	Location	Date	Time
Microsoft Teams	Teams	06-06-2024	10:00
(Booked)			
(Booked) My Training Record Course Attendance (1)		Course History (2)	

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

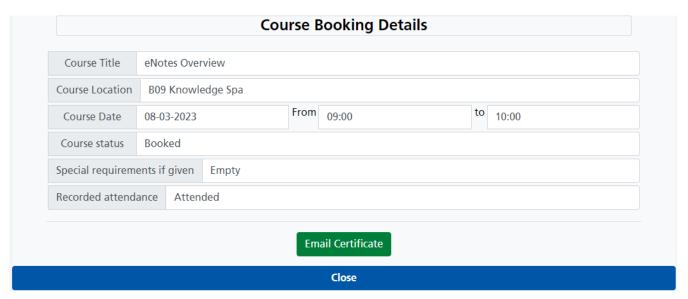
Click the Course Attendance button to open your classroom attendance history.

Course Attendance (1)

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

Marl Brimson Classroom Attendance History					
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.



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



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.

Obtaining your assessment certificate

Click the eLearning History button to open your eLearning history.

eLearning History (23)



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

	Maxims Correspondence			
Date and Time	08 March 2023 at 01:35:58 pm			
Percentage pass	80%			
Result	Pass			
Course type	Graded			
Attempts to pass	s course 1			
Student Details Student name Joe Bloggs				
Student Email A	ddress joe.bloggs@nhs.net			
Student Linan A				
Specialty	It Training			
	It Training Kedhlow Building, Treliske			
Specialty				
Specialty Location	Kedhlow Building, Treliske			
Specialty Location Trust	Kedhlow Building, Treliske Rcht			

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.



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.



One + all | we care



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 setup accounts. Account creation is done by different teams. Online URL: https://elearning.cornwall.nhs.uk/site/kb/article.php?id=316