

# 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.



Log Out

User Profile

All eLearning Courses and guides

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

### TAS User Profile

Update your profile before continuing

<b>Title</b>	Mrs ▾	<b>Specialty</b>	It Training
<b>Other title</b>	Other title	<b>Location</b>	Kedhlow Building, Treliske
<b>Email address</b>	m.brimson@nhs.net		
<b>Password</b>	password	retype password	
<b>Full Name</b>	Marl	Brimson	
<b>Username</b>	brimsonmr		
<b>GMC / NMC</b>	GMC / NMC registration Number		
<b>DoB</b>	09/09/1996		
		<b>Job</b>	This is my job role
		<b>Care Group</b>	Corporate ▾
		<b>Trust</b>	RCHT ▾
		<b>Contact Number</b>	0000
	<b>Manager Full Name</b>	Mary-sue	Booker
	<b>Manager email address</b>	m.booker@nhs.net	

Are you a Postgrad Junior Doctor?  Yes

Are you KernowFlex or Agency Staff?  KernowFlex  Agency

Save

Close

#### Booked Classroom Courses

Course Name	Location	Date	Time
Microsoft Teams (Booked)	Teams	06-06-2024	10:00

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

Booked Classroom Courses

Course Name	Location	Date	Time
Microsoft Teams (Booked)	Teams	06-06-2024	10:00

My Training Record

Course Attendance (1)      Course History (2)

eLearning History (23)      Survey History (1)

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.



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 \(23\)](#)



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 -----



**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>