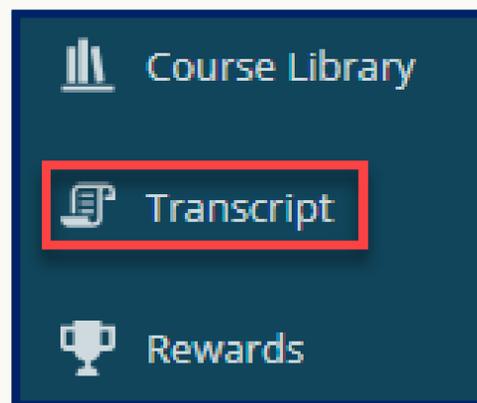# HOW TO PRINT TRANSCRIPTS AND CERTIFICATES IN RELIAS

1 To access the Optum Idaho Relias Website use this link to login:
Optum Idaho Relias Learning

Select the transcript button located in the overview **2**

| Course Library |
| Transcript |
| Rewards |

3 The Print Transcript button is located on the top right corner of the page

Print Transcript

Selecting this button will generate a document that can be printed or saved

How do I print a certificate? **4**

Select the certificate icon located under the course title to open the Print Certificate page

Skills for Effective Communication
1 hour

5 Print Certificate
Email Certificate
Download Certificate

Select the certificate type, fill out the applicable fields and PRINT!

This will print each certificate available. You can also deselect certificates by selecting the ☒

For more information and tutorials visit
Licenses & Certifications Guide (relias.com)

Optum