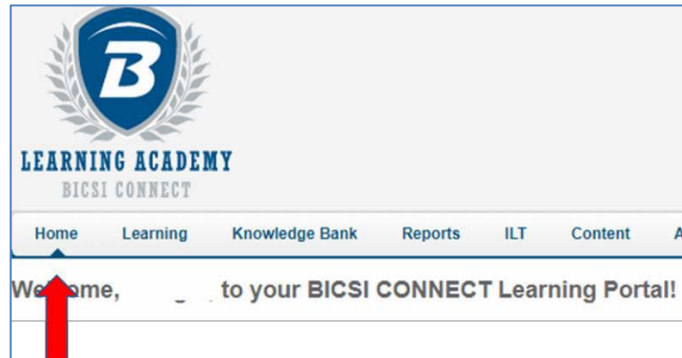


How to Access Certificates

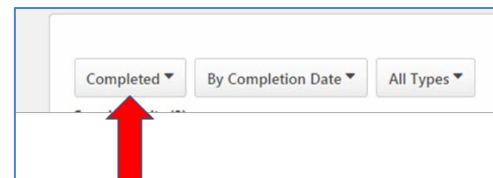
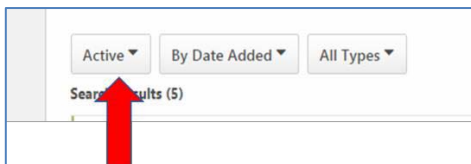
Step 1 On your home page in BICSI Connect, hover over your name. Click on Universal Profile from the drop-down menu.



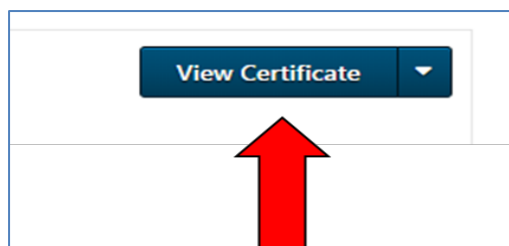
Step 2 Click on Transcript



Step 3 Change Active to Completed using the drop-down menu.



Step 4 Click on the View Certificate box for the appropriate course. The certificate will open in a new window.



Be sure your pop-up blockers are disabled to allow the certificate to open.