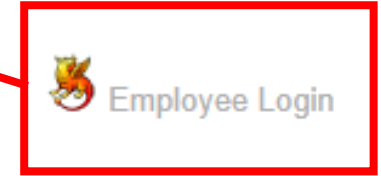

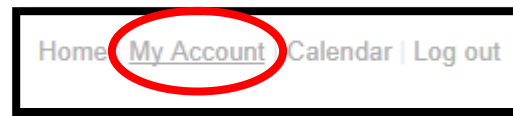


# University of Idaho GoSignMeUP! Course Completions and Accessing Certificates

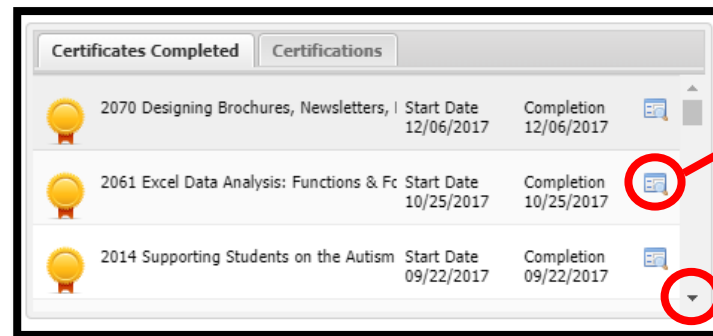
1. Click “Employee Login” and enter your UI username and password.









2. Click “My Account” to access your employee dashboard. (If you are a UI supervisor, you may be first be prompted to select your role. Click the “Employee” icon (  ) when presented with the choice to view your personal training records.)



2. Scroll down to the “Certificates Completed/Certifications” section of your employee dashboard to review your completed trainings.



	Certificates Completed	Certifications
	2070 Designing Brochures, Newsletters,	Start Date 12/06/2017 Completion 12/06/2017 
	2061 Excel Data Analysis: Functions & Fc	Start Date 10/25/2017 Completion 10/25/2017 
	2014 Supporting Students on the Autism	Start Date 09/22/2017 Completion 09/22/2017 



Click the review icon to view a copy of a specific course completion certificate. You can then download a digital copy or print out for your records.



Use the scroll bar to navigate through your completed courses.

If you encounter any difficulties with logging into your GoSignMeUp! account or in retrieving your training records, please contact the Professional Development and Learning office’s training coordinator at [pdl@uidaho.edu](mailto:pdl@uidaho.edu) or (208) 885-2323.