



Association for  
Talent Development

2015

# ATD Learning Portal Job Aid

Print a Certificate

6/26/2015

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## 1. Log in to the Learning Portal.

Go to [courses.td.org](https://courses.td.org) and login using your ATD credentials. If you are not already signed into td.org, you will be asked to sign in. If you do not have an account or do not remember your password, follow the links below the sign in button for help.



## Sign In

Please sign in using your account email address or username to experience the full ATD website.

Email Address or Username

*Username is required.*

Password

*Password is required.*

**Sign In**

**New to ATD?**

**Create an account today!**

Don't have an ATD Account?

Trouble signing in?

Already an ATD customer without a web account?



## 2. Find the Access My Transcript link on your home page.

**atd** Learning Portal Education

Welcome ATD Learner | [My Profile](#) | [Sign Off](#)  
**1.866.243.9164**

Home My Courses ATD Catalog Community Help Chat Contact Us FAQs

### Welcome ATD Learner

Thanks for choosing ATD Education!

Currently enrolled in a program?  
Program materials are available two to three weeks before your first day.  
Click the Launch Course button to get started!

#### QUICK LINKS

- [View All My Courses](#)
- [Access My Transcript](#) ←
- [Check My Credits Summary](#)
- [Reprint a Certificate](#)
- [Get Answers to Frequently Asked Questions](#)
- [Learn More About ATD Education](#)

### MY COURSES

#### Training Certificate

4/27/15 - 4/29/15 8:30 am - 4:30 pm Los Angeles (El Segundo),CA [Launch Course](#)

[View All My Courses](#)

### SEARCH ALL COURSES

Search by Title, Description and/or Keyword... [Search](#)

Or view by: Role Area of Expertise

Delivery Method [View](#) [Advanced Search](#)

### POPULAR COURSES

**atd** **CERTIFICATE PROGRAM** [Facilitating Synchronous Learning Certificate](#)  
More and more organizations are using synchronous training platforms such as WebEx, Adobe Connect, and others to deliver live, online learning to remote groups of participants. Participants will learn to maximize the engagement of remote participants and manage the logistics of facilitating synchronous learning. [Learn More](#)

**atd** [Essentials of Experiential Learning and Simulations](#)

### 3. Find your certificate in the list and click the certificate link.

Make sure you have selected the correct year for your transcript. To see any programs for which you are currently enrolled, but not completed, select the Enrolled link. To see a summary of credits earned, select the Credits link.



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[Enrolled](#) [Transcript](#) [Credits](#)

Transcript for year

Title	Time	Completion	Start Date	End Date	Credit(s)
Designing Learning Certificate <a href="#">View Details</a> <a href="#">Launch Course</a> <a href="#">Discussions</a> <a href="#">Certificate</a>	00:00:00	Completed	4/30/15	7/11/15	CEU: 2.1 CPLP: 21.0 HRC: 21.0

### 4. View your certificate.

Use the “save” and “print” options in the floating toolbar to save or print your certificate. You may also use the save and print options in your web browser.



**Certificate of Completion**

**Presented to**  
*ATD Learner*

who has successfully completed the ATD  
Designing Learning Certificate

on this date July 6, 2015

2.1  
CEUs

*Tony Bingham*  
Tony Bingham  
President & CEO, ATD

HRCI Program Code: 231638  
This program may be eligible  
for up to 21.0 CPLP recertification points.

Certificate ID #: c10781 ee243b4e1 8aef4c48050054e44

061114.0010

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### **5. Not seeing your certificate listed?**

- Have you met the attendance requirements for the program? Both [face-to-face programs](#) and [online programs](#) have attendance policies.
- Did you complete the post-course evaluation ([see related job aid](#))?
- Please note that it may take 24-48 hours for your attendance to be marked in the system.