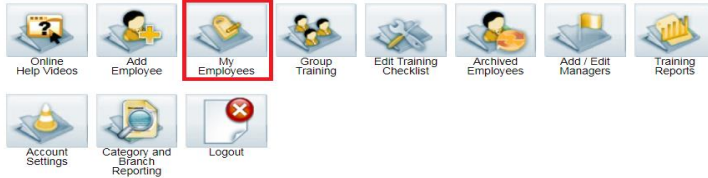# eWorkplace Training

HOW TO PRINT EMPLOYEE DIPLOMAS

Once you log into the system, you can print diplomas by following these instructions:

Click on the "**My Employees**" icon.

Scroll down your employee list to the employee you want to print the diploma for. If they have completed the training, the icon(s) under their name will be yellow. If they have not completed or passed the training the icon will be green.

If the employee completed Transportation of Dangerous Goods, the icon will have an option to print a separate certificate underneath.

Select "**Print *Employee's Name* Training Diploma**" and you can choose a Normal (full size page) or Wallet size to print.

To print employee's diplomas, you may need to change the settings for your page setup on your computer.

Thank you for ordering with,

eWorkplace Training

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