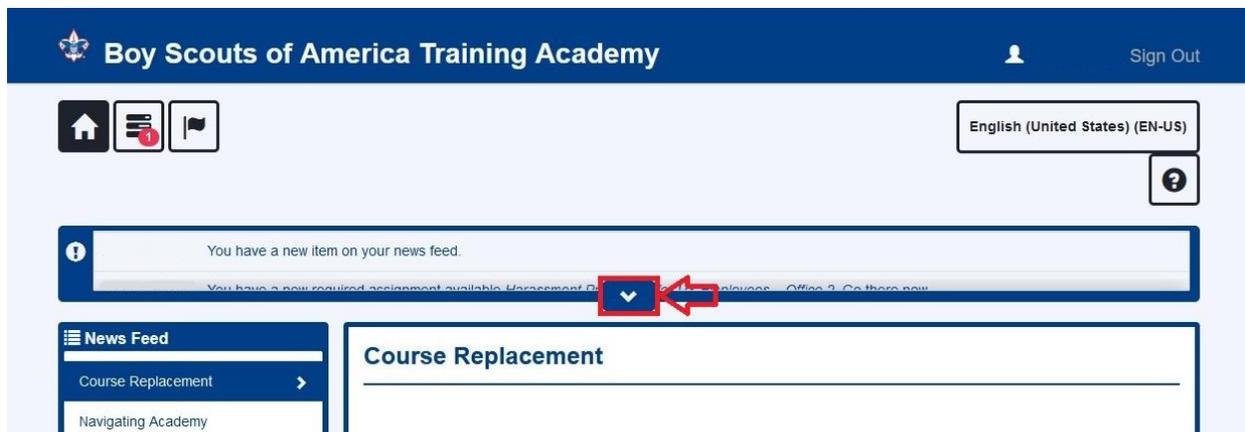


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1. Go to the BSA's [Skillsoft Compliance](#) portal. You can access the correct portal with that link, through your Unlawful Harassment Workbright form, or with the URL below.
 - a. URL:
`https://www.skillsoftcompliance.com/Academy/Commonui/login.aspx?ReturnUrl=%2facademy%2fDefault.aspx%3fOrgID%3d551502%26ContentPane%3dLogin&OrgID=551502&ContentPane=Login`
2. Enter your username and password and log in.
3. Look for a blue box with an ! on the left hand side. Click the down arrow at the bottom of that box.

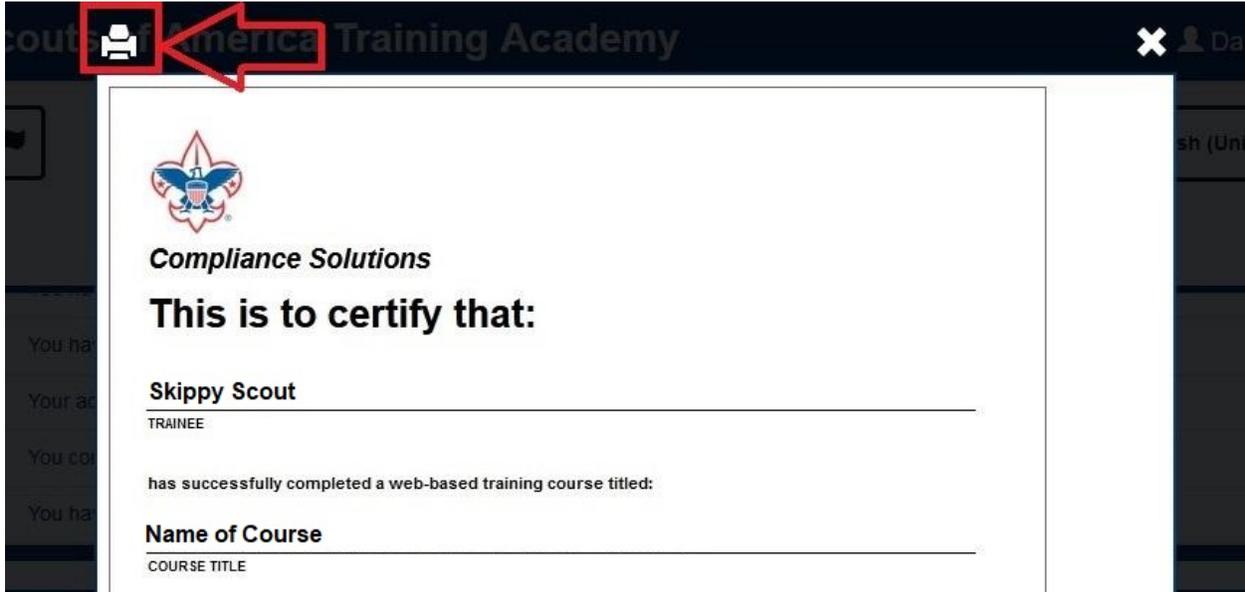


4. Scroll down until you see an entry that reads, **You completed *Harassment Prevention for US Employees – Office 2*. View Certificate**.
5. Click **View Certificate**.

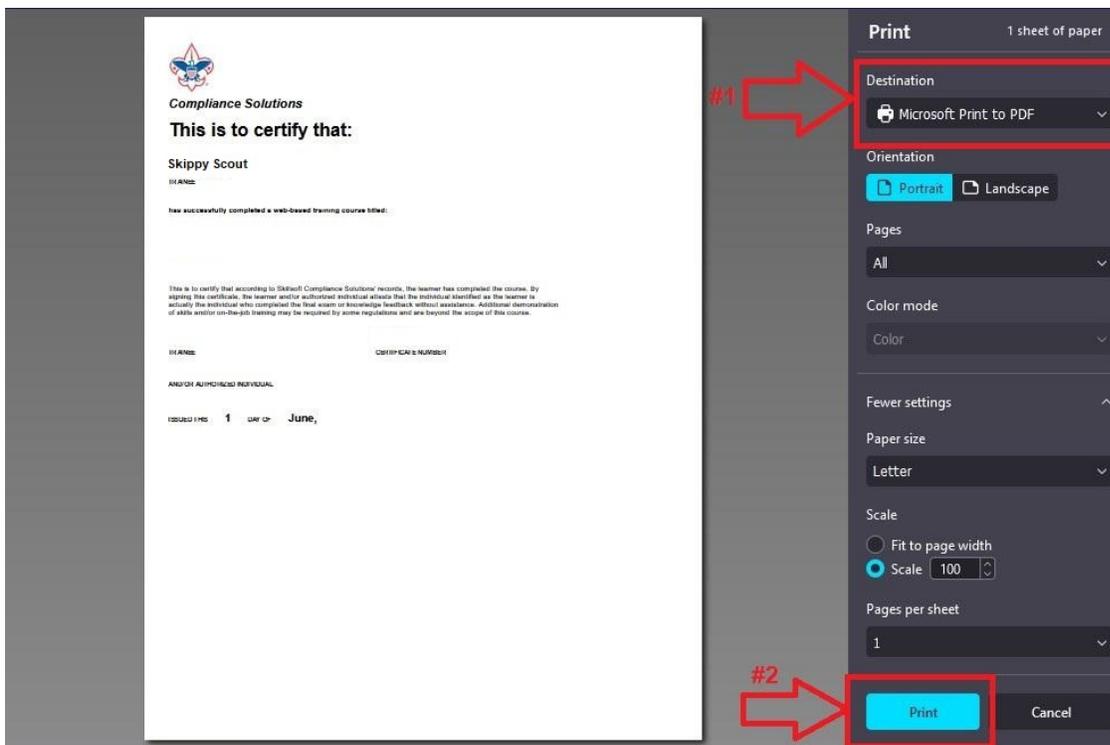


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6. Click the **printer icon** in the upper left of the pop up that appears.



7. The print menu will now appear. Click the **Destination** drop-down menu in the upper right corner and scroll down to select **Microsoft Print to PDF**.
8. Click **Print**.



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9. Save your certificate to your desired location with a descriptive name, e.g., “Skippy_Unlawful_Harassment_Certificate”.

