Downloading Skillsoft Compliance Certificates Guide

- 1. Go to the BSA's <u>Skillsoft Compliance</u> 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%26Conte ntPane%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.

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



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".

