



This PDF is generated from authoritative online content, and is provided for convenience only. This PDF cannot be used for legal purposes. For authoritative understanding of what is and is not supported, always use the online content. To copy code samples, always use the online content.

# Performance DNA Administrator Guide

Recalling Awarded Certificates

5/7/2025

## Recalling Awarded Certificates

If a user has achieved the required pass mark, the certificate will be presented automatically upon completion and can be printed, if necessary, as a record of achievement. If a printer is not available or there is only a requirement to store it electronically, it will be saved within the user's **My Certificate** page for viewing at any time.

A list of assessments that the user has successfully completed is visible in the **My Certificate** page. To view a certificate, click an assessment name and all of the associated certificates will be displayed along with the date and time they were awarded.

Click the certificate to open and prepare it for printing.

**MY CERTIFICATES**

Select an assessment that you have a certificate for, then click the certificate to view/print it.

Assessments	Certificates
Assessment 1	Certificate 1 - 14/12/2015 15:31:39

Show certificate