

## How to download your certificate from the LMS

Certificate is only accessible if you have done the following.

1. Completed all self learning modules.
2. Taken all the Live/Virtual Classes
3. Completed the Assessment with Passing Marks
4. Completed the Survey post completing the training.

## Steps to access your certificate.

1. Login to the CogentSteps Site. <https://cogentsteps.net/>
2. Once logged in, in My learner Account, click on Online Training to access the LMS.

Dashboard

Purchase History

Online Training

Account Details

Account Addresses

Payment Methods

Logout

Hello **Learner Account** (not **Learner Account**? [Log out](#))

From your account dashboard you can view your [recent orders](#), manage your [shipping and billing addresses](#), and [edit your password and account details](#).

**From here, you can review:**

- Order history and your purchases from Cogent Steps.
- Access your online courses and online training modules
- Pick-up where you left off with an online course or online training module
- Review and update your Account Details
- Review and update your Billing Details
- Review and update you saved Payment Methods
- And logout of your account

If you should have any questions, please review our [Frequently Asked Questions](#) page. If you don't find your answers there, please do not hesitate to [contact us](#) for technical support.

3. Upon landing to the LMS, click on Certificate Menu.

COGENT STEPS

Dashboard

Courses

Course

Certificate

Reports

Enrolled Course List

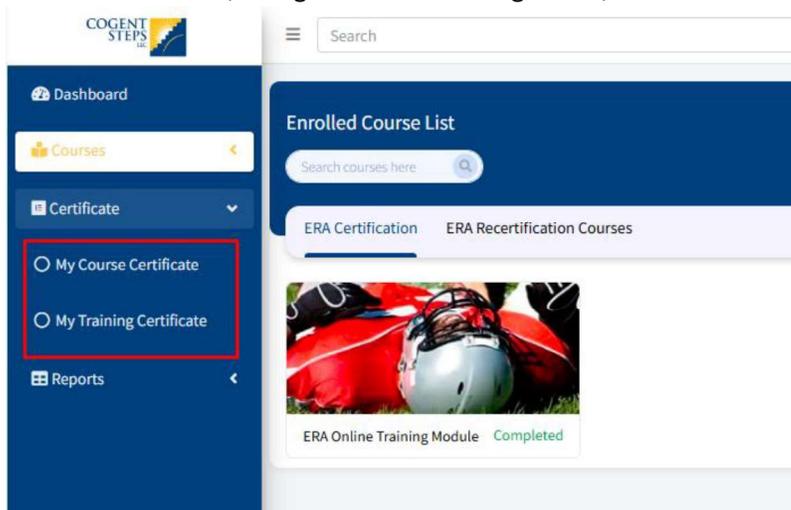
Search courses here

ERA Certification

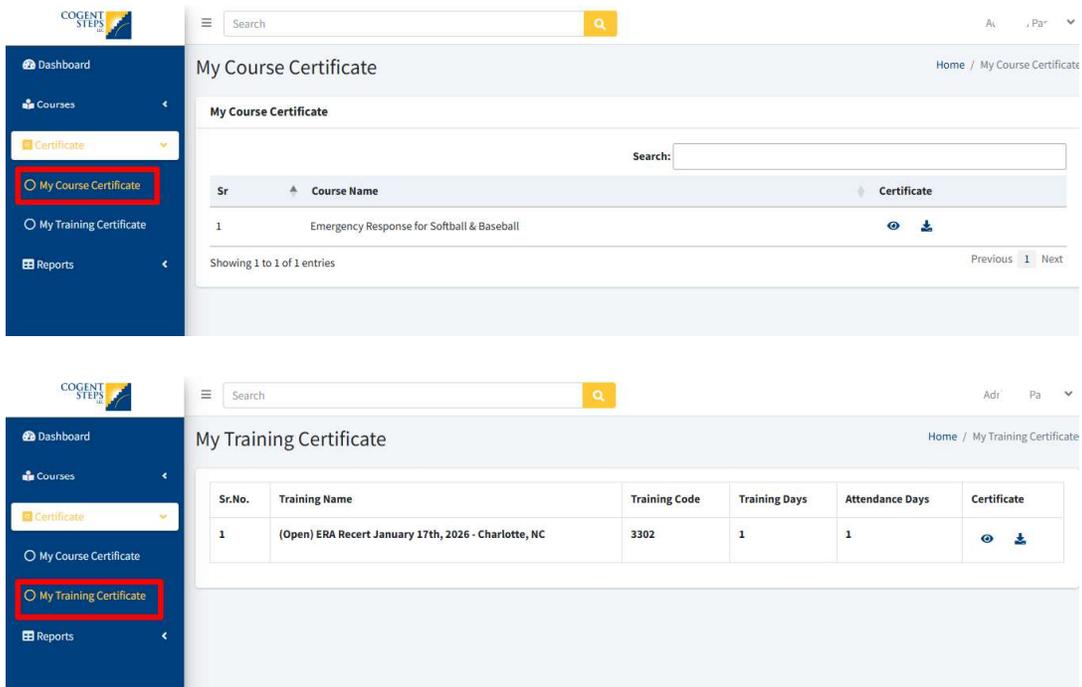
ERA Recertification Courses

ERA Online Training Module **Completed**

4. There are two types of certificate.
  1. Course Certificate – This you will get in case of ERA Recertification “Upon Completing Immersive Chapter” or completing “Other Online Courses”.  
Note: This is not Applicable for “ERA Online Training Module”
  2. Training Certificate – You will get this certificate on successful completion of ERA and ERA Recert Live Classes, along with Self Learning Portal, Assessment and Survey.

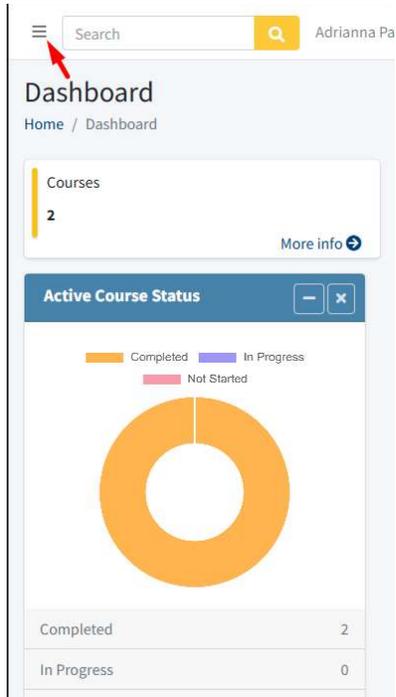


5. To Access the certificate, click on each menu to download the certificate.



## In case of Mobile Phone or Tablet

### 1. Click on Hamburger Icon



### 2. Go to Certificate Menu and Download the certificate.

