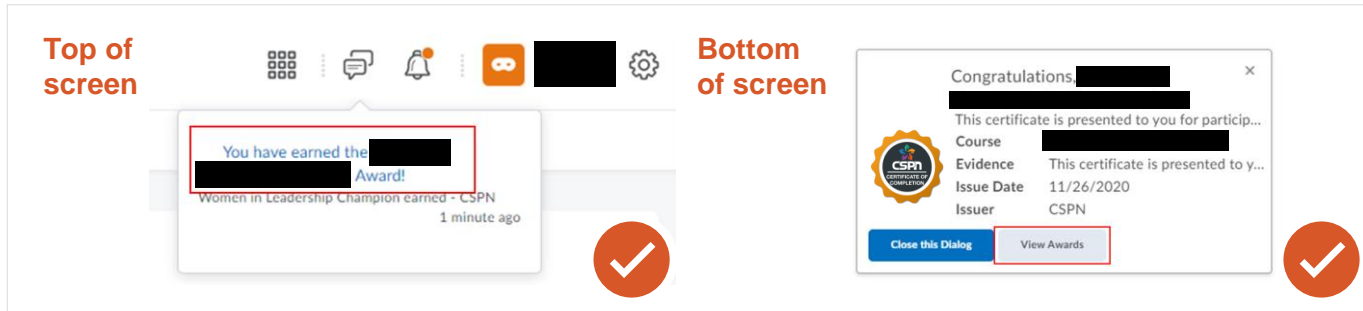


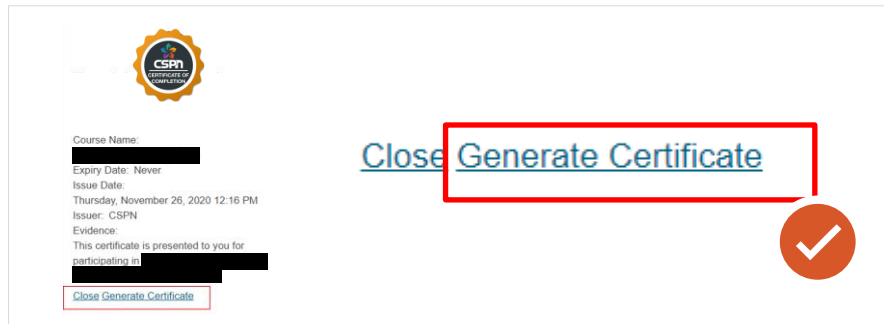
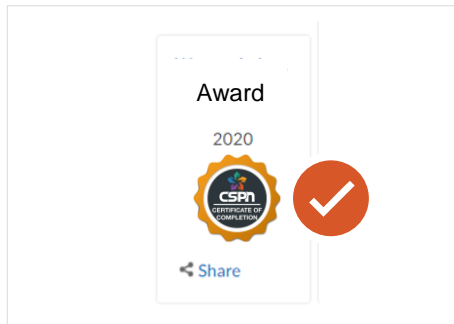
# Download your CSPN Certificate of Completion

- 1 Log into your **CSPN Brightspace account** and select the course you've completed. Login with your username (firstname.lastname) and password.
- You will see a notification in 2 areas:
    - Top of screen** – Under the Message icon
    - Bottom of screen**
  - To access your award/certificate, click on the link/button “You have earned the Award” or “View Awards” highlighted in the red box

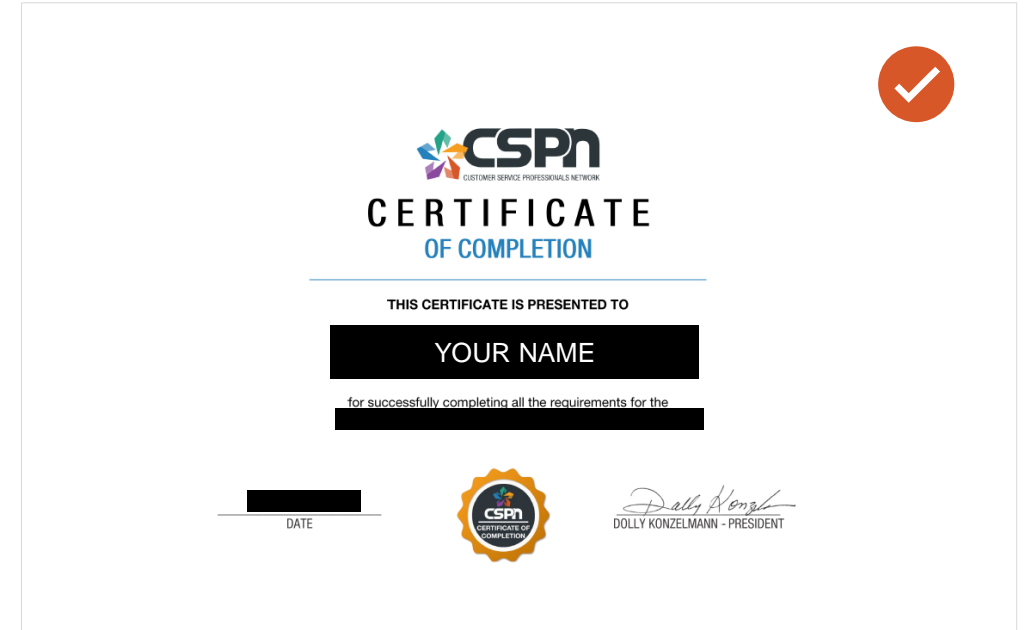


- 2 A window will pop up, click on the CSPN image

- 3 A new window will pop up. To download your certificate, click on “Generate Certificate”



- 4 Here is a sample of the certificate.



- 5 Save a copy of your certificate to your desktop/device or print.

