

How to access your certificate in Litmos:

NWCOA Staff will be mailing you a paper certificate. However, if you would like to access your online certificate, please log in to nwcoa.litmos.com.

Once logged in to Litmos, please go to your Home page by clicking on Home in the top left corner.

Once on your home page, click on COMPLETED, then the course you would like to access the certificate for.

The screenshot shows the SAP Litmos Home page. At the top, there's a navigation bar with 'Home', 'Content Library', 'Achievements', 'Live Sessions', and 'Instructor'. Below this is a dashboard with three circular progress indicators: 'To do' (1), 'Overdue' (0), and 'Completed' (1). A calendar for July 2020 is visible on the right. The 'COMPLETED' tab is highlighted in green. Below the dashboard, there's a search bar and a list of courses. The 'NWCOA Rodent Standards Test' course is highlighted with a green border, showing a 100% completion progress bar.

Once in the course, click ACHIEVEMENTS, and then on Download Certificate.

The screenshot shows the SAP Litmos course page for 'NWCOA Rodent Standards Test'. The page features the course logo, a description of the course, and a '100%' completion indicator. The 'ACHIEVEMENTS' tab is highlighted in green. Below the course information, there's a section for 'NWCOA Rodent Standards Test' with a 'Download certificate' button highlighted in green.