

View/Print Your Certificate

1. From the Learn menu, select Training Schedule.
2. Select Completed registrations from the View: drop-down list.

SumTotal - Training Schedule - Windows Internet Explorer

https://stepp.dss.mil/Sumtotal02/app/management/LMS_Training.aspx

STOPP

Assess Plan Learn

Home > Learn > Training Schedule

Training Schedule

This is a list of learning activity structures that you have completed. To view individual learning activities, go to the completed activities view.

Search: [Help](#)

View: **Completed registrations**

< PREVIOUS 1 2

Records: 16

Name	Code	Reason	Start Date	Completed Date	Score	Grade	Completion Status	Status
Course: NISPOM CHAPTER 8 REQUIREMENTS FOR INDUSTRY - MODULE 6: IS ADMINISTRATIVE INQUIRIES	IS201.76		8/7/2009	8/7/2009	100		Attended	
Course: PERSONALLY IDENTIFIABLE INFORMATION (PII)	DS-IF101.06		6/24/2009	10/7/2009			Attended	
Exam: PERSONNEL SECURITY MANAGEMENT	PS103.06		9/23/2009	9/23/2009	11		Attended	Failed
Course: PERSONNEL SECURITY MANAGEMENT COURSE	PS103.16		2/23/2010	3/15/2010			Attended	

3. Click the title of the course for which you would like to print a certificate. Note that not all courses provide certificates.

SumTotal - Activity Details - Windows Internet Explorer

https://stepp.dss.mil/Sumtotal02/app/management/LMS_ActDetails.aspx?UserMode=0&CallerURL=/Sumtotal02/app/

STOPP

ZAMBROWICZC ADMIN - log off

Assess Plan Learn

Home > Activity Details

Activity Details

PERSONALLY IDENTIFIABLE INFORMATION (PII)

Name	Status	Date and Time	More Information	Required by Parent	Actions
Course: PERSONALLY IDENTIFIABLE INFORMATION (PII)	Canceled		Summary		Attempt History

4. Click the diploma icon .
5. Click print.