I am a Group Leader. How do I access my employees’ certificates?

Reporting and Certificates · https://training.fairhousinginstitute.com/docs/team-member-certificate-of-completion/

Download individual certificates

Every student and their Group Leader is automatically emailed a certificate of completion once the student has passed their final exam with a minimum score of 80%. Here are the steps to access your employees’ certificates:

1. Log into your account.
2. From the top menu select **Groups** > **Group Progress Report**.
3. In *Search users* type in the name, email, or ID of the student. You can type in the first few letters of the student’s name and then hit enter to have the system search.
4. Click **Certificate** for the completed courses. The certificate will open in another tab for printing or download.
5. Save for your records.

Download bulk certificates

1. Log into your account.
2. From the top menu select **Groups** > **Group Management**.
3. Under *Certificate type* at the bottom of the page, select **Course certificates**.
4. Under *Group* select the group.
5. Under *Course* select the course.
6. Click **Generate certificates**.

Video tutorial

Embedded media: https://www.youtube.com/embed/KnXzu7wWIOM?feature=oembed