



View Your Training History

1. Click **History** on the left navigation menu.
2. You will see a list of all courses that you have **Started** or **Completed**, along with the date.



Review a Course

1. Click on the **Course Title**
2. Click the **Review** button to launch course.

Type	Title	Status
Welcome to 7-Eleven Topic: Welcome		Incomplete 2/16/2016
Age Restricted Sales (All U.S. Stores Except NV and NY) Topic: Compliance View certificate		Completed Score: 100 2/13/2016
7Rewards		Viewed 2/4/2016
Customer Service Topic: Welcome		Completed

Note: Results might be on more than one page. Click **Previous/Next** to see additional pages.



Print a Certificate

1. If a course has a certificate, you will see a **green ribbon** in the Status column.
2. Click the **View Certificate** link under the course title.
3. Click the **Print** icon to print the certificate.

For Horizon stores:

You will need to print certificates from your back office computer. You will not be able to print them from the iPad.