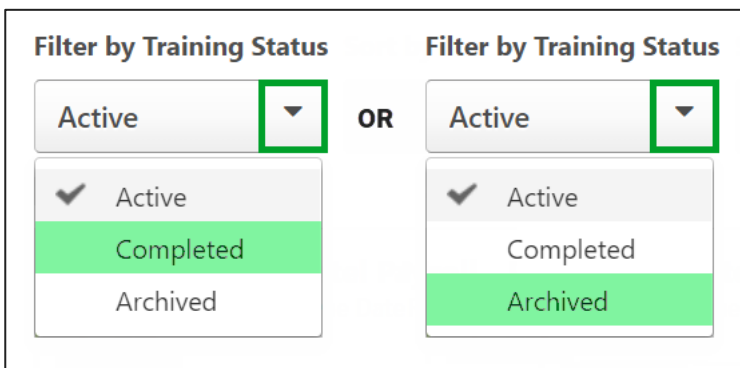# How do I print my certificate of completion?
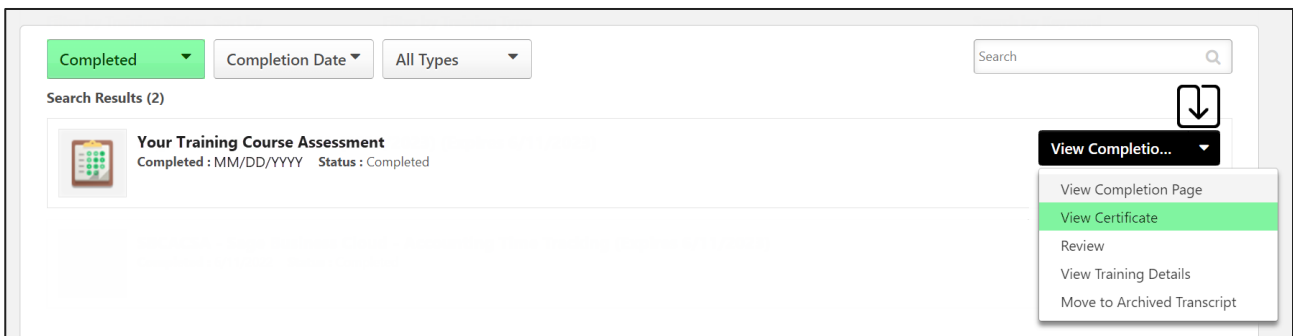
Only available in certain regions.

To download or print your certificate, it is important to complete your assessment or learning. Once completed, the assessment or learning will move to the **Completed** section of your transcript.

- Click here to access your Sage University transcript.

- On the **Log in** page, enter your login credentials (your registered Sage U email address and password) and click on **Log in**.

- Your transcript will be displayed.

- Change the **Active** filter on your transcript to **Completed**.
  *If your assessment or training is not displayed on the **Completed** section, change the **Active** filter to **Archived**.*

- Click on the **View Completion** drop-down arrow.

- Select the option **View Certificate**.

- Download or print your certificate.