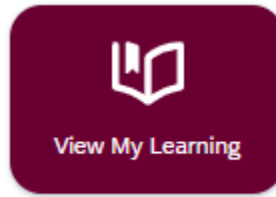


There are two ways to access your **Learning History** in SuccessFactors.

1. For either method, login to SuccessFactors and select “View My Learning” under Quick Actions.

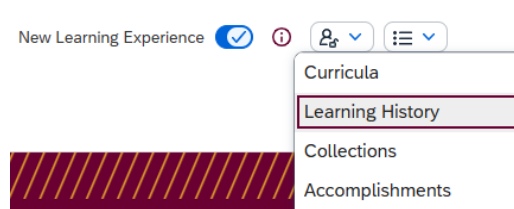


2. From there, check to see if you have “New Learning Experience” toggled on or off



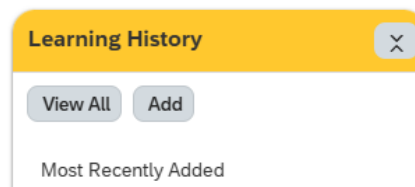
- a. If it is toggled on:

- i. Select “Learning History” from the drop-down menu on the far right



- b. If it is toggled off:

- i. Select “View All” under Learning History towards the middle of the screen



3. To view, save, or print a **certificate**, select the printer button under the “Action” column

