

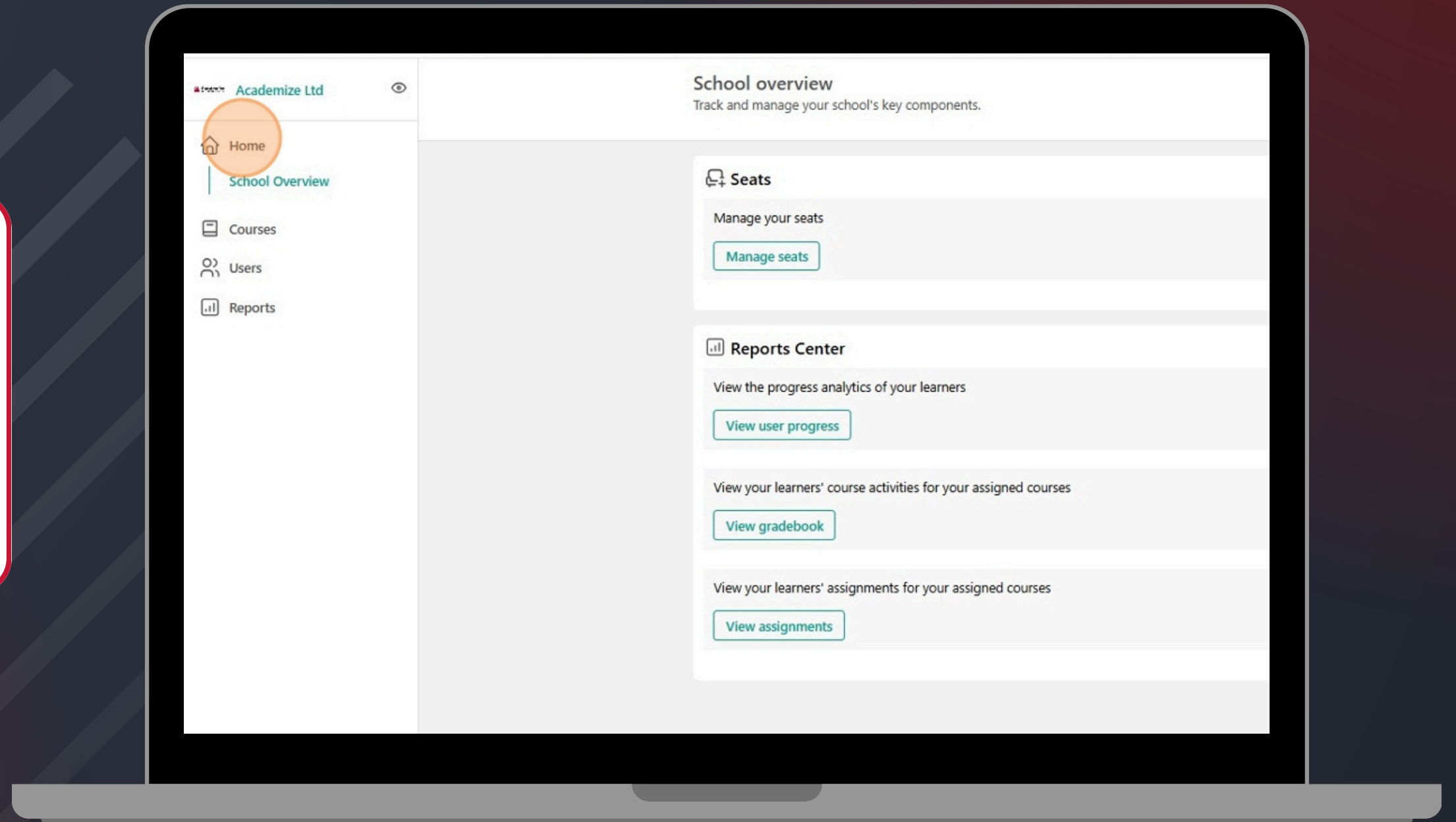
**HOW TO GUIDE**

# How to view User Certificates with Academize



# Step 1

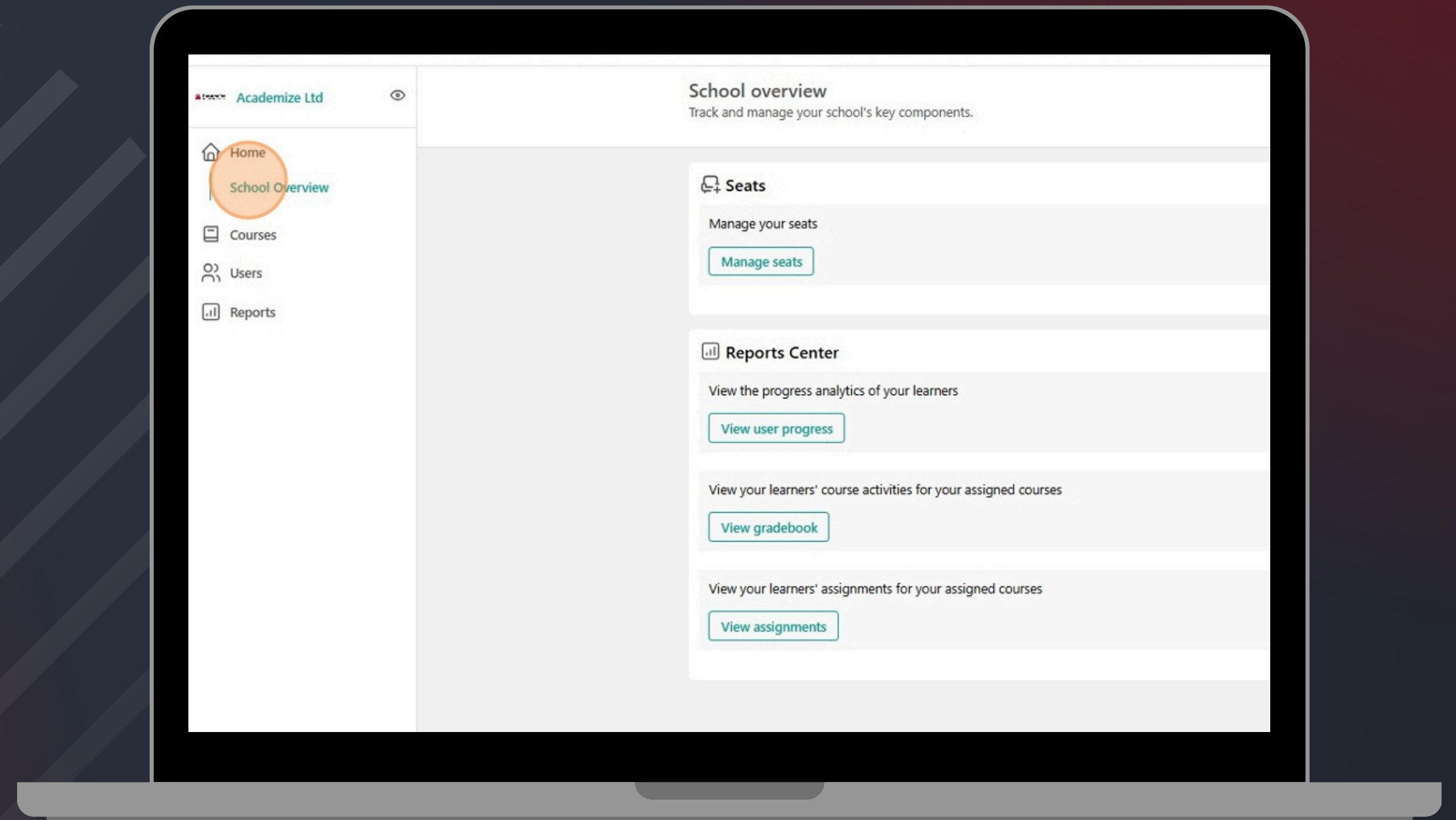
Welcome to your home page! Once logged into Academize this will give you your seat manager access.





# Step 2

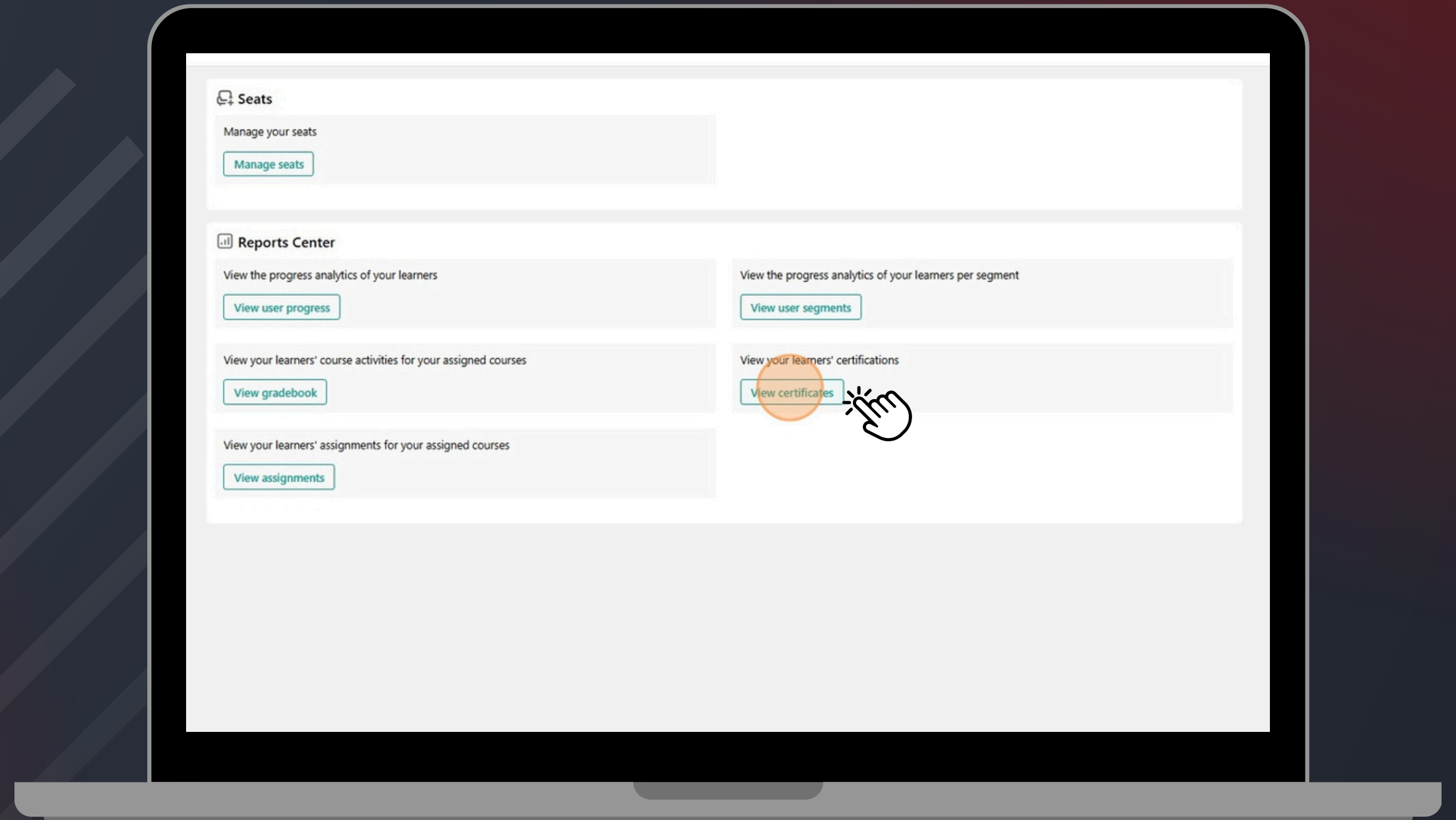
Once logged in an via the home page you can view all user Certificates on this page.





# Step 3

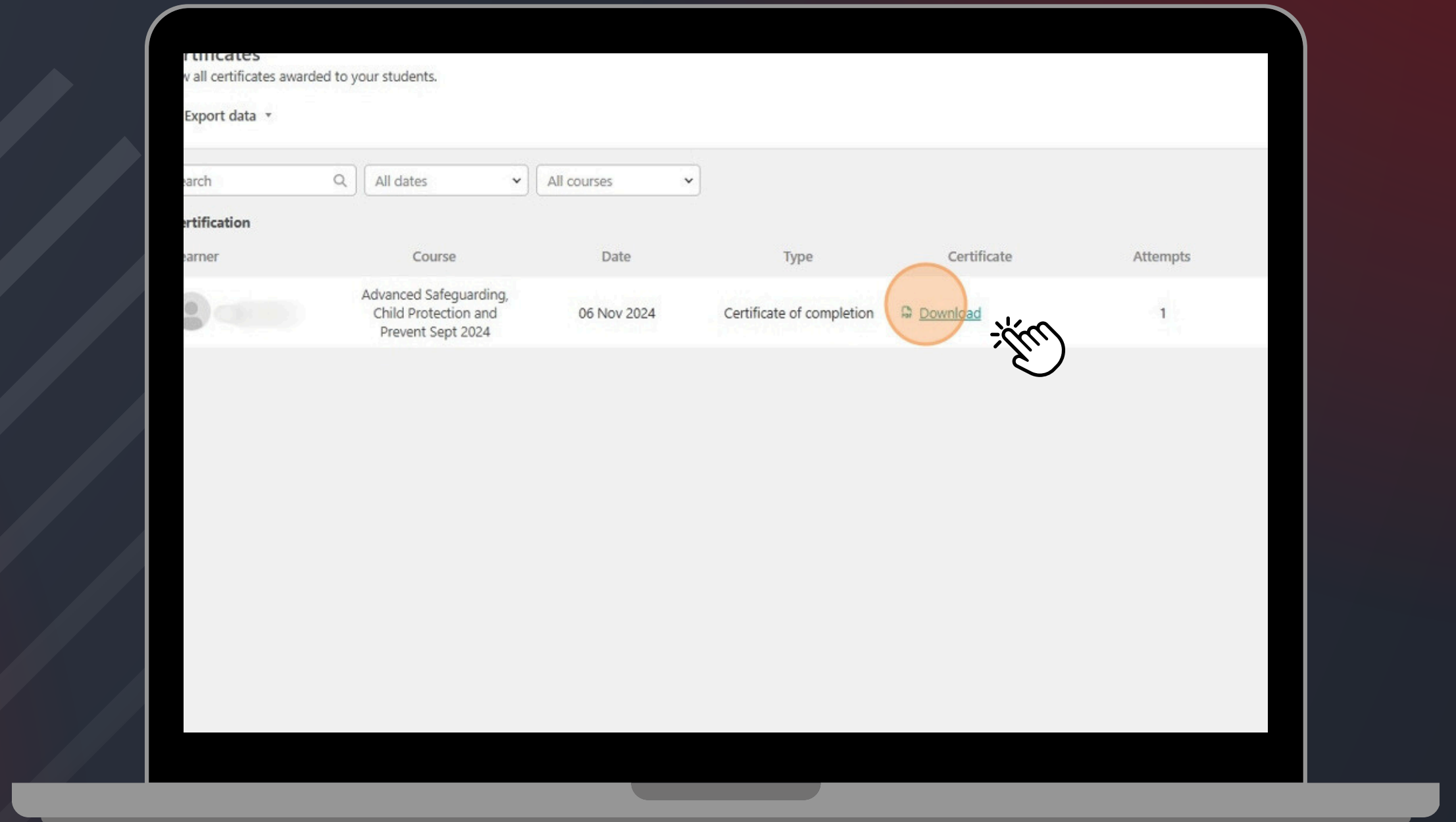
Click View Certificates





# Step 4

All your Users with completed courses will appear here. Click on 'Download' to view your user's certificate.

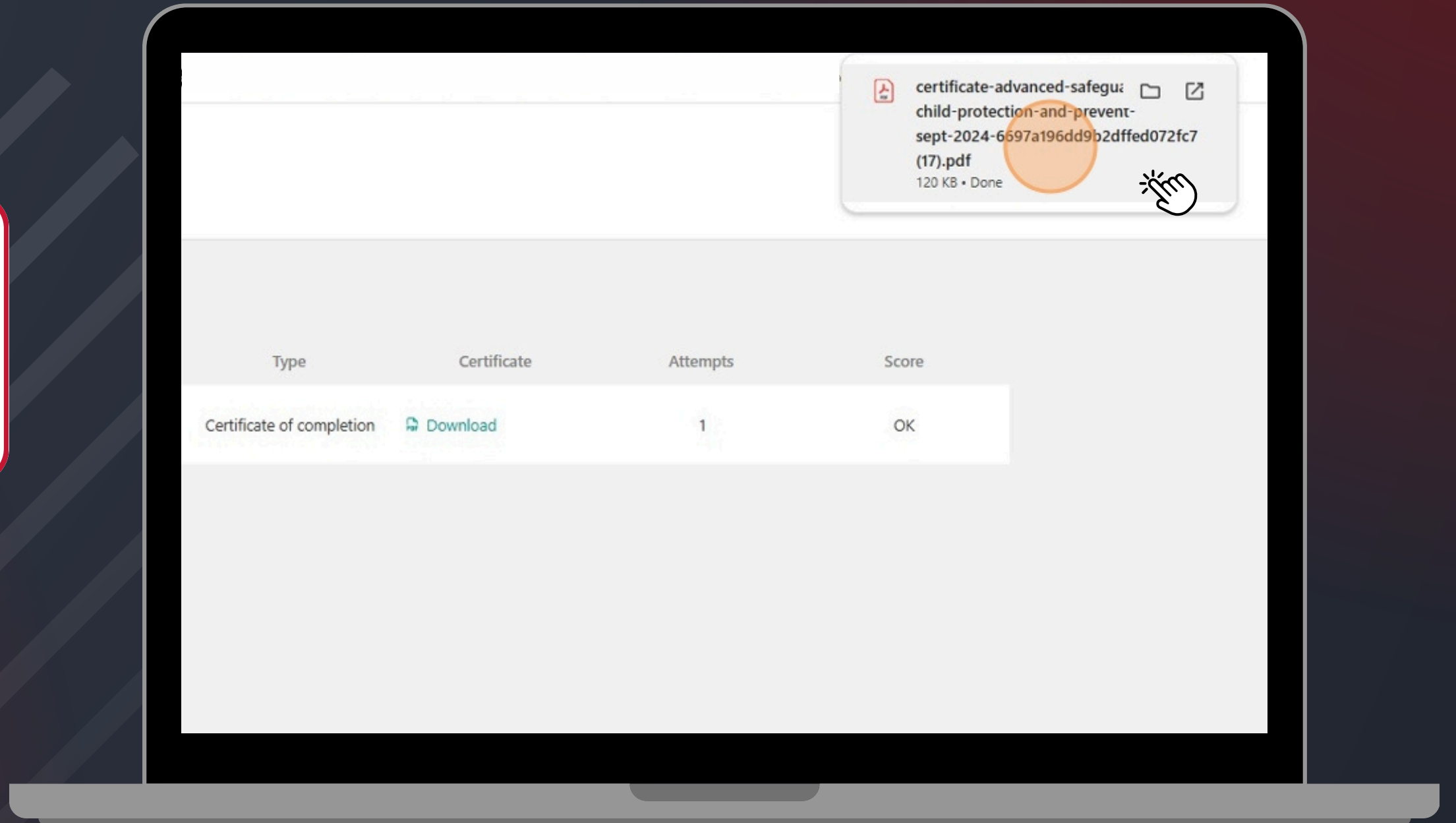






# Step 5

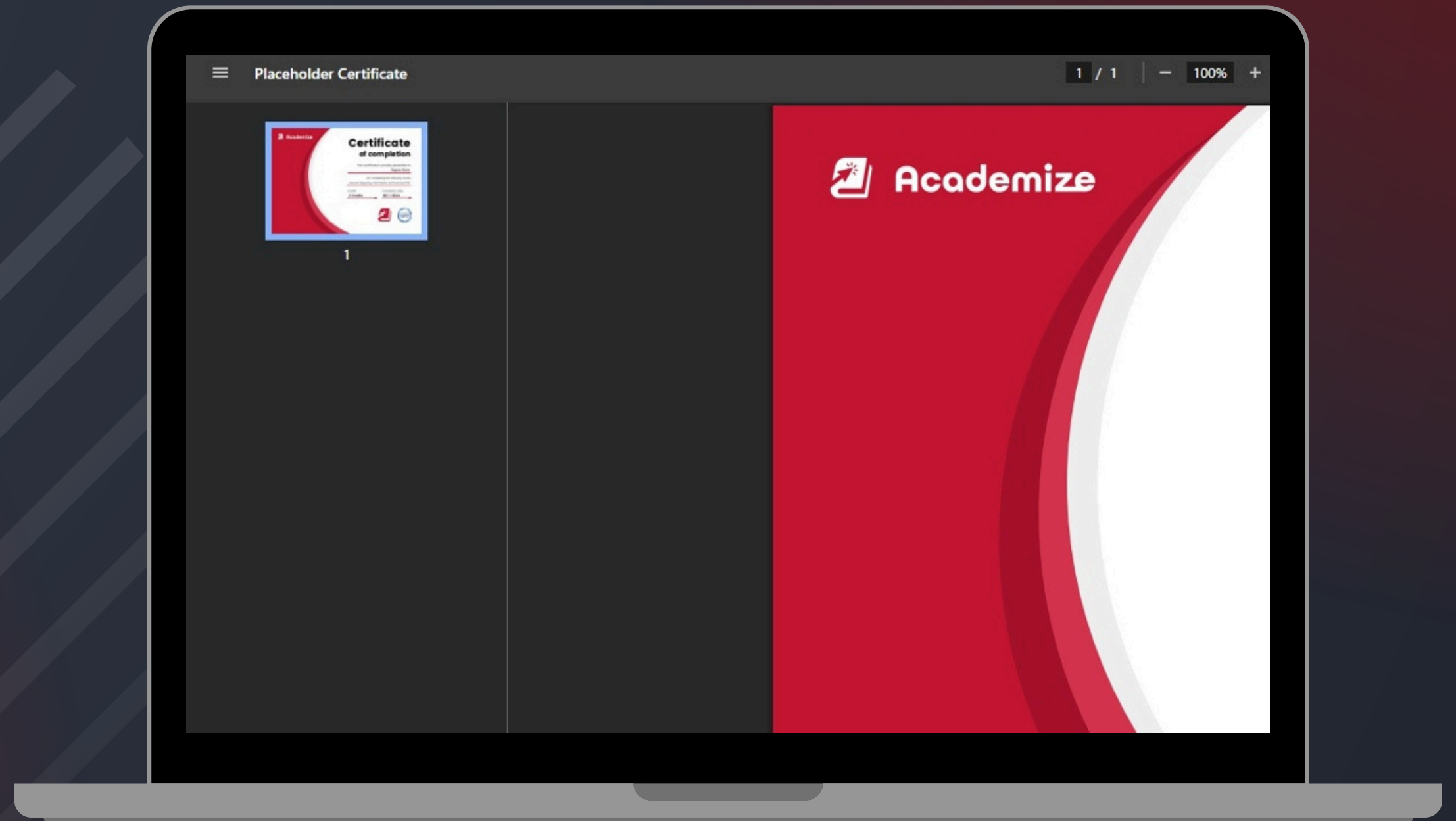
The certificate will download





# Step 6

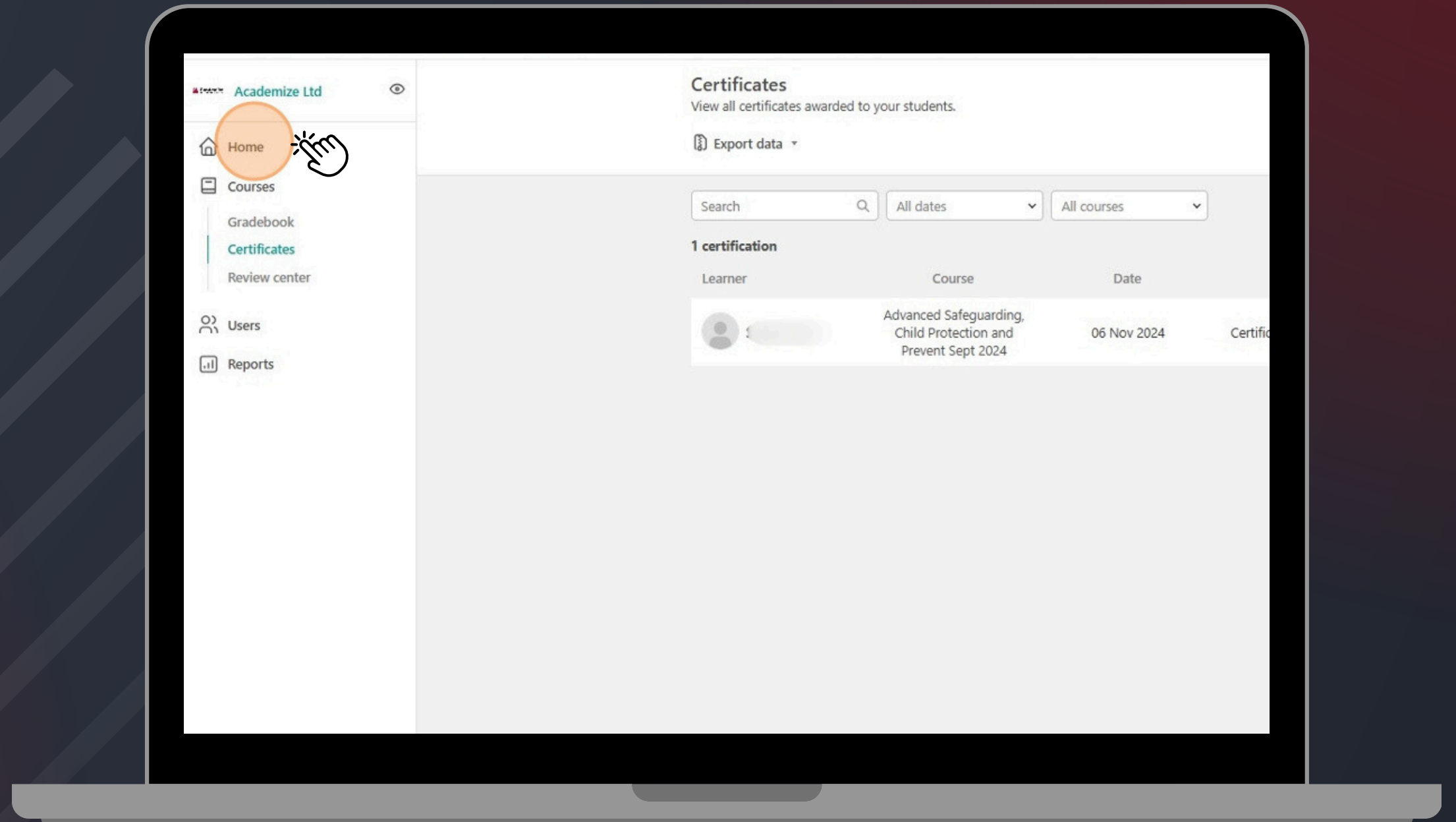
Click on your download  
and the Certificate will  
appear.





# Step 7

Click on 'Home' to return to the Home Page







# Academize

**Tel:** 0330 390 4139

**Email:** [enquiries@academize.co.uk](mailto:enquiries@academize.co.uk)