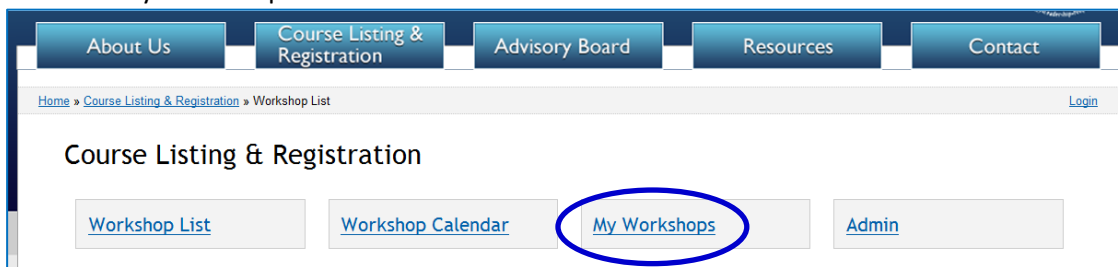
 <b>Division of Human Resources</b> Standard Operating Procedures	<b>Procedure:</b>	<b>PRINTING CERTIFICATES OF COMPLETION FOR CAPE WORKSHOPS</b>
	<b>Effective Date:</b>	July 30, 2012
	<b>Revision Date:</b>	n/a
	<b>Type of Process:</b>	<input type="checkbox"/> Internal Procedure <input checked="" type="checkbox"/> Campus Procedure
	<b>Approved By:</b>	<i>Thomas Brown</i> (original on file)

Upon completion of any workshop offered by the Center for Academic and Professional Excellence (CAPE), a request to fill out and submit an evaluation will be sent. Within the request, a link will be provided to access the evaluation form. After completing the evaluation or opting not to complete it, print the Certificate of Completion. Follow the steps below to accomplish it.

1. On the CSN Website, click on the “Quick Links” dropdown menu and select “CAPE.”
2. Click on the yellow “Online Registration” button.




3. Click on “My Workshops”

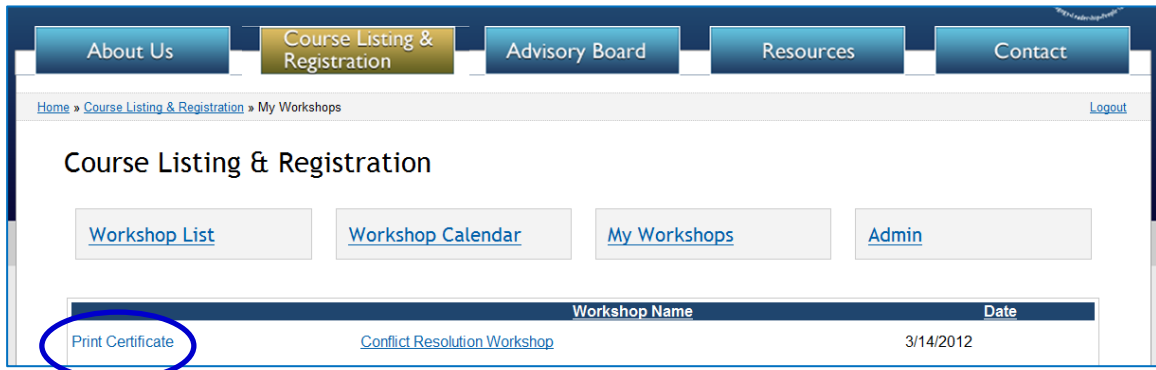


4. To login, enter CSN username and password (same as for CSN email account).



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- Click on “Print Certificate” next to the session. If “Print Certificate” is not listed, one of the following conditions apply:
  - attendance has not been verified
  - the evaluation has not been completed, or
  - “opt out” was not selected.



- Print the certificate.  
 Note: If the web browser being used does not have a print button, hover over the document near the bottom middle of the page and an options dialogue box will pop up. Click on the printer icon, select the printer options such as number of copies, etc., and click “Print.”

- Log out.

