

## **Guide on How to Download your eCertification on eLEARN**

To download your eCertificate, follow these steps.

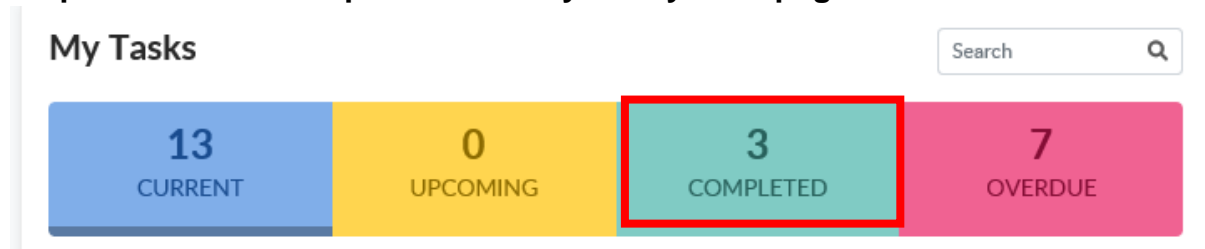
**Step 1. Login via this link:** <https://elearn.sg/nhq/>

**Note:** Login using your existing UserID and Password.

If you are still unable to access eLEARN, you may wish to contact the eLEARN Technical Support team at [lmssupport@wizlearn.com](mailto:lmssupport@wizlearn.com) or contact them at +65 3129 2592 (Monday – Friday: 7am – 7pm, Saturday 7am - 2pm).


Alternatively, you may contact your institutions' eLEARN representatives.

**Step 2. Go to the Completed box on your My Task page.**



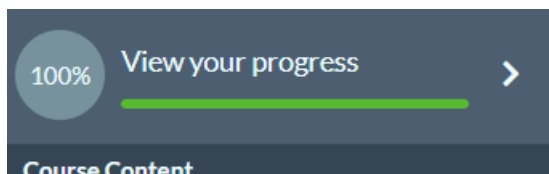
The screenshot shows a 'My Tasks' section with a search bar on the right. Below the search bar are four colored boxes representing task categories: '13 CURRENT' (blue), '0 UPCOMING' (yellow), '3 COMPLETED' (teal, highlighted with a red border), and '7 OVERDUE' (pink).

**Step 3. Click on the completed course (i.e. Cyber Security Awareness Training or any other completed course).**



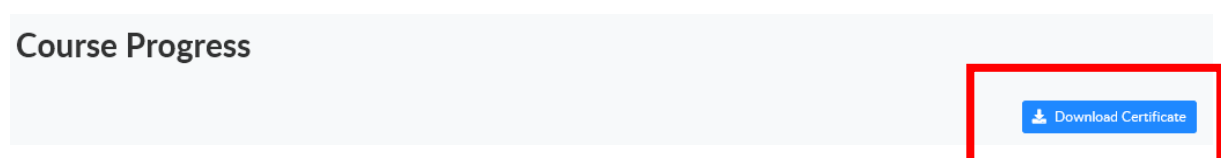
The screenshot shows a course card for 'Cyber Security Awareness Training'. It is labeled as a 'COURSE (ONLINE)'. The course is due on 01/10/2021 00:00 and is by TR Kushwaha Pratima. A green progress bar indicates 100.00% completion.

**Step 4. Click on "View your Progress" on the top left upper corner on your screen.**



The screenshot shows a dark grey button with a circular progress indicator showing '100%' and the text 'View your progress' with a right-pointing arrow. Below the button, the text 'Course Content' is partially visible.

**Step 5. Click on "Download Certification"**



The screenshot shows a 'Course Progress' section. At the bottom right, there is a blue button with a download icon and the text 'Download Certificate', which is highlighted with a red border.

**Note:** If you have already completed the online course, please be reminded to save a copy for yourself. Where applicable, file a copy of the certificate in the study Investigator File.