



**HOUSTON COMMUNITY COLLEGE**

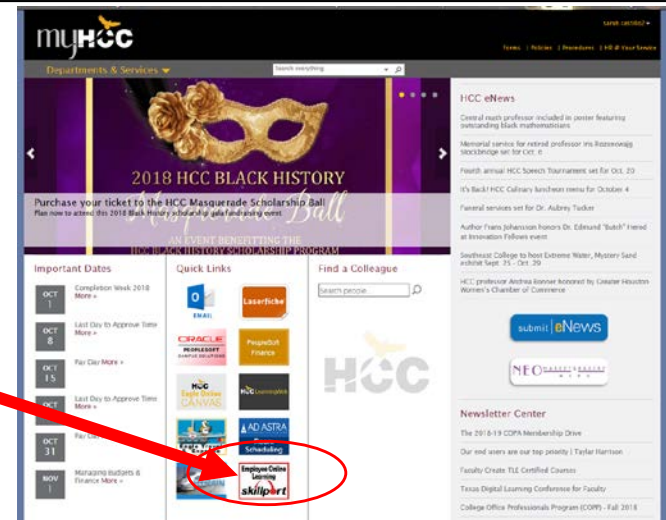
# **Center of Excellence for Visual and Performing Arts**

**Training Certificate  
SharePoint Submission**

# Accessing Your Certificate

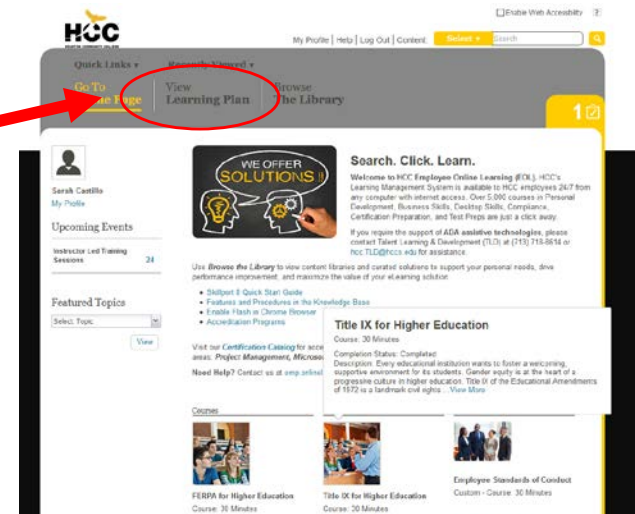
Navigate to:  
<https://myhccs.edu>

Click on the “Employee Online Learning Skillport Icon”



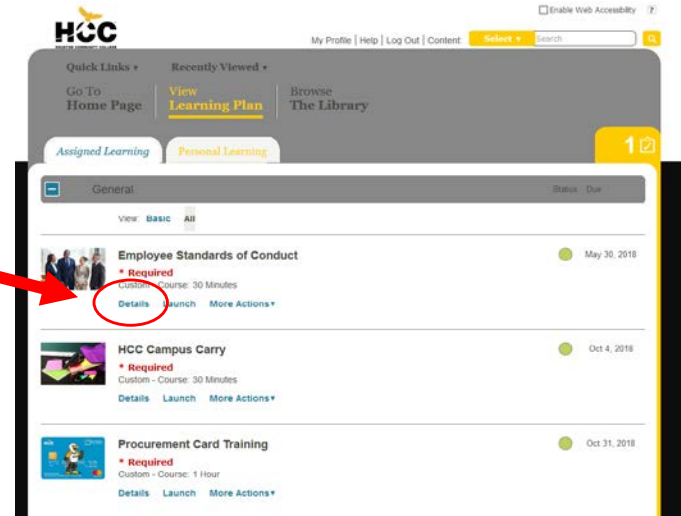
Log in to the Skillport Site

Click on the “View Learning Plan” link at the top of the page

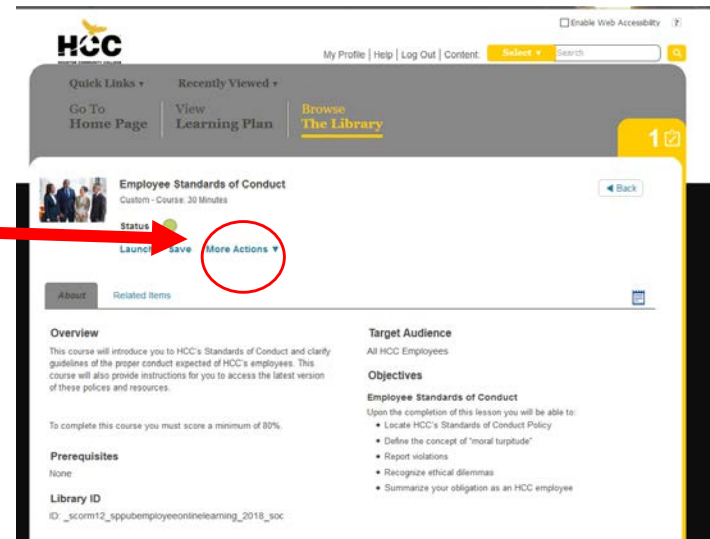


# Accessing Your Certificate

Click on the “Details” link for the desired training session completion certificate

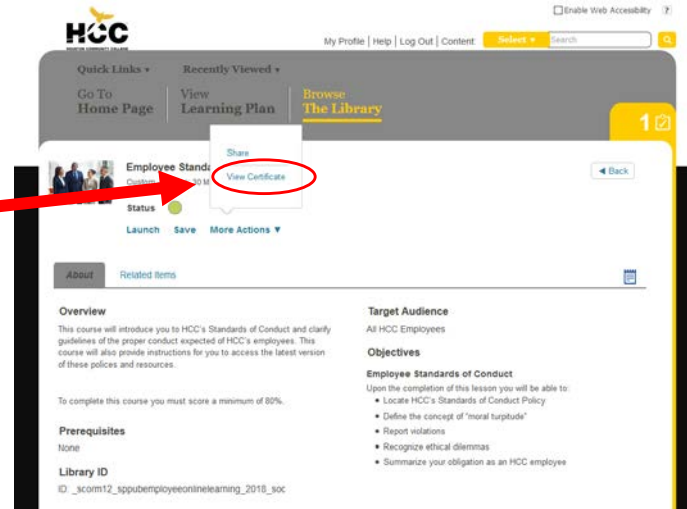


Click the “More Actions” link

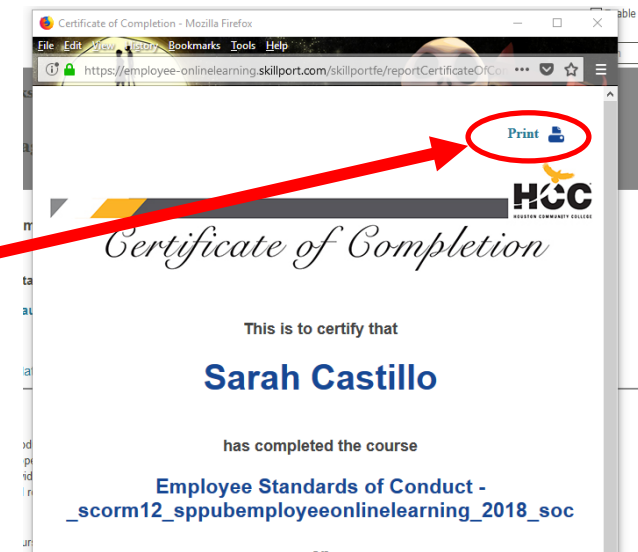


# Accessing Your Certificate & Converting to PDF

Click on “View Certificate”



Click the “Print” icon at the top right corner

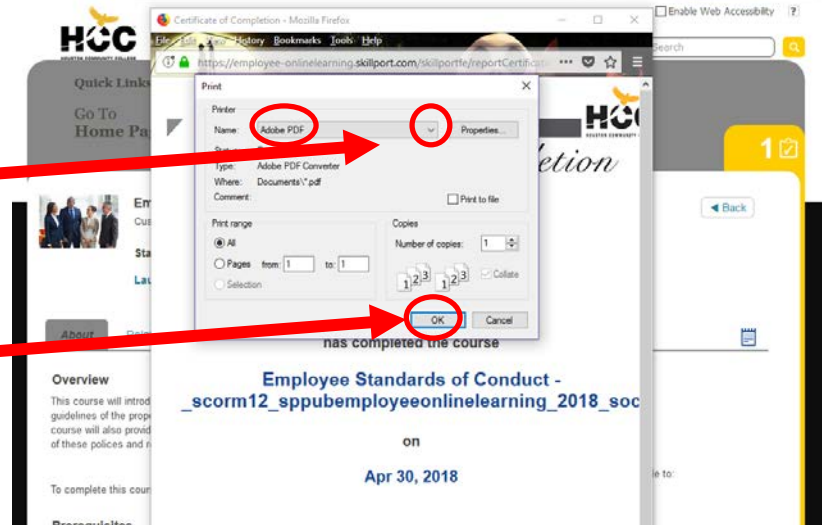


# Converting to PDF

A printer window should appear. Change the Printer “Name” to Adobe PDF, by clicking on the arrow to the right of the current printer name and selecting “Adobe PDF”. It may also appear as “convert to pdf” or a version of “print to pdf”.

On a Mac computer, there is a save as PDF icon on the bottom left corner of the print screen.

Click “OK”

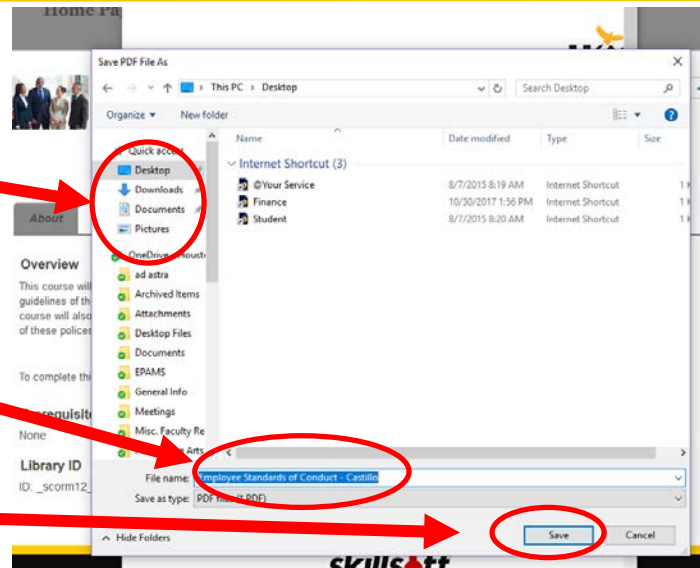


A save window should pop up.

Select the location to save the document

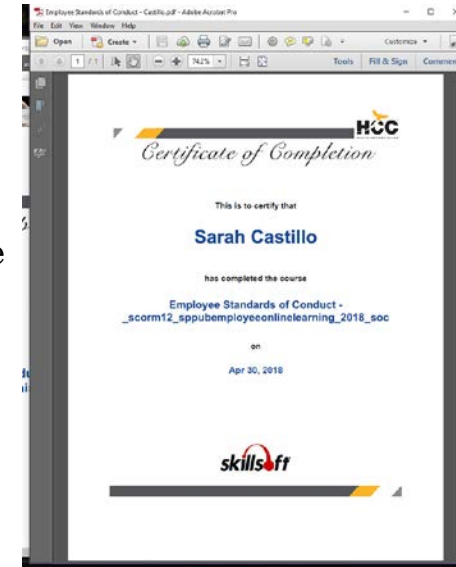
Name the document, please use the training session name in the save name, ex: FERPA or Campus Carry

Click “Save”



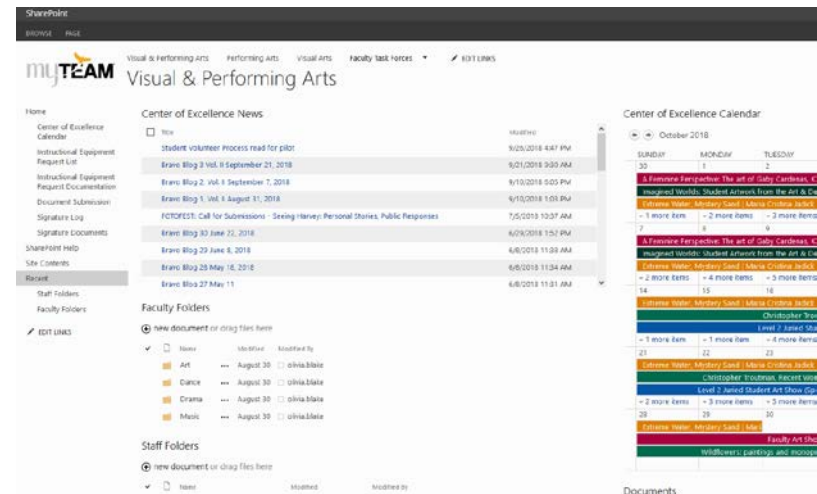
# Converting to PDF and Saving to SharePoint

Depending on the computer, the pdf version of the certificate may automatically pop up. If not, navigate to the folder that you saved the document in to confirm the save.



Navigate to:

<https://team.hccs.edu/sites/coe/arts/>



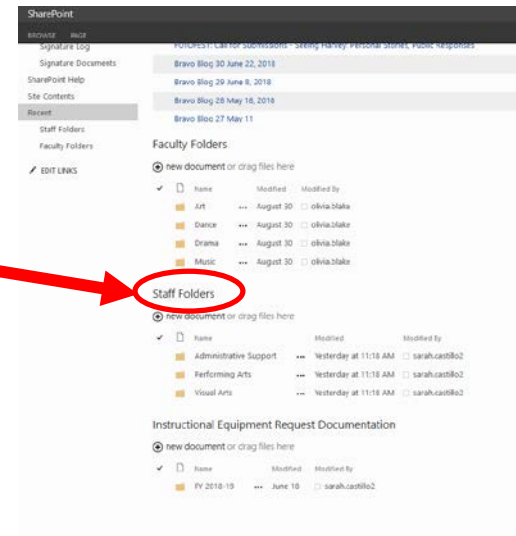
# Saving Your Certificate to SharePoint

Scroll down and click on the link to the document set that applies to you:

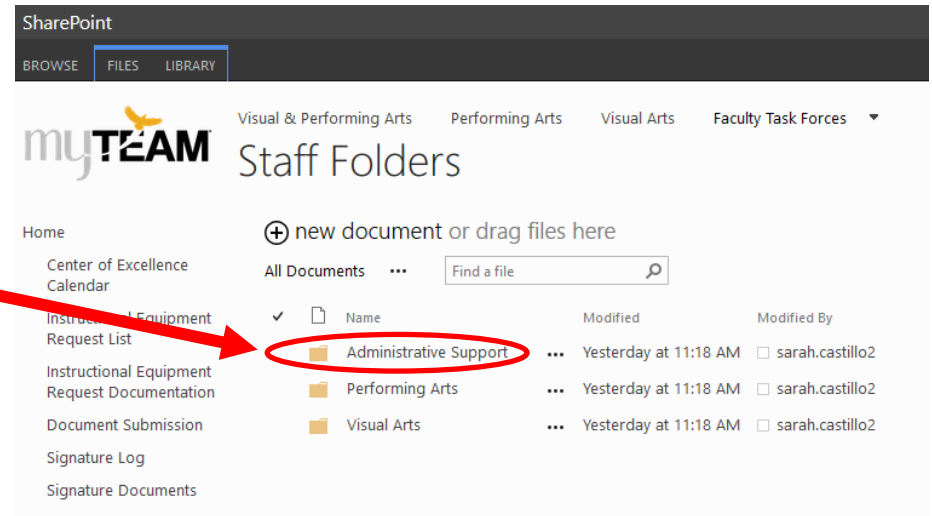
Faculty Folders

Staff Folders

For the purpose of this guide I will navigate to my personal folder, the process is the same regardless of the department.



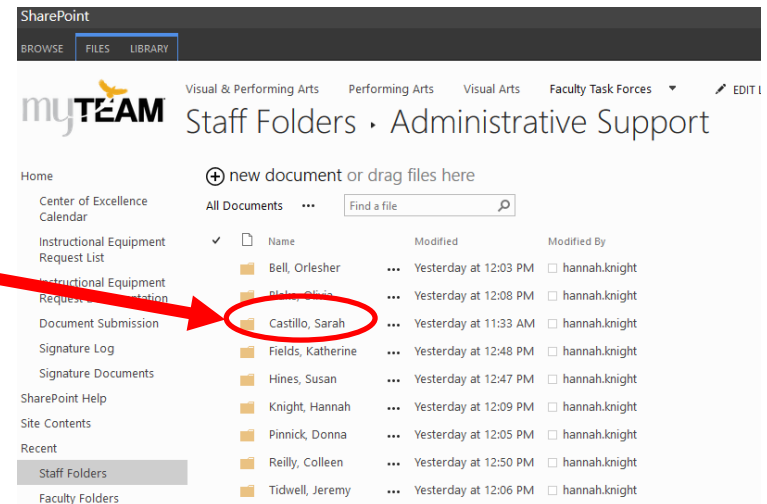
Click on your department



# Saving Your Certificate to SharePoint

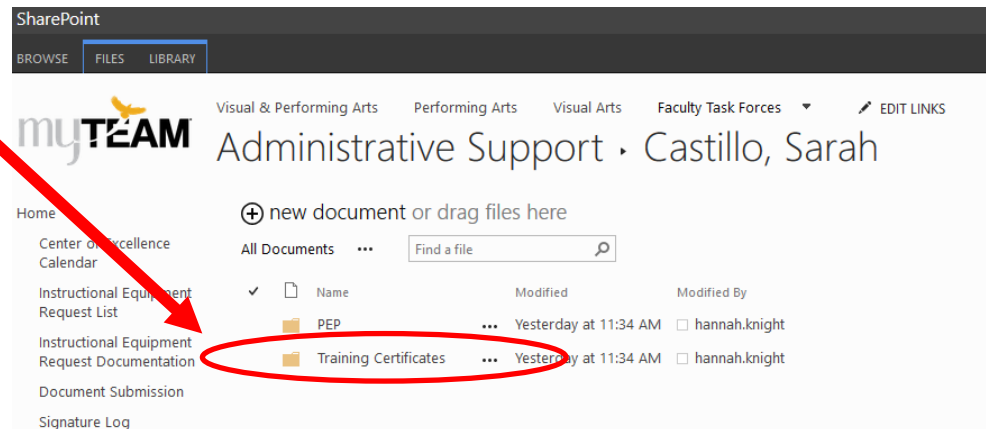
Click on your name

We have permissions set up so that you should only see your name. My permissions are set up differently so multiple names will appear on the example.



Click on the "Training Certificates" Folder

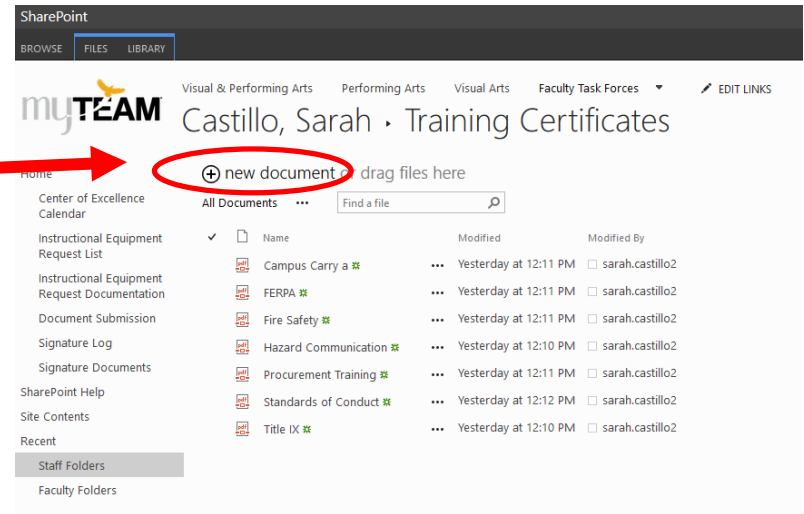
Faculty will have an additional "Grades" folder



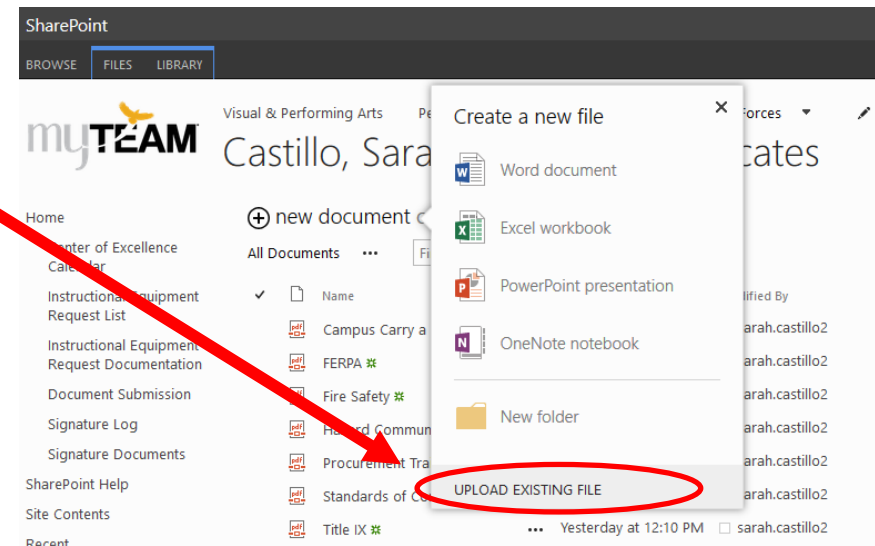


# Saving Your Certificate to SharePoint

Click on the “+ new document” link



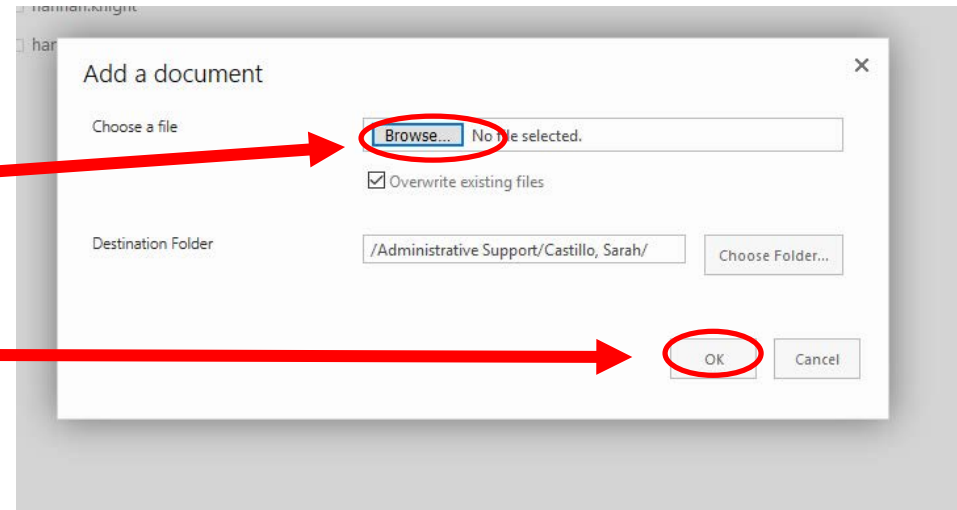
Click on the “Upload Existing File” link



# Saving Your Certificate to SharePoint

Click on “Browse”, navigate to your saved certificate and select that file.

Click “OK”



The file will appear in the folder. Please repeat the process for each training certificate.

