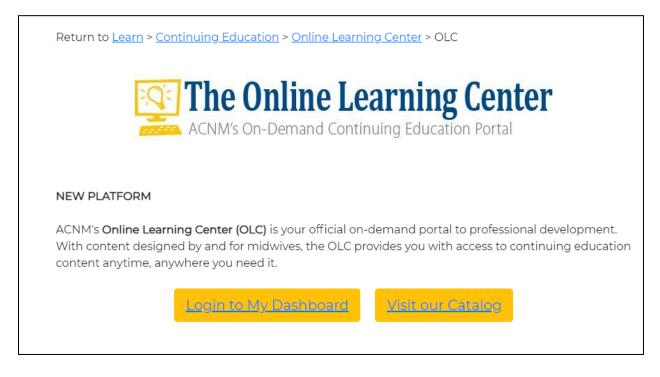
## **ACNM Online Learning Center User Guide**

https://www.midwife.org/online-learning-center

*Please Note:* You must be logged in to access any of the Online Learning Center features.



## How to print your transcript or certificate

You have the option to print out a list of courses with their CE information (transcript) or individual certificates.

Once logged in, you will be taken to "My Dashboard." If you have started any course(s), you will see them under the "In Progress" tab.

AMERICAN COLLEGE of NURSE MIDWIVES With women, for a lifetime	ane Doe-Testing   In Progress Recently Completed					
🖽 My Dashboard	An Innovative Model for Providing Midwifery Care to Women in the					
☐ Catalog	Postpartum Period					
注 My Courses	Subscription Expires: 3/17/19 Launch					
	View All My Courses Professional Development Events					

Click the "Completed Courses" tab to view all your completed courses and print your transcript.

AMERICAN COLLEGE Ø/NURSE MIDWIVES With women, for a lifetime*	▲ Jane Doe-Testing   Find Courses
	Enrolled Courses Credits
H My Dashboard	Filter by Year All
☐ Catalog	Title
Æ My Courses	Sample Webinar         00:00:00         Incomplete         3/19/20         3/29/20
	Sample Webinar 2     00:00:00     Incomplete     3/19/20       View Details     00:00:00     Incomplete     3/19/20

Click "Download" to get a PDF copy of your transcript. It will look something like this:

AMERICAN COLLEGE	<i>Transcript</i> Printed on: 4/9/2020

Learner: Jane Doe-Testing Grades for year: ALL

Title	Grade (%)	Time	Completion	Start Date	End Date	Credit(s)
Sample Webinar		00:00:00	Incomplete	3/19/20	3/29/20	
Sample Webinar 2		00:00:00	Incomplete	3/19/20	3/29/20	

If the course has a Certificate you will see an option to download it next to the course name. Any recently completed course will also be available in the "Recently Completed" tab. You can filter your courses by year if needed.

