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Online User Guide:
How to Print Certificates

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SGP

How to get to the portal and sign in

- Go to http://learning.thefa.com and click the “Sign in” button at the top.
- If it says “My Account”, you are already logged in.

Sign in

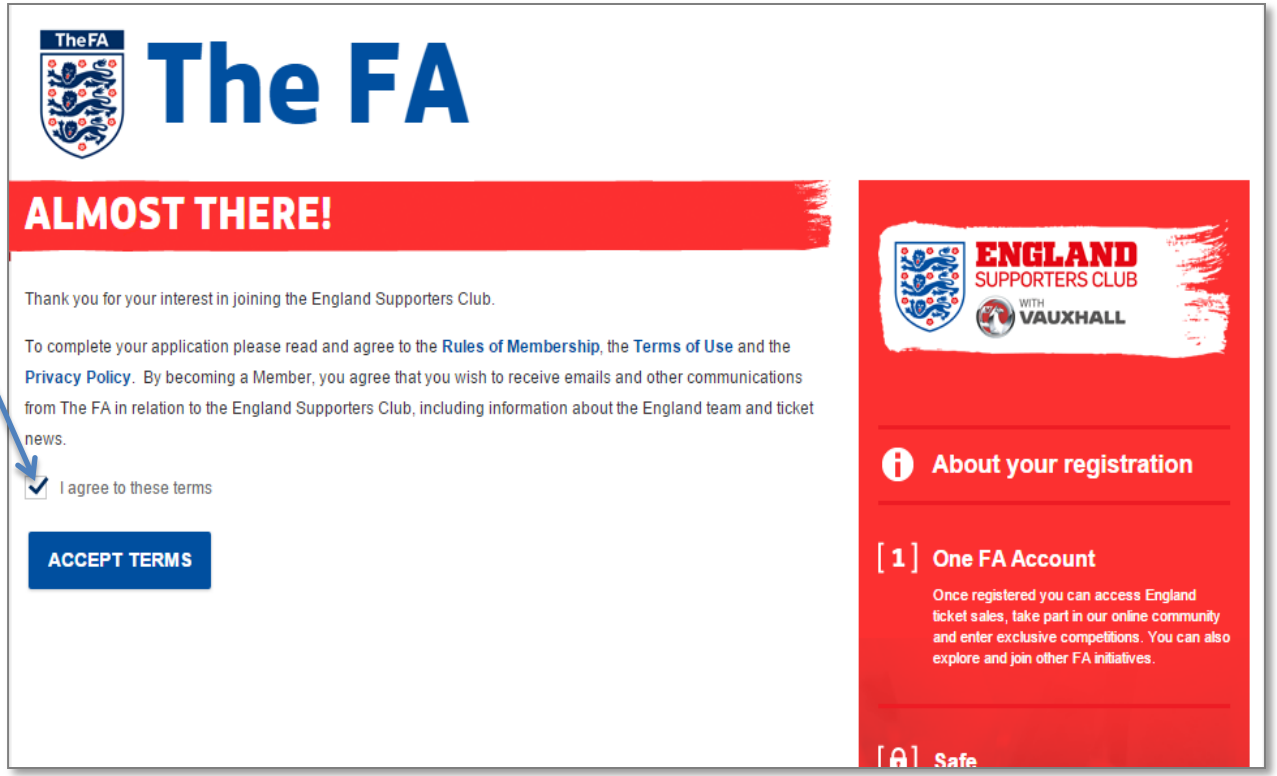
- Enter your FAN or email address linked to it, along with your password, in the boxes that follow.
- It’s possible you’ll be taken to some screens about the England Supporter’s Club.
- Just follow these through and return to http://learning.thefa.com when you are done.

Sign in screen

This is where you will go to sign in. In order to do this you will need your FAN and password.

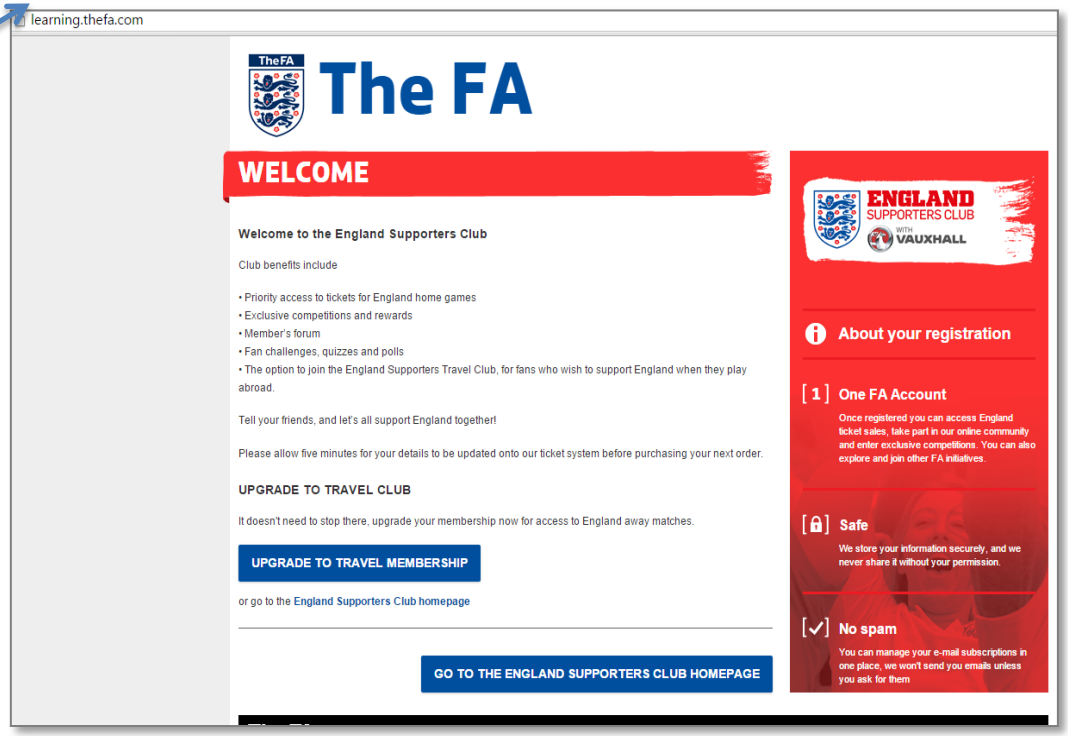
First time logging in

If it's your first time logging into the site, you will need to agree to the terms. Then click "Accept Terms".



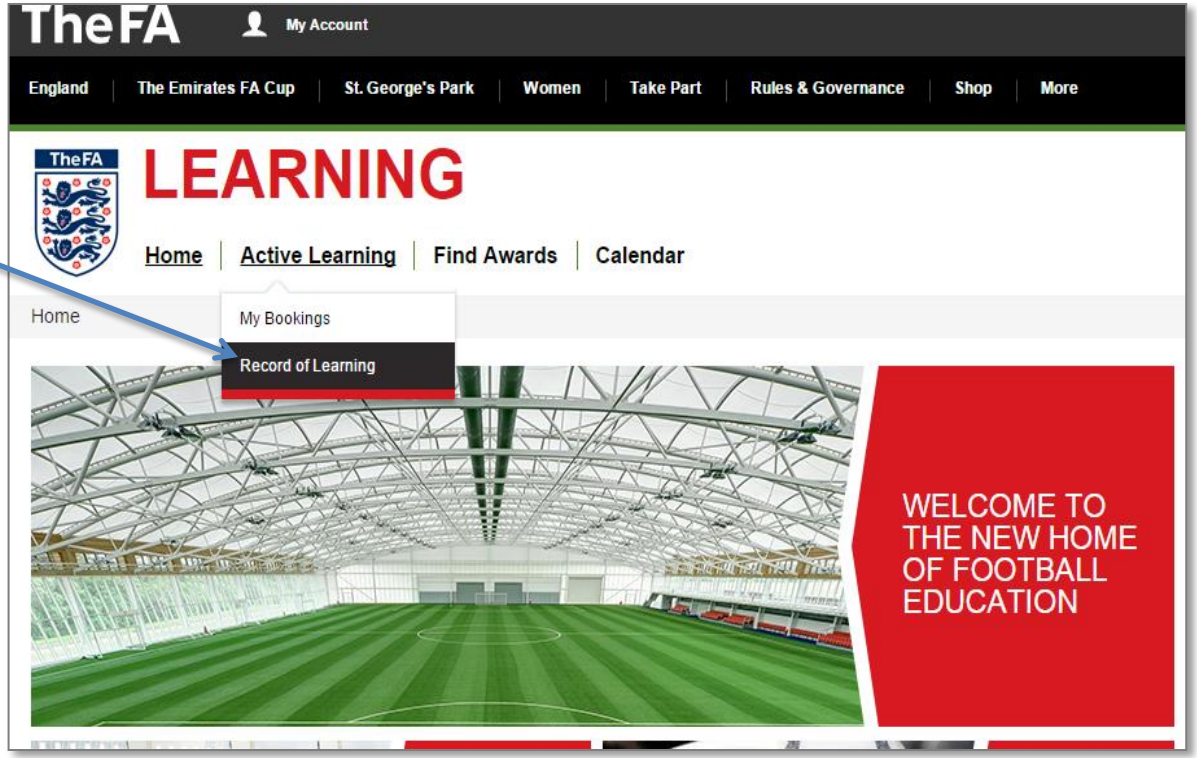
First time logging in continued….

Once you have accepted the terms you will be taken to this page. Now return to the Learning homepage by entering the web address: http://learning.thefa.com



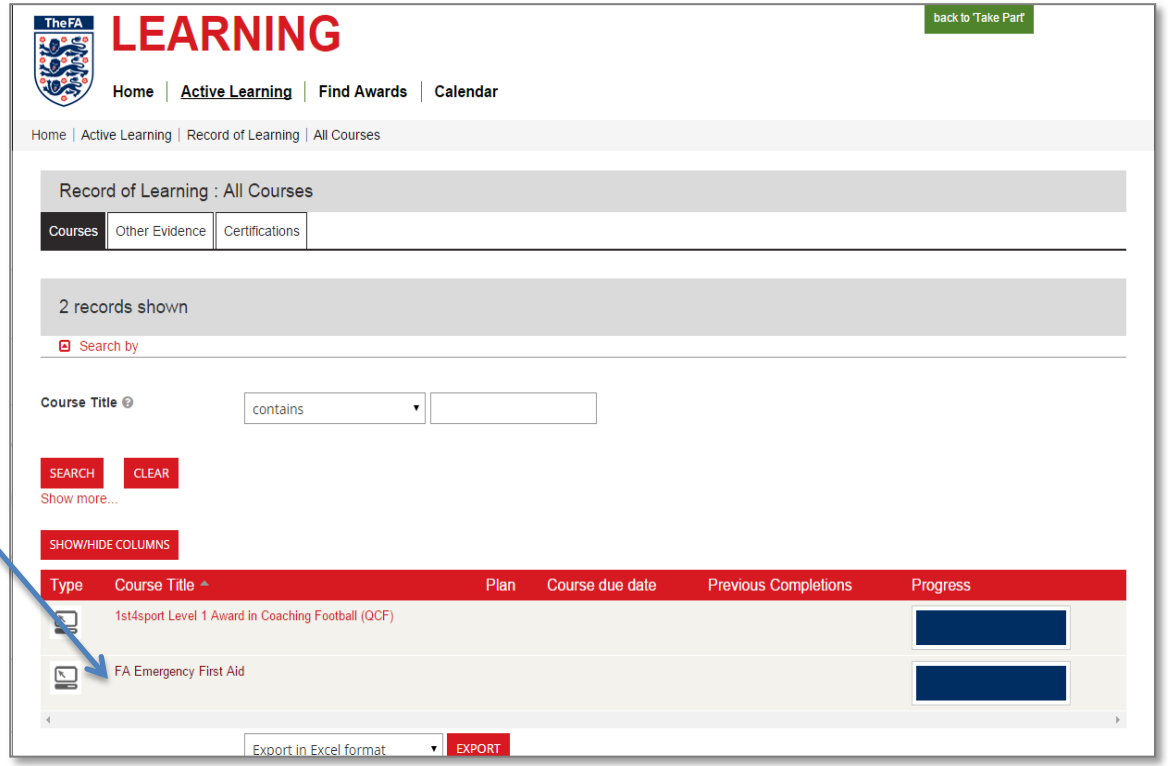
Finding Your Certificate

Once logged in, highlight “Active Learning” and then click on “Record of Learning”



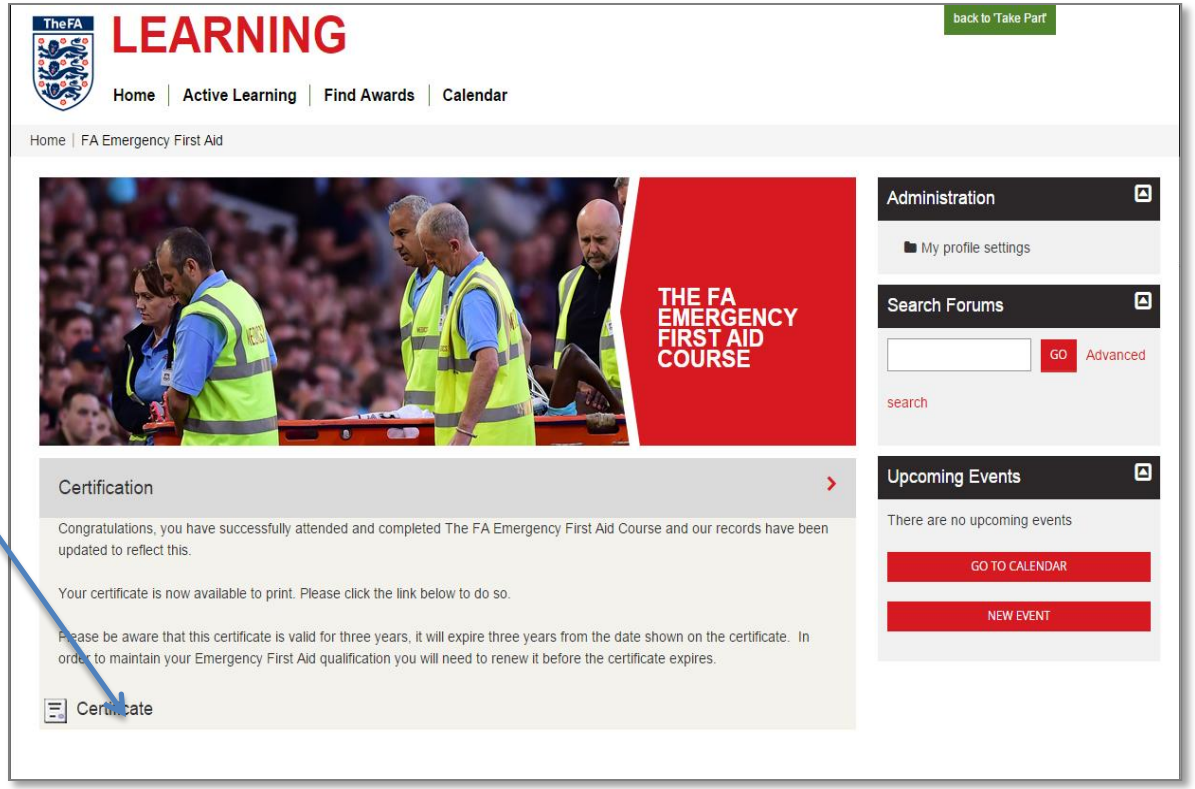
Finding Your Certificate

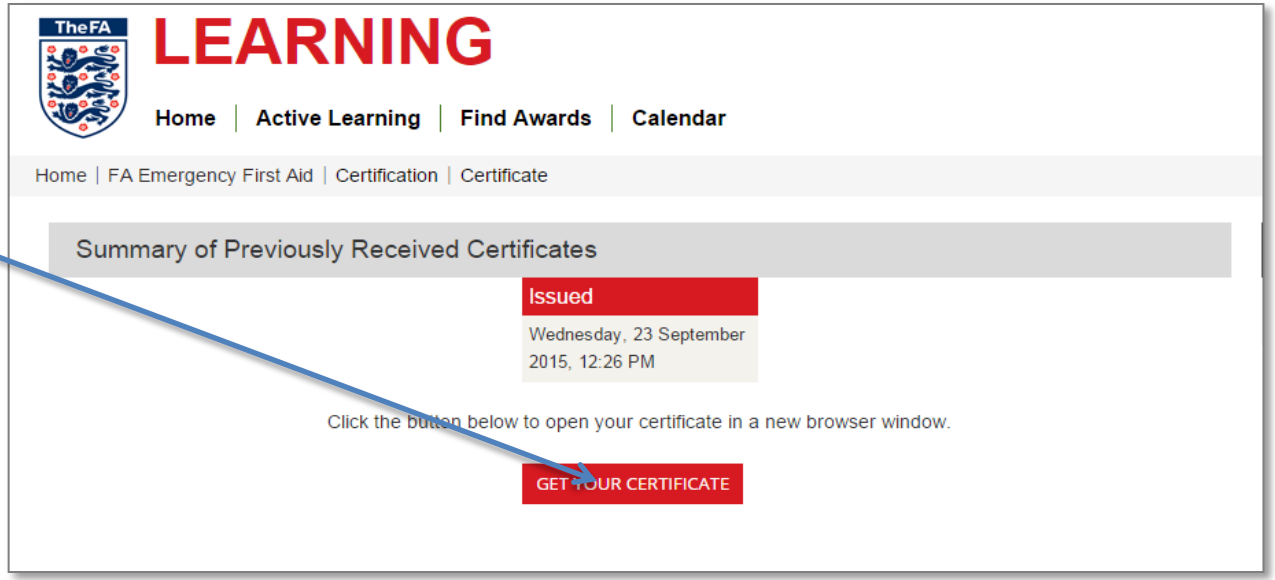
Once in your “Record of Learning” select the course title of the certificate you are wanting to print. This will take you to the course page.



Finding Your Certificate

Now on the course page, follow the instructions and click “Certificate”. This will then take you to the page where you can print off your certificate.



Print Certificate

To print your certificate click “Get Your Certificate”. This will then open in a new window ready for you to print.