Attendees can access proof of course completion in various formats by logging in to their student profile. Course completion information is typically available within 5 business days. If you have any questions about the status of a course, contact t2.center@unh.edu with your name, the course title, and date of completion.

Important – if your administrator or manager originally registered you, or you are otherwise unsure of your username and password to access https://learnforlife.unh.edu, please send T2.Center@unh.edu an email from you're your preferred email address noting your full name and organization, and we can assist you in accessing your student records. *Do not create a new student profile* – this will result in duplicate profiles but will not allow you access to the course history completed under the original profile.

How to access confirmation of course completion formatted as a Letter or Certificate.

Option 1: Letter of Completion

1. Within 5 business days of the completion of the workshop, participants that successfully completed all requirements associated with the training will receive an email from the system advising that a letter of completion is now available in the student's record.
   a. When you arrive at https://learnforlife.unh.edu/, in the upper right under *Login* select *Student Login.*
   b. IMPORTANT – you should not create a new student profile in order to access this letter. Doing so will result in a duplicate record and will not allow access to your certificate. If you do not know your student username or log in details, please contact T2.Center@unh.edu and provide your name and full email address.
      i. If an account exists under your name and email address, we will reset your username and send you instructions to reset your password.
      ii. If the account exists but under a different email address (such as an administrator's) we'll update your email address and send you your username and instructions to reset your password and access your account.
   c. Once you are logged in, follow the below instructions to access your letter of completion. We also have two videos that guide you through this process in detail:

      -How to Print a Letter of Completion (proof of course completion) from a web broswer (video)

      -How to Access and Print a Letter of Completion (proof of course completion) from a Mobile Device (Video)

      i. Once logged in, under the left vertical menu, choose *My Enrollment History*
      ii. Be sure you're in the *Completed* tab
      iii. Find the course you'd like to print a letter of completion for in the list, and click the *Print* button
      iv. From the *Choose Report* drop down, choose *Confirmation of Completion* and then click *Print*
         1. This opens up your letter of completion for you to then print or save the PDF and email or otherwise retain the document

Option Two: Certificate of Completion

1. Within 5 business days of the completion of the workshop, participants that successfully completed all requirements associated with the training will receive an email from the system advising that a letter of completion is now available in the student's record.
    a. When you arrive at https://learnforlife.unh.edu/, in the upper right under *Login* select *Student Login.*
    b. IMPORTANT – you should not create a new student profile in order to access this letter. Doing so will result in a duplicate record and will not allow access to your certificate. If you do not know your student username or log in details, please contact T2.Center@unh.edu and provide your name and full email address.
        i. If an account exists under your name and email address, we will reset your username and send you instructions to reset your password.
        ii. If the account exists but under a different email address (such as an administrator's) we'll update your email address and send you your username and instructions to reset your password and access your account.
    c. Once you are logged in, follow the below instructions to access your certificate of completion. We also have a video to guide you in the process.
        i. Once logged in, under the left vertical menu, choose *My Enrollment History*
        ii. Be sure you're in the *Completed* tab
        iii. Find the course you'd like to print a letter of completion for in the list, and click the *Print* button
        iv. From the *Choose Report* drop down, choose *Course Certificate of Completion* and then click *Print*
            1. This opens up a certificate-style documentation of course completion that you can then print or save as a PDF and email or otherwise save electronically.