

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 browser \(video\)](#)
 - [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.