Certificate Copy

• Log into your GoSignMeUp account



 In your dashboard: click the envelope icon next to Completion Certificate/ Letter for welcome to GSMU – (make sure to check the date of the email and select appropriately for when your course ended)

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			Brows	e Courses	
Participant Information		Received Email	Received Email		
First Name*:	Sandi	Search	Search		
		Page 1	of 7 🕨 🕅 🧟 Displaying 1	- 5 of 35	
Middle Initial [*] :	j	Date	Subject		
Last Name*:	Benda	07/02/2019	Confirmation of your Order # C19WSJ26PJ003EF	Ê	
Suffix:		07/02/2019	Confirmation of your Order # C19WSJ26PJ003EF	Ê	
		03/22/2019	Completion Certificate/Letter for Welcome to GSMU	ê	
Previous Names (Maiden Names):		03/22/2019	Course Evaluation	é	
		03/06/2019	The Dates of this Course have been revised.	Ŕ	
Username:	(Your email address will be your username)				
Password*:	****				

• Click the Attachment link



• The Certificate will open as a PDF file – you can print or save from within the Adobe Reader program

