

Downloading your course certificates

Access and download certificates for courses you've completed at the TAL Risk Academy

TAL RISK ACADEMY QUICK REFERENCE GUIDE

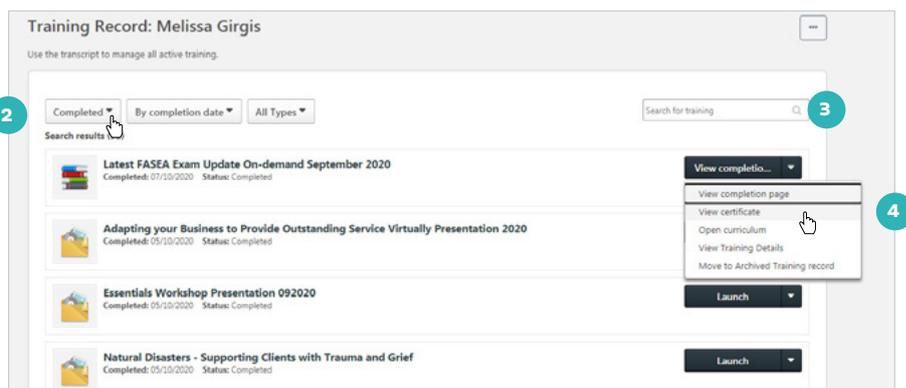
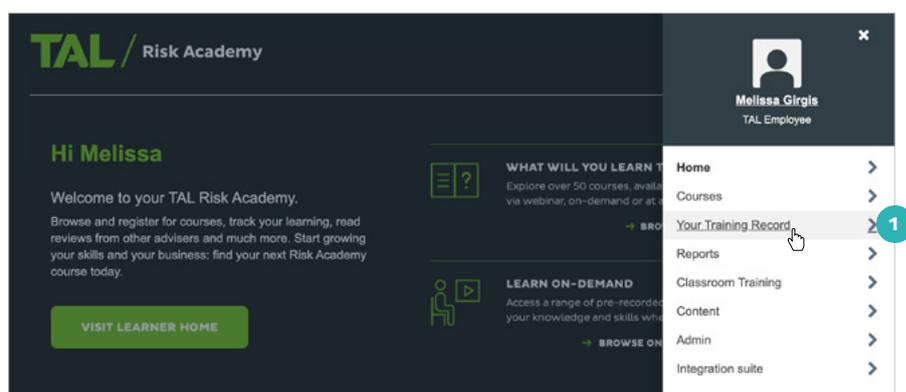
Find your course

Get started by logging in to the TAL Risk Academy at riskacademy.tal.com.au.

Once you've logged in:

- 1 Navigate to 'Your Training Record' via the top menu
- 2 From Your Training Record, change the status dropdown to 'Completed' to see your completed courses
- 3 You can use the search bar to quickly locate a specific course, or scroll through the list
- 4 Click on the drop down arrow and select 'View Certificate'.

Quick tip: certificates aren't available for every training element, so this option may not be active for every item in Your Training Record.



If you need a hand, contact the Risk Academy team on **1800 748 682** or via email at riskacademy@tal.com.au

riskacademy.tal.com.au