How to Download Your Training Certificate in the Learning Exchange
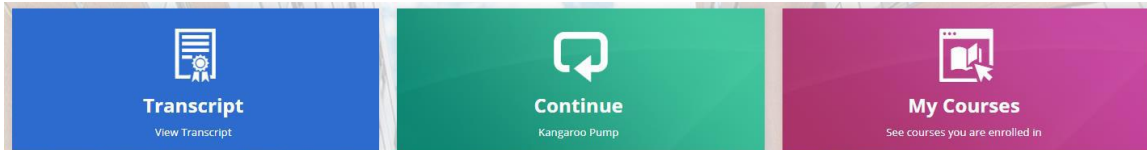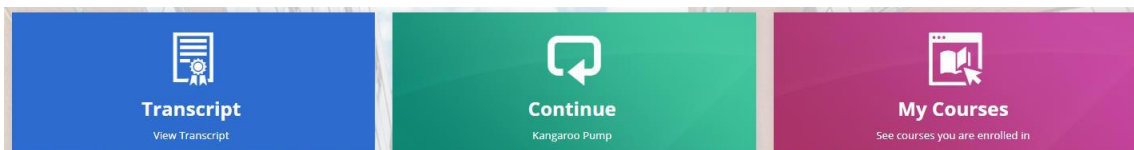
1. Log into the Learning Exchange using your **VUMC Email and Password**.
   a. If you use your personal or school issued email address, you will be unable to login to Learning Exchange.
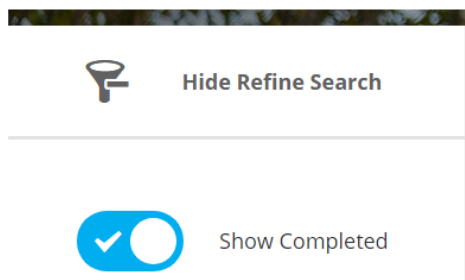2. From this home screen, navigate to "Transcript"

3. Find the course listed that you would like the certificate for. For example, "Input Name of Training Here". Depending on how many courses are in your transcript, you may have to select "Load More…" to find the course you need.
4. Select "Download" on the right hand side to print your certificate.

OR

1. Log onto the Learning Exchange using your **VUMC Email and Password**.
   a. If you use your personal or school issued email address, you will be unable to login to Learning Exchange.
2. From this home screen, navigate to "My Courses"

3. Select the funnel shaped "Filter" Icon on the top right of the menu and toggle the "Show Completed" to on.

4. Select your desired course from the list of courses on the right.
5. Click the Certificate icon on the far right to download the certificate.

Tip: If a training completion certificate isn't available to download, take a screenshot of the training completion as proof, or upload your training completion transcript instead.

ASSIGNED TRAINING

Employees may have completed training during new hire orientation

- ✓ 2025 FY Initial Compliance Training*
- ✓ VUMC Credo Acknowledgement*
- ✓ Exclusion Screening Initial*
- ✓ 2025 FY Bloodborne Pathogens and Infection Prevention Initial Compliance Training*
- ✓ Student Placement 2024-2025AY Student & Faculty Training
- ✓ eStar Online: Student Nurse (excludes LPN students)
- ✓ eStar Online Course: Nurse Instructor (Nursing Instructors Only)
- ✓ Vanderbilt Automated Medication Dispensing System (ADS) Training (Nursing Instructors Only, excludes VPH)