

## **How to Find/Print A Course/Seminar Completion Certificate**

Go to the USPS member home page and log in as a member. Then:

1. Select “Info Center” on dark blue band up top
2. On the left side column, you will see QUICK PICKS
3. Select “Find Members by Name or Certificate”
4. Enter all or part of the member’s first and last name and select the member from the list (Note: You can select the “In my Squadron” box to limit the search to your squadron.)  
**OR** enter the member’s E#
5. Click “Find”

When member data opens, select “Show Training History” up top

If this is your record or you are the SEO/ASEO or DEO/ADEO, you may view and print the course/seminar completion certificate:

6. Select the course or seminar passed (click on the underlined blue course/seminar code)

The certificate will download to your downloads folder

7. Open the certificate and print