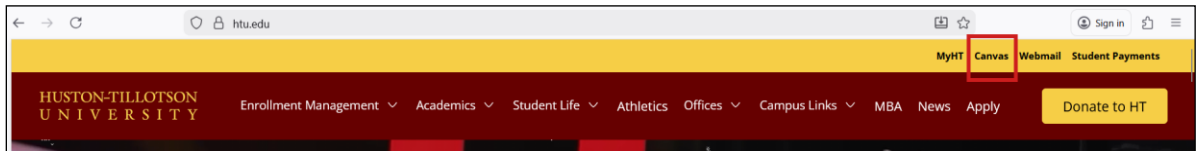
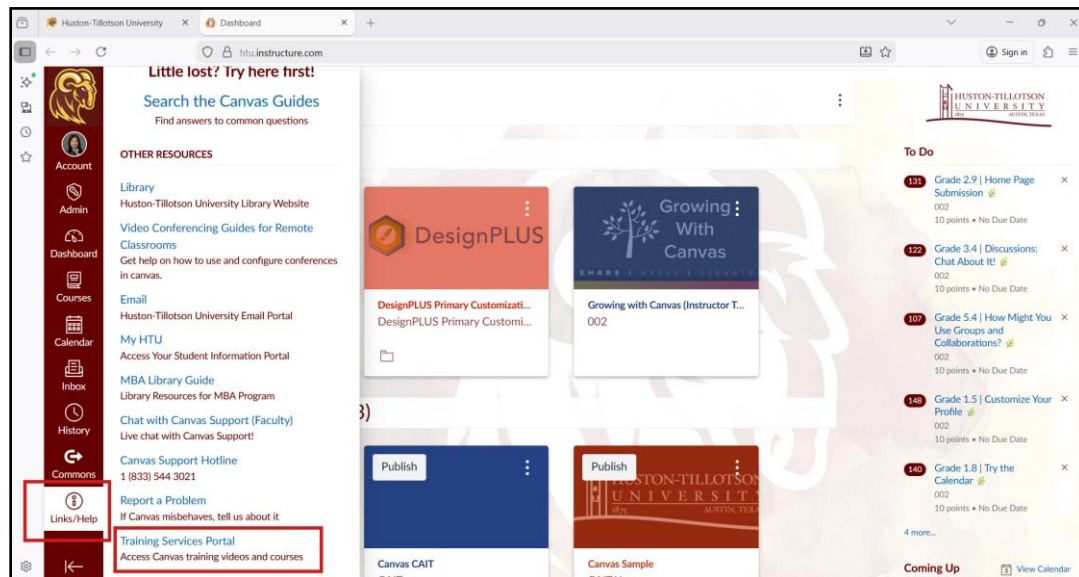


Get your Canvas Basics Course Completion Certificate

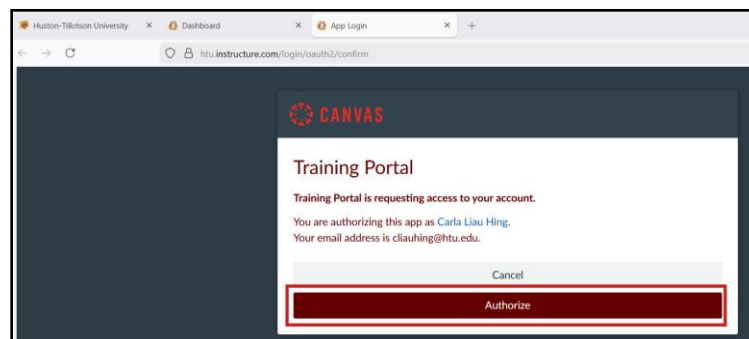
1. Go to www.htu.edu and select <Canvas>.



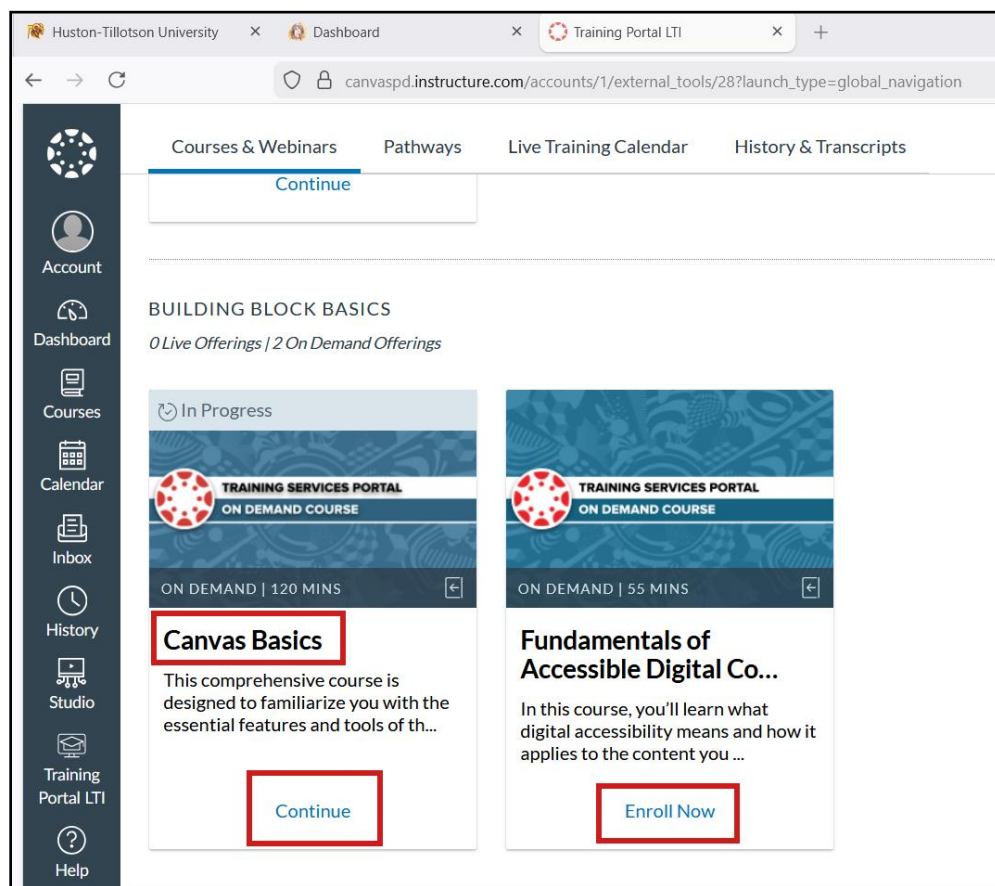
2. Once on your Canvas Dashboard, from the left Menu select <Links/Help> and choose <Training Services Portal>.



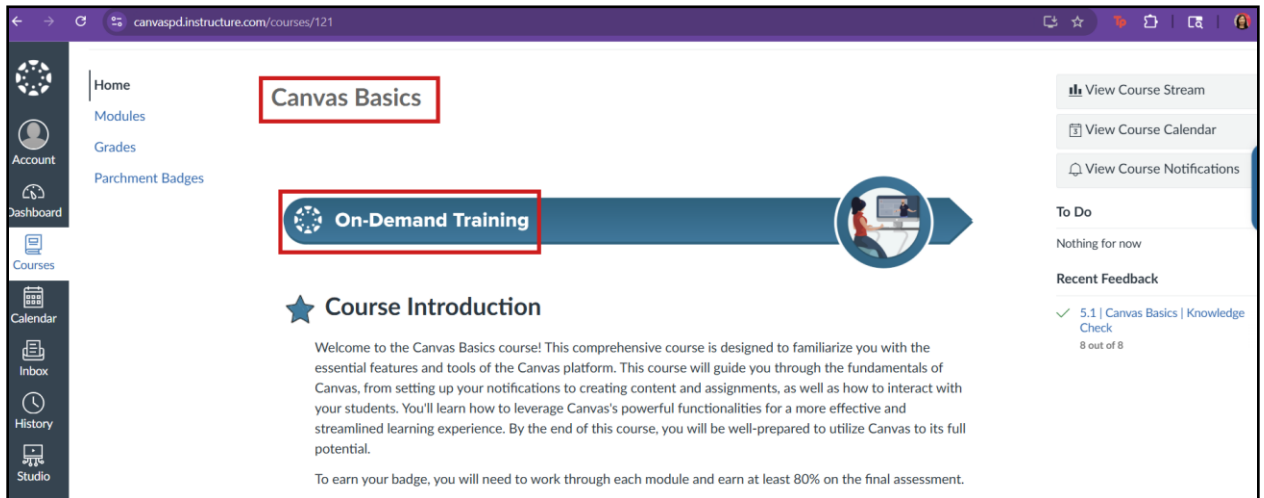
3. If it is the first time you are entering the Training Services Portal, it is going to ask for authorization, select <Authorize>.



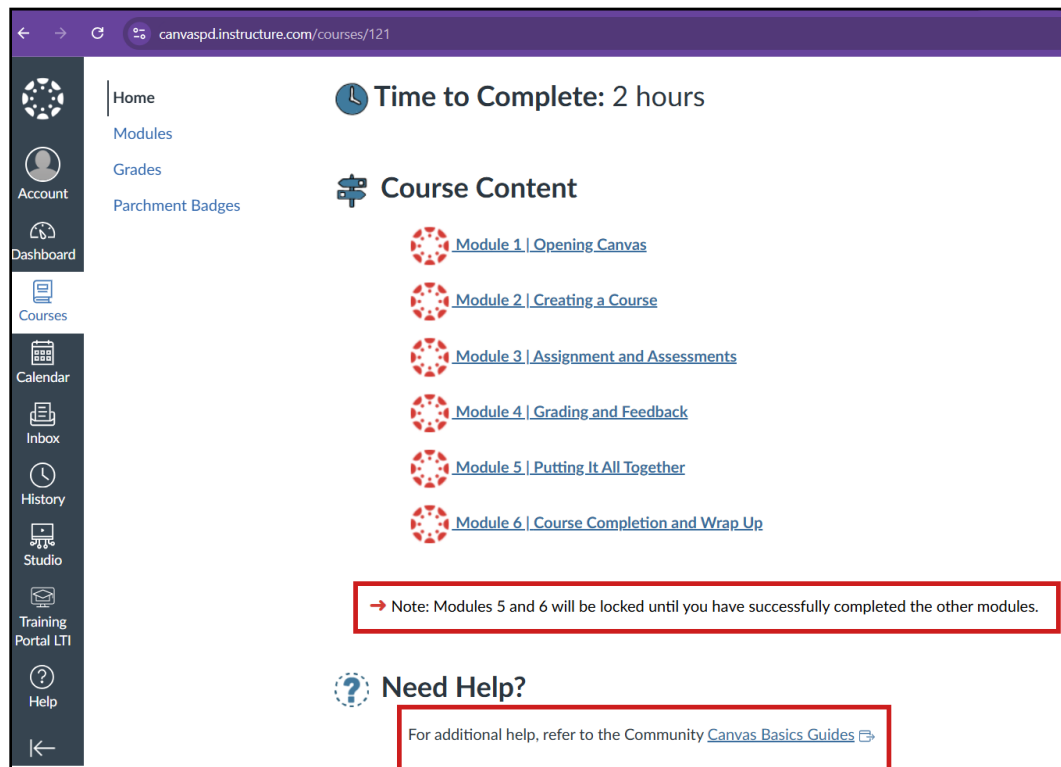
- Once on the Canvas Training Portal, the courses available to you will appear. In order to obtain your Canvas Basics Course Completion Certificate (see sample below), select **<Canvas Basics>** and **<Enroll Now>** for the first time or **<Continue>** afterwards.



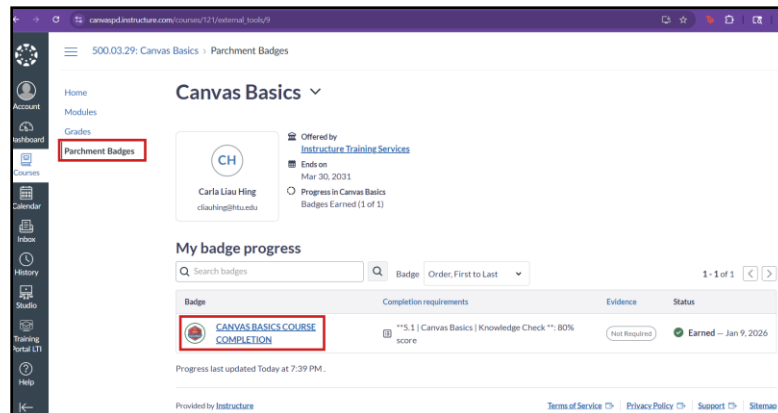
- Once enrolled in the Canvas Basics course, (it's On-Demand Training) complete the Modules.



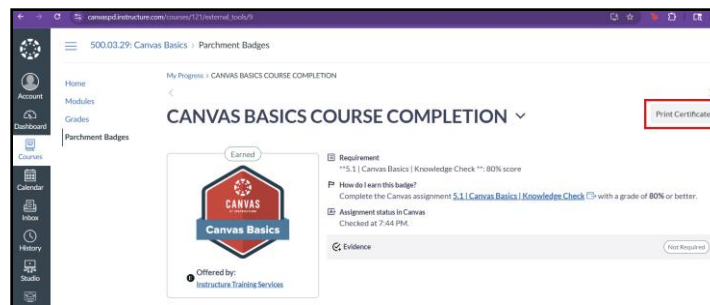
- Notice Modules 5 & 6 will be locked until you have successfully completed the other modules.



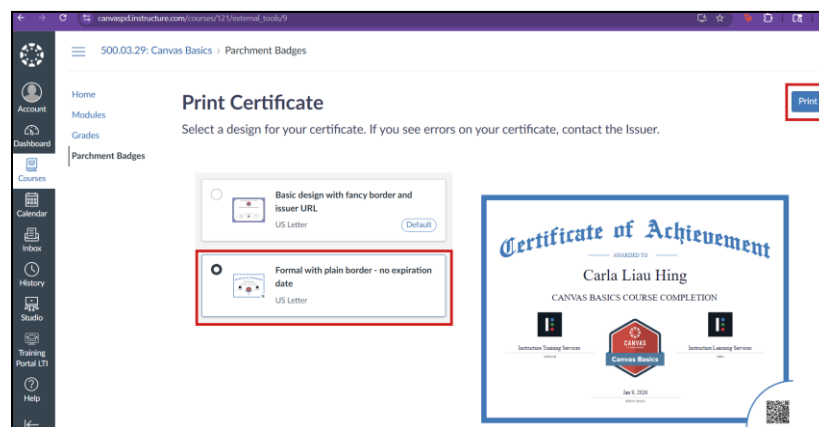
- Once you have taken the Canvas Basics | Knowledge Check on Module 5, you can print your Certificate by selecting **<Parchment Badges>** and clicking on **<Canvas Basics Course Completion>**.



- Once the badge is shown, select **<Print Certificate>**.



- Choose a design for your Certificate (with or without expiration date) and select **<Print>**.



10. Print a digital copy by selecting **<Save as PDF>** in Destination and clicking on **<Save>**.

