

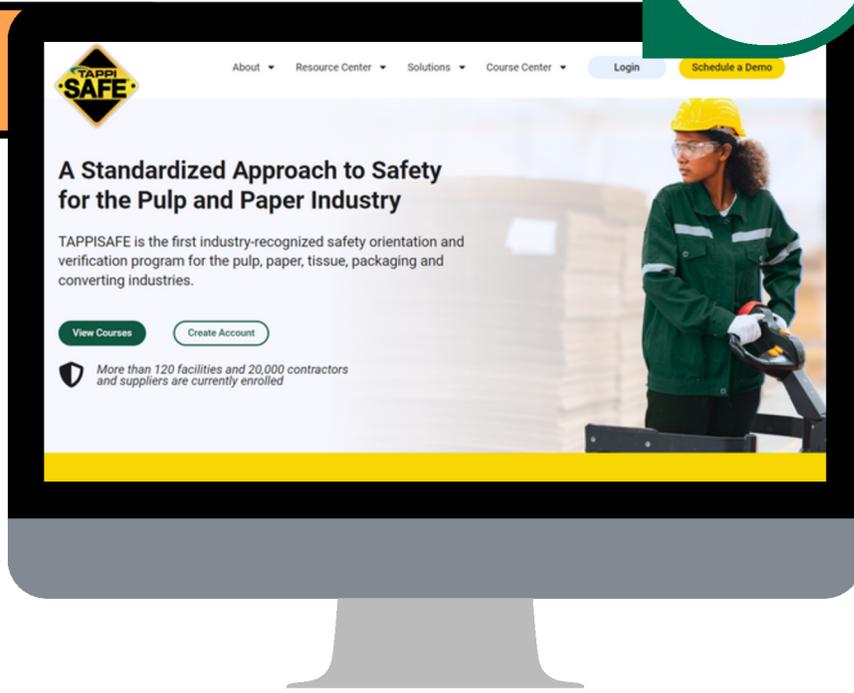
How to: Print Proof of Training



Go to the TAPPISAFE website www.tappisafe.org



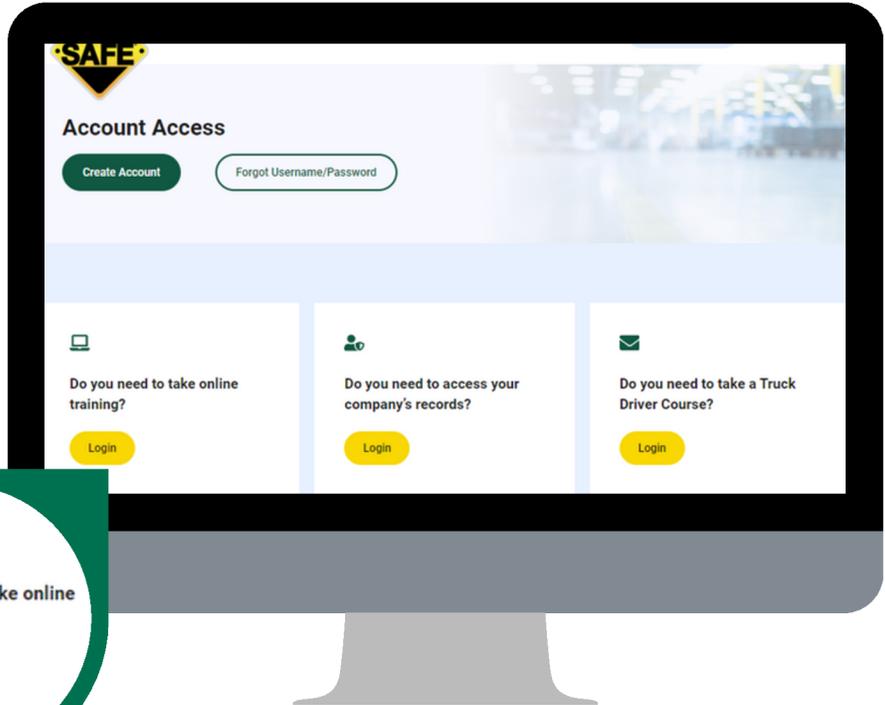
STEP 1 Click on Login



STEP 2 Find Your Portal

Are you a student?
Select the Login button to
take training

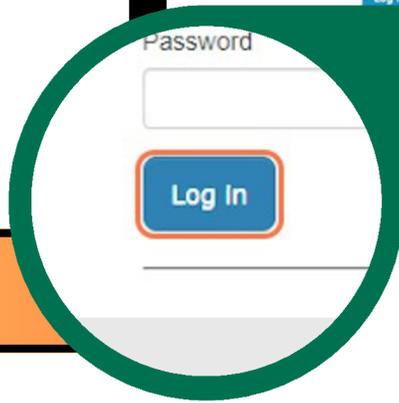
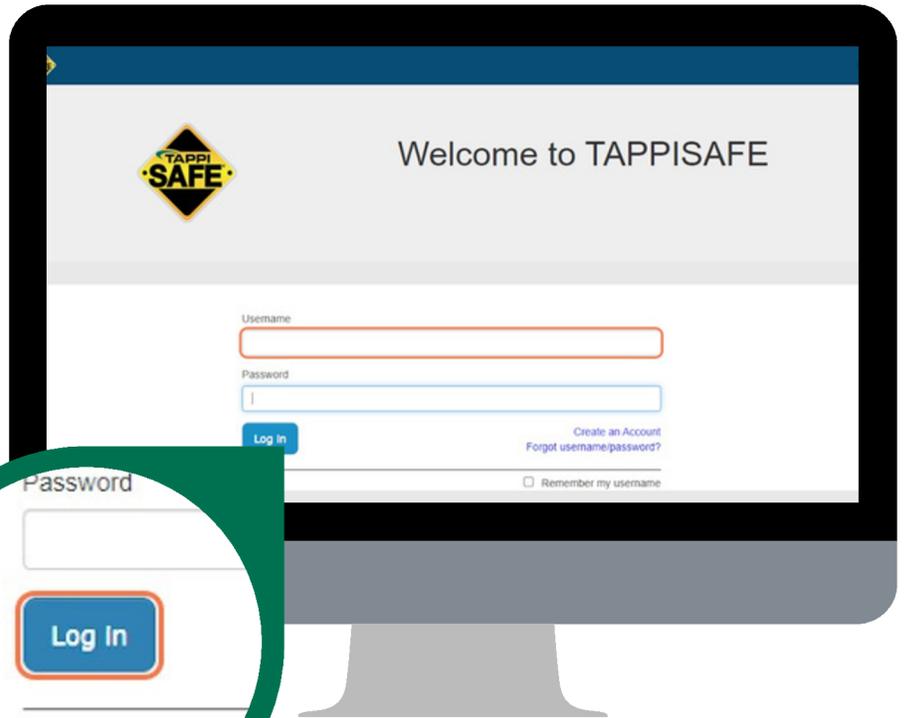
Are you a Truck Driver?
Select the Login button to
take truck driving courses



STEP 3
Click on Username

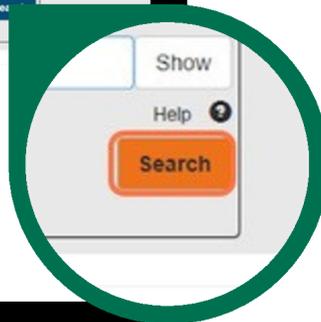
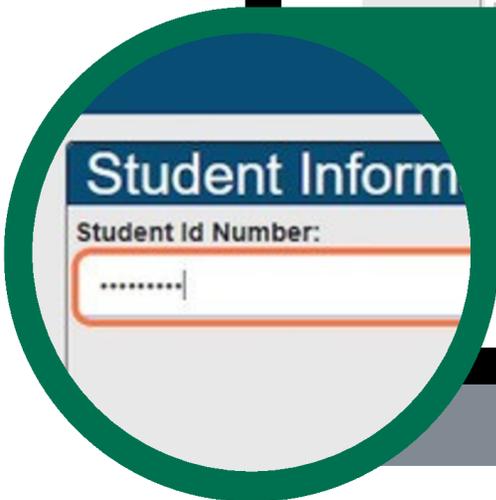
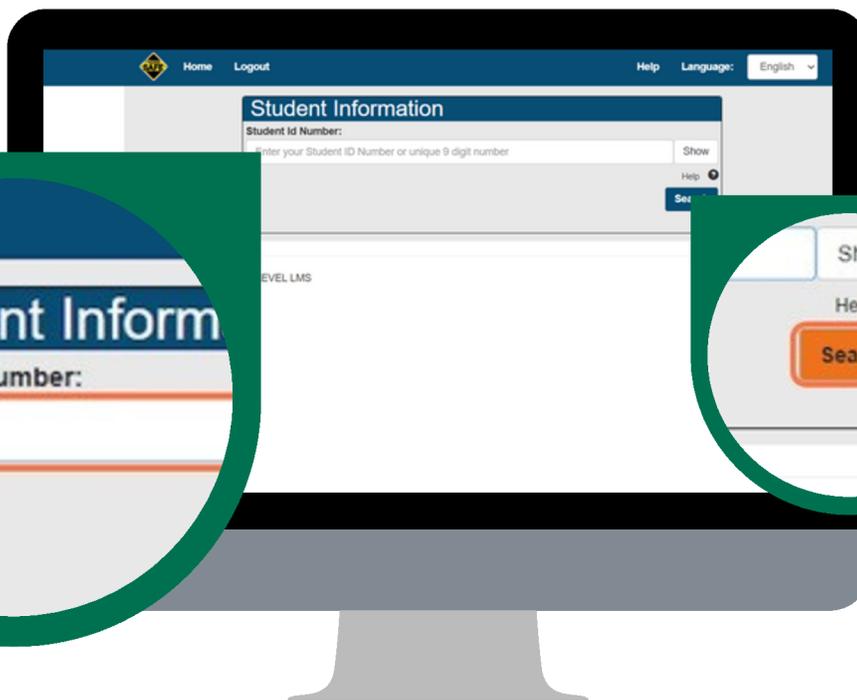
Enter login credentials

You will have received these login credentials by email, or your company provided the training account login credentials to you.



STEP 4
Click on Log in

STEP 5
Enter your unique Student ID Number

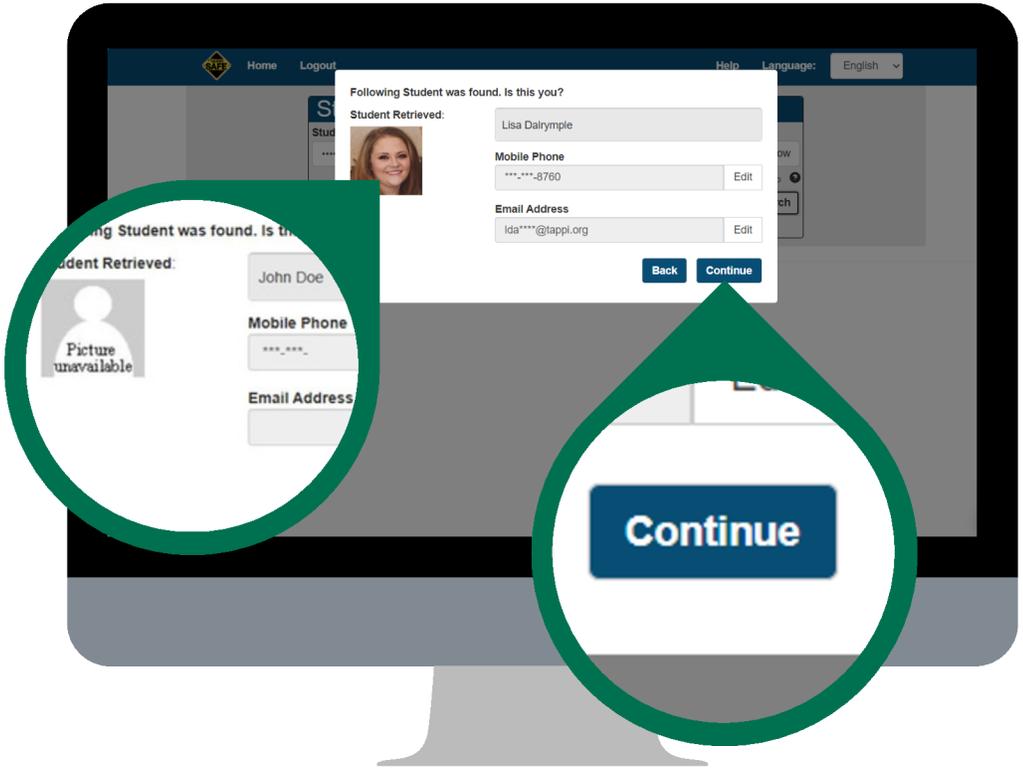


STEP 6
Hit Search

STEP 7
Confirm student record and click Continue

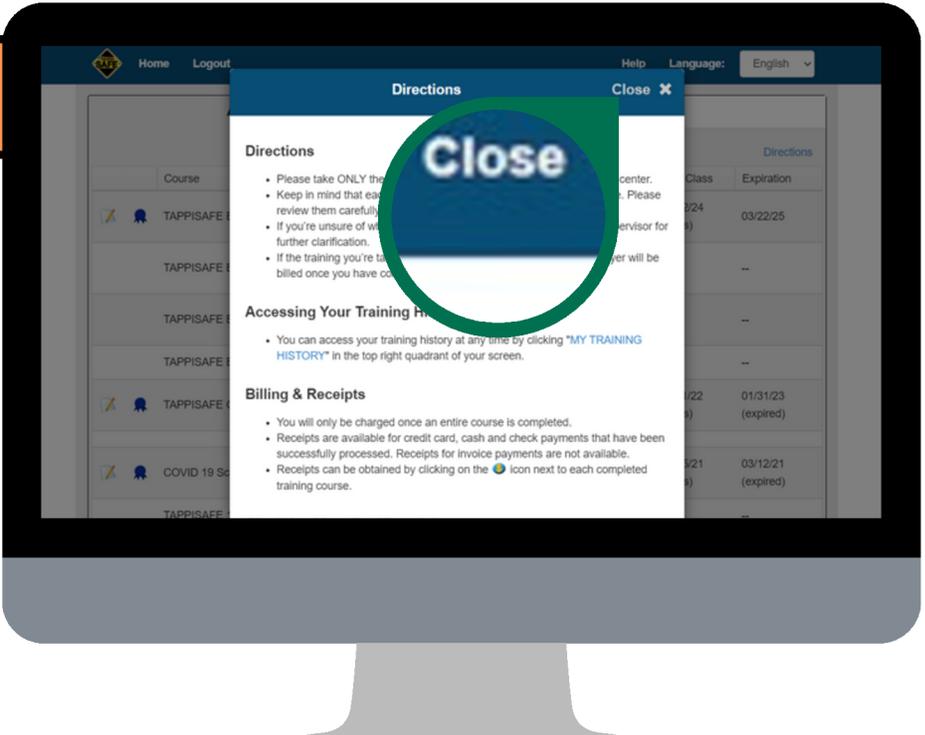
Confirm that the information is correct and that this is your student record. Once you click continue, the course listing page will appear for you to select and complete courses

Click Back if this is not your student record and reenter your Student ID, and search again.

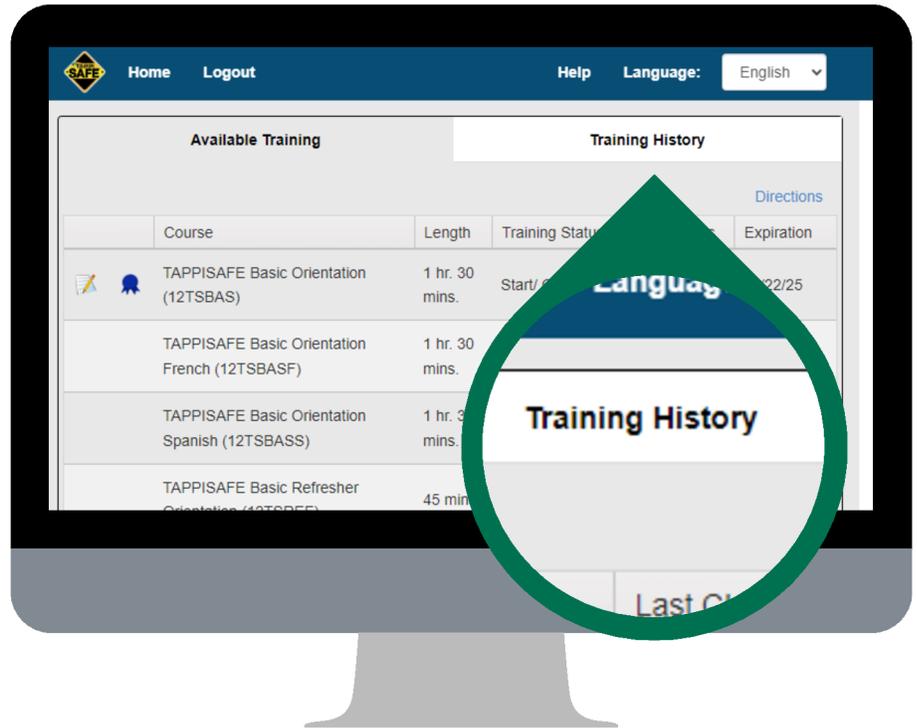


STEP 8
Click Continue

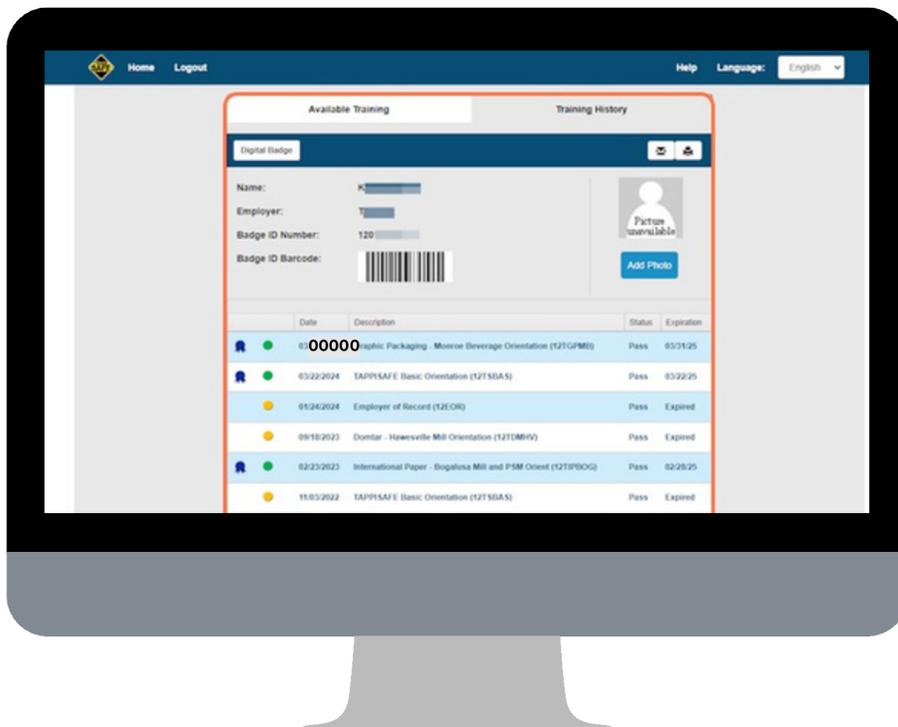
STEP 8
Click Close X



STEP 9 Click Training History Tab



STEP 10 Choose Method of Delivery



There are several ways to print proof of training:

1. Print Certificates of Completion
2. Email Certificates of Completion
3. Print Student Records
4. Email Student Records
5. Text Message Digital Badge
6. Save Image of the front of the digital badge

To receive your Certificate of Completion for a course select the blue ribbon icon