Getting Your Diploma/Certificate for CEs

1. Log in to the LMS by clicking **here** using your RIHS username and password. Be sure to turn off your pop-up blockers before you log in.
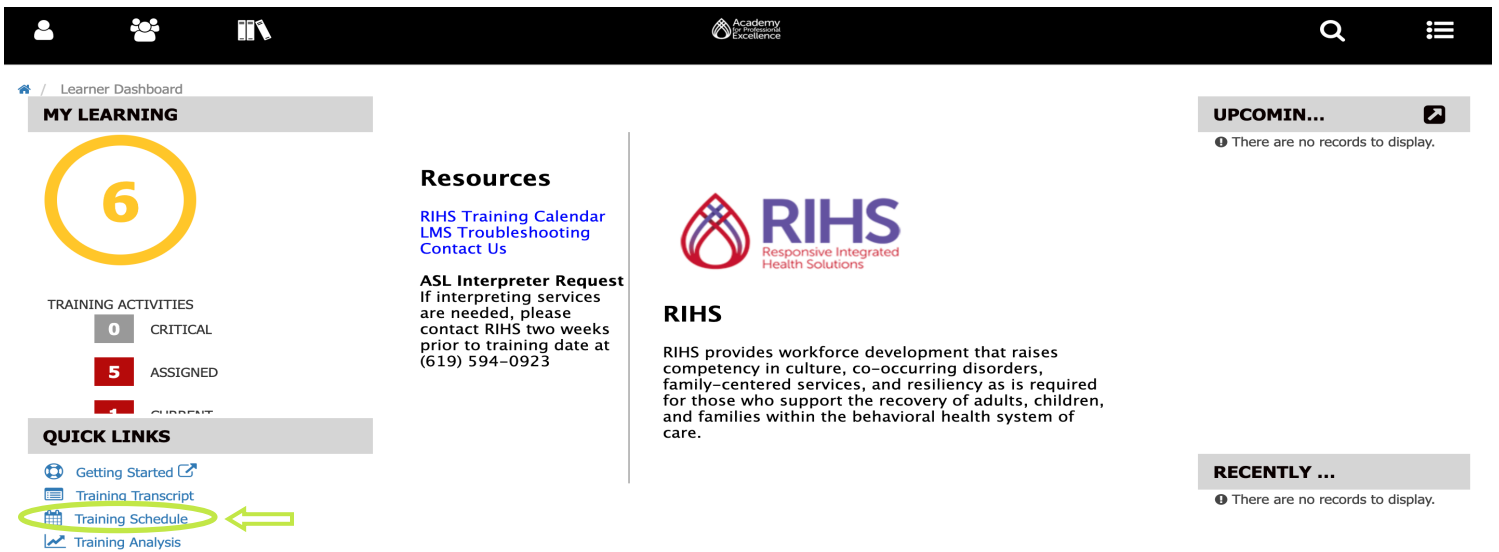

2. On the Home page, click **TRAINING SCHEDULE**, in the lower left corner of the screen.

3. Click on the **COMPLETED** tab in the blue words under the search box. There will be a blue line under the section you are in.

4. Once you have found the training that you would like to download the certificate for, **Click the training title in blue**. For any Instructor Led Training (live in person/virtual training), be sure to click the selection that says ILT Class in the training title.

5. Click the **three dots** above the Register Again button in the top right. Then, click **Diploma**.

6. Click **PRINT** or **EXPORT TO PDF** to download your diploma.