Adsafe no longer issues Certificates when a person completes Awareness Training as the completion information is available in the e-learning platform.

However, if you would like a certificate, you can manually generate one in the system.

Log into your account at: <u>https://elearning.adsafe.org.au/</u> and click on "Goal Centre" as highlighted in yellow in the snip below. This is on the top left-hand corner of the screen.



Click on the "completed" button on the next screen.

Adsafe [®]	
💮 Dashboard	Goal Centre
60al Centre	
🔯 Transcript	(Q In Progress
Goals Catalogue	
Standard Reports	

This will generate a screen similar to the below (this is one of our sample accounts, so yours may not have Compliance Assistant Information and it will have different dates for the Code of Conduct and Training). Click on the arrow next to the date you completed the Awareness Training (as highlighted in yellow) and it will spin downwards and show underneath a square box (as highlighted with a red circle). Click on this square box and your certificate will show. You can print, or download and save.

🔯 In Progress		
Awareness Training	100% 12 Mar 2023	×
Awareness Training	Completed On 12 Mar 2023 Valid Until 11 Mar 2028	
Awareness Training	Completed On 20 Apr 2022	
Awareness Training	Completed On 24 Apr 2018 (0 Rev/ow	
CODE OF Code of Conduct		>
	100% ¹⁴ Mar 2019	
Compliance Assistant Information	100% 07 Jun 2020	>