SIEMENS Gamesa

Navigation Note

How to download certificate(s)

IT System Date Owner

Group Account 30/06/2021 SGRE HR ORG&DEV WU

Phase	Explanation	Navigation
Find the user	 From the main SG Training Web page go to My Group Account. 	> My Group Account
	2. Perform an employee search by entering search criteria as e.g. name, GID or department. NB! If you are searching for an org. code or cost center, please remember to put in % before to ensure seeing every employee, e.g. %ON EXT	Last Nome. Forte name: OD: Department: Base:yes or select
	3. Click the search button.	search
Login as a user	 Find the user you need to book training for and click the Login as button. 	≜ \$
Download the certificate(s)	 Click the My Certificates in the right menu bar 	> My Certificates Select
	Tick off the course(s) you want to download certificate(s) from	
	3. Click Download selected valid certificates as	Download selected valid certificates as zip file
	4. Click Open or Save	Open Save •