

Phase	Explanation	Navigation
Find the user	<ol style="list-style-type: none"> <li>From the main SG Training Web page go to <b>My Group Account</b>.</li> <li>Perform an employee search by entering search criteria as e.g. name, GID or department. <b>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</b></li> <li>Click the <b>search</b> button.</li> </ol>	
Login as a user	<ol style="list-style-type: none"> <li>Find the user you need to book training for and click the <b>Login as</b> button.</li> </ol>	
Download the certificate(s)	<ol style="list-style-type: none"> <li>Click the <b>My Certificates</b> in the right menu bar</li> <li>Tick off the course(s) you want to download certificate(s) from</li> <li>Click <b>Download selected valid certificates as</b></li> <li>Click <b>Open</b> or <b>Save</b></li> </ol>	