

# How to Access Leadership and Governance Trainings Without an Account

Access the Pennsylvania Victim Services Training (PVST) Website at: <https://pavictimservicetraining.org/>

- Click on the Leadership & Governance tab at the top of the PVST Homepage. All Leadership and Governance Courses will be listed starting at the second half of the page.



## Leadership and Governance Courses



- The course list shows the course name, course number, and an overview of the course content. Once you find the one you want to complete, click on the course, then click “Launch Course”.



- [Complete your course!](#)
  - At the bottom of the screen, use the controls to play/pause, view slide progress on the seekbar, adjust the volume, see additional options, and navigate to the previous and next slide. You can restart the slide by clicking the replay button.
  - Closed captioning for the audio is available on each slide by clicking on the Notes tab on the top left-hand side of your screen.
  - If you are having trouble completing a course, click the help button to navigate to the help center.



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Need additional help? Email [PVSTSupport@psu.edu](mailto:PVSTSupport@psu.edu) for assistance.

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- At the end of the course, make sure you have watched all of the slides to the end. After viewing all slides in the course, the button at the bottom of your screen will change from “Incomplete” to “Completed. Let’s continue”.

**Completed. Let's continue.**

- After you have completed the course, you will be able to download your certificate of completion!\* You may begin the download process by clicking on the “course completed” button.

**Please read the following carefully before completing this course:**

**If you are signed in to your learner account, click "Complete" below to complete the course as usual.** Your completion certificate will be available to download in the pop-up window that follows and is accessible at any time by signing in to your learner account.

**If you completed this course without a learner account, remember to IMMEDIATELY follow the steps to download your completion certificate upon clicking "Complete" below.** Your certificate and progress will ***not*** save if you navigate away from this window before doing so.

**Course completed!**

**\*IMPORTANT NOTE:** If you do not download your certificate immediately upon completion of your course, the certificate CANNOT be recovered. You will need to complete the course again if the certificate is lost. Detailed instructions on how to download your certificates are provided on the next page.

It is advised that you review the instructions before beginning your course.



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# How to Download your Certificate of Completion

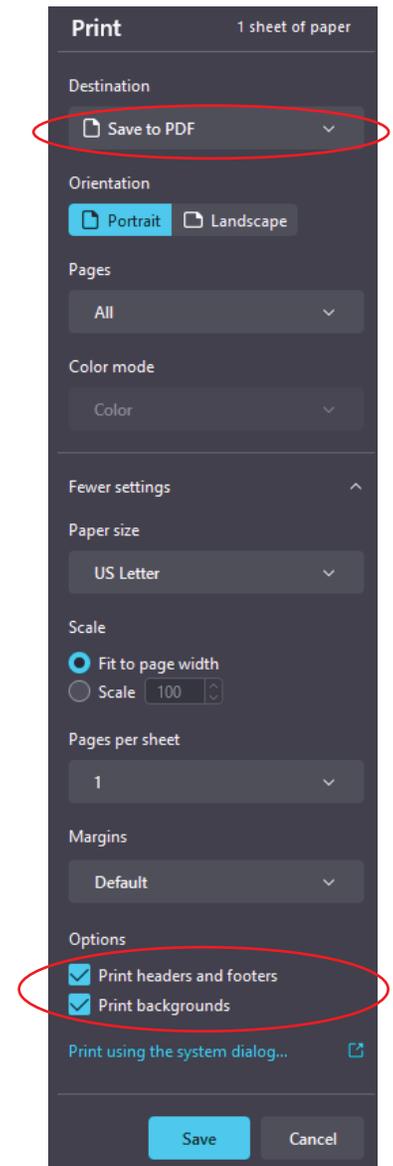
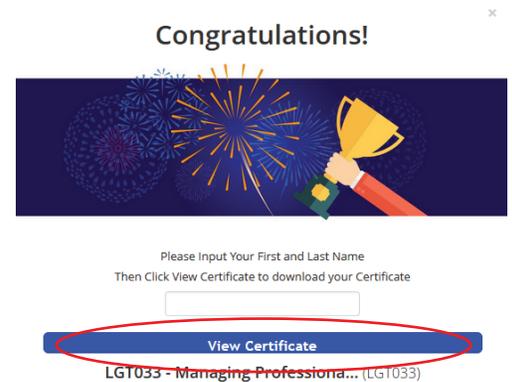
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- To access your certificate, you will be presented with a text box after you complete your course. Type your first and last name into the text box.
- Next, click view certificate. Your certificate will download as an .html file in your browser-- click the downloaded file.

(LGT033)certification.html  
703 bytes — data resource — 12:26 PM

\*Note: Firefox does not support software needed to complete trainings. Please use Safari, Google Chrome or Microsoft Edge to complete your trainings and to download your certificates.

- Right click on the screen, and choose print.
- Choose “save to PDF” as your print destination. Additionally, click “more settings”, and confirm that “print backgrounds” is checked. Click save, and choose your save destination.
- You will then be able to access the certificate and print it as needed. Remember, this is the only time you will be able to access the certificate through the course. If you lose the certificate, and do not have an account, you will need to retake the course.
- Once you download and save your completion certificate, you can close out of the window and explore the PVST website or take additional trainings. It is advised that you check that your certificate is saved before you close the window!



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