



How to Print Your Candidate's Earned Credentials in the Account Administration Role

1. Login to www.nims-skills.org then click **Testing Center**. Make sure you are in your Account Administrator role in the top right corner of the page.
2. Click on **Manage Candidates** in the top gray toolbar.
3. Look up the candidate you want to print earned credential for. Enter the candidate's information in the appropriate field then click **SEARCH**.
 - ▲ You can narrow down the search by entering more information such as the candidate's first name, last name, username, registration date and/or notes. You may also leave all fields blank and hit **SEARCH** for a full list of candidates.
4. The table below the red search button will populate with all the matching entries from your search.

To print all earned credentials of a candidate:

5. Locate candidate from the list and click **ACTIONS** beside the candidate's name.
6. Select **Print Certificates** to download all earned credentials.
 - ▲ Check the Download folder in your local drive to find the downloaded credentials.

To print a specific credential of a candidate:

5. Locate candidate from the list then click the candidate's username. The candidate's user profile will open in a new tab.
 - ▲ Please make sure to disable popup blocker to allow the new tab to open.
6. Scroll down the candidate's user profile page and click **Credentials->** to open all credentialing taken by the candidate.
7. Click the printer icon of the credential you wish to print or download. A new browser tab will open with option to print or download the certificate.
 - ▲ Please make sure to disable popup blocker to allow the new tab to open.

Suggested paper: 80# (cardstock) 8.5 x 11, white