



Locate Certificates of Completion in GLADS

If you need assistance locating Certificates of Completion in GLADS, please contact Learning & Development at learning@gatewayloan.com.

STEP 1: Access GLADS

1. Go to gatewayconnex.com.
2. Click the **GLADS** icon on the landing page.



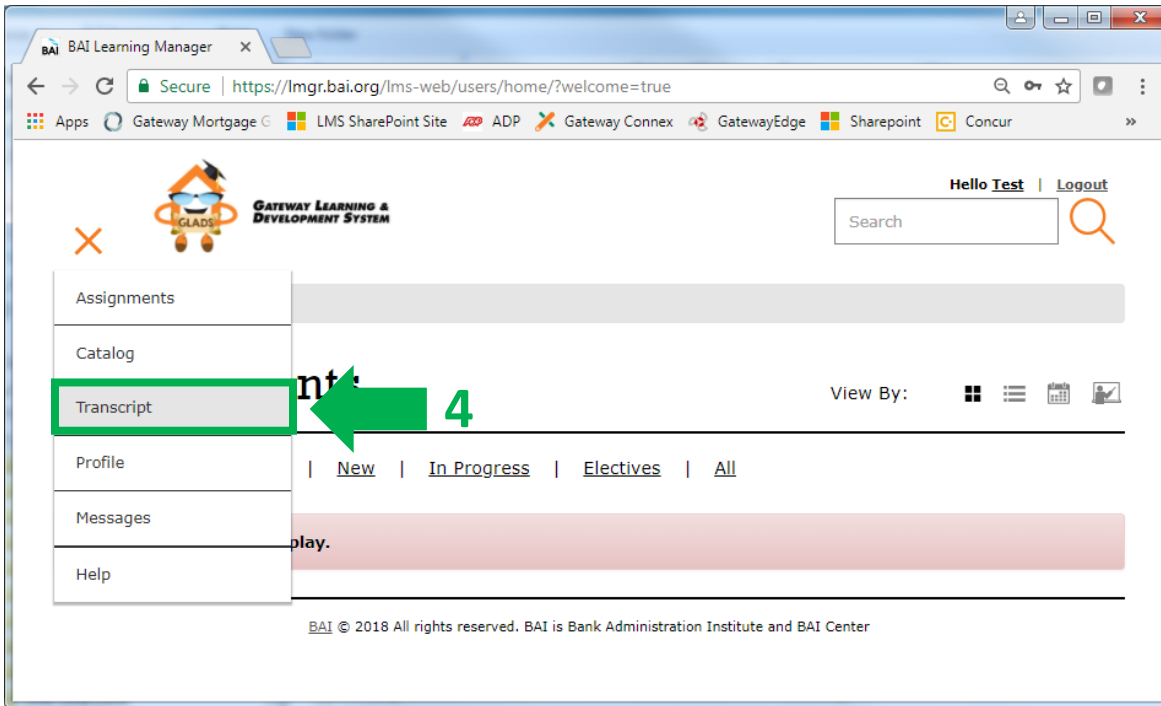
Note: The GLADS icon may be in a different location on the icon row, as the icons rotate.

STEP 2: Access Your Transcript

3. On the GLADS home page, click the menu bars to the left of the GLADS logo.

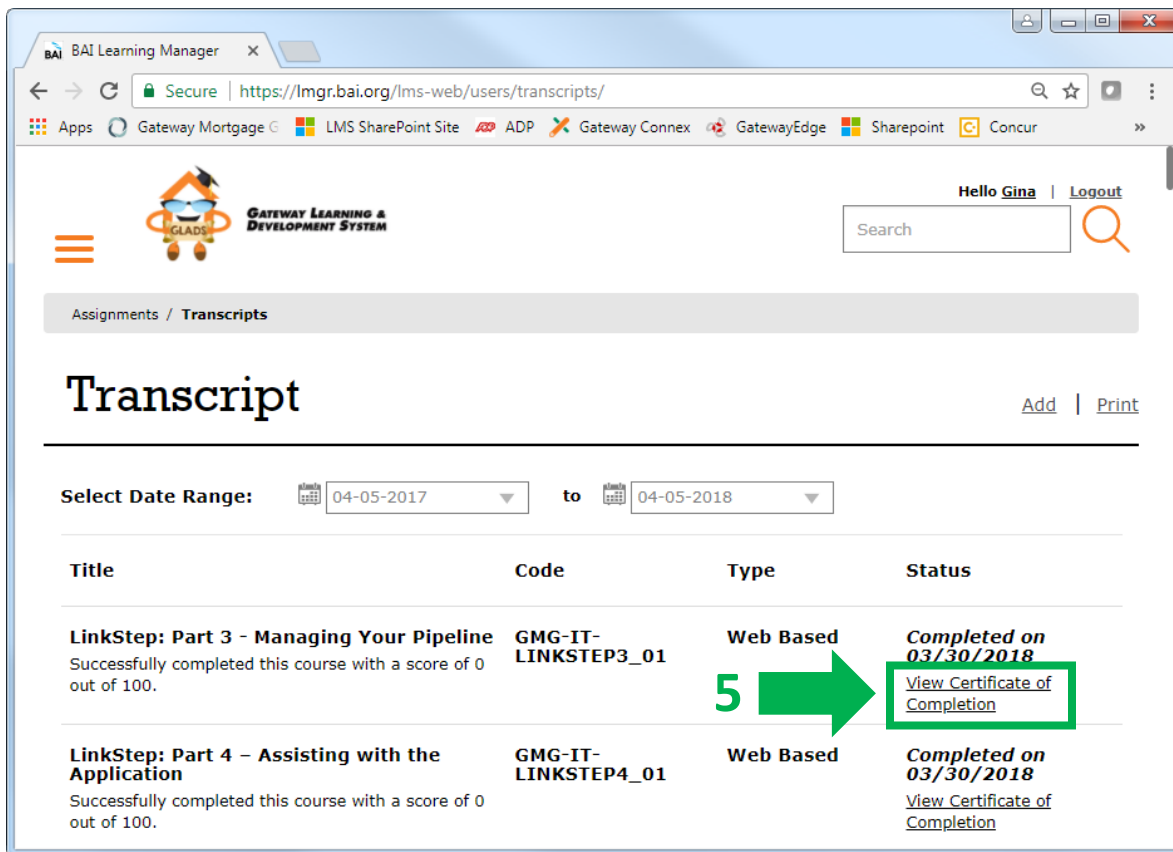


4. Click Transcript.



STEP 3: View Your Transcript

5. To the right of your successfully completed course, click **View Certificate of Completion**.



- Your certificate will open. **Click Print Your Certificate of Completion Now** to print your certificate or save it as a PDF through your Internet browser's print function. You can also screen shot your certificate and save it to your computer.

Note: Your certificate may display a score of zero percent. If so, this is simply because there is not test associated with that particular course, so GLADS records a zero percent. No worries – if you have a certificate, you have successfully completed the course!

The screenshot shows a web browser window with the URL <https://lmgr.bai.org/lms-web/courses/certificate/101093881/203668519/>. The page header includes the BAI Learning Manager logo and the text "Hello Gina | Logout". A search bar is also present. The main content area displays "Congratulations" and a large blue box with the text "You have successfully completed this course". Below this text is a button labeled "Print Your Certificate of Completion Now", which is highlighted with a green box and a green arrow. To the right of the blue box is a certificate graphic with the following text: "BAI. Certificate of Completion", "Gina Snow", "Successfully Completed", "LinkStep: Part 3 - Managing Your Pipeline", "03/30/2018", and "0%". The certificate also includes labels for "Completion Date" and "Score".

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