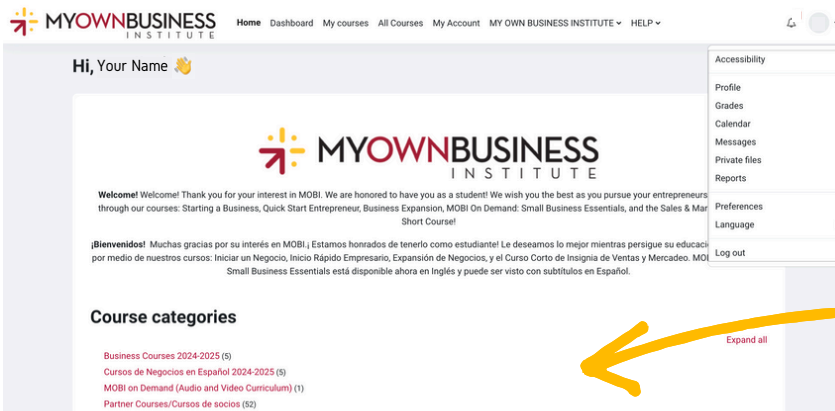


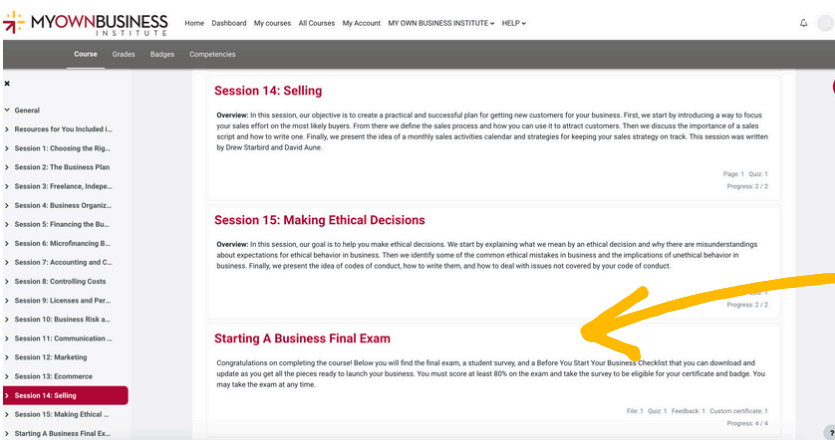
How To Download & Print Your MOBI Certificate - Two Ways

Once you have met the requirements for your course, including submitting the Student Survey, your Certificate of Completion will be available for download as a PDF file that you can save, send, or print. For additional assistance, email scu-mobi@scu.edu.

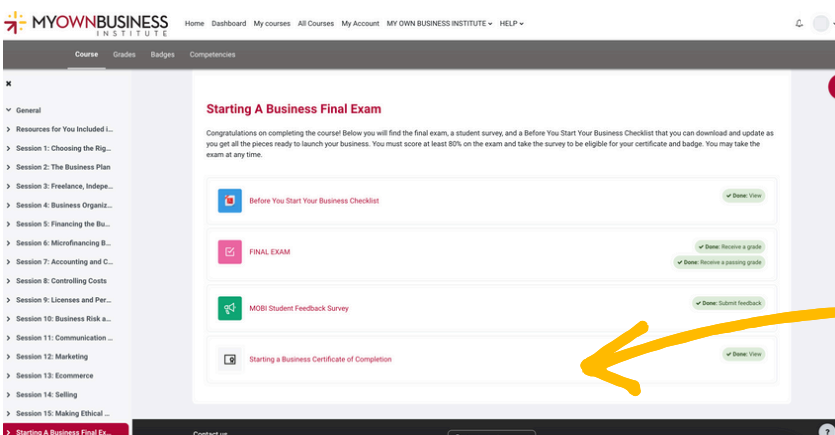
Option 1- Through Your Course



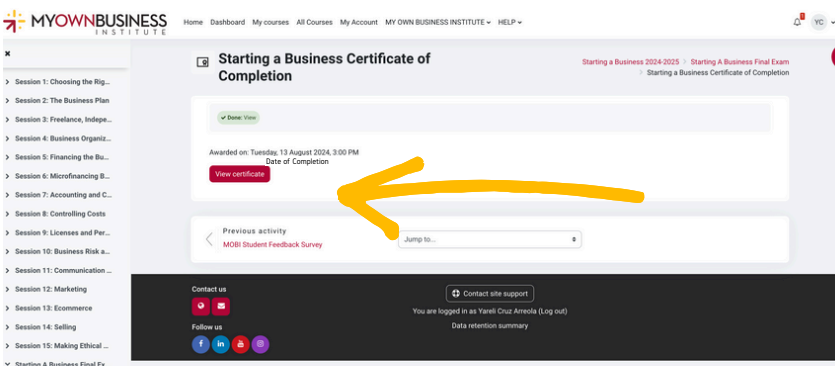
1) Click on the course category & course that you completed.



2) Once course is selected, scroll down to the bottom of the screen and click on the hyperlink for the Final Exam (or for "Survey, Certificate of Completion and Digital Badge" for the Small Business Essentials course).



3) Verify all sections are ✓Done. Then select the "Certificate of Completion" option.



4) Select "View Certificate" & proceed to download or print.

Option 2- Through Your Profile

The screenshot shows the top navigation bar with the My Own Business Institute logo and links for Home, Dashboard, My courses, All Courses, My Account, MY OWN BUSINESS INSTITUTE, and HELP. Below the navigation bar, the user is greeted with "Hi, Your Name" and a profile icon. A dropdown menu is open in the top right corner, listing options: Accessibility, Profile, Grades, Calendar, Messages, Private files, Reports, Preferences, Language, and Log out. A yellow arrow points to the "Profile" option.

1) Once you log in, scroll up to the top right corner of the screen and click on Profile.

The screenshot shows the user's profile page. On the left is a profile card with "Your Name" and an "Edit profile" link. The main content area is divided into three columns: "Badges from My Own Business Institute (MOBI) Learning Management Site" with a badge for "SCU MOBI Starting a Business 2024-2025"; "Course details" with "Course profiles" and "Starting a Business 2024-2025"; and "Miscellaneous" with links for "My certificates", "Forum posts", "Forum discussions", "My certificates", and "Learning plans". A yellow arrow points to the "My certificates" link under the Miscellaneous section.

2) View under Miscellaneous

3) Click on My Certificates

The screenshot shows the "My certificates" page. It includes a download button and a table of certificates. A yellow arrow points to the download icon in the "File" column of the first row.

Name	Course	Awarded on	Code	File
Starting a Business Certificate of Completion	Starting a Business 2024-2025	Date of Completion	Mq2p8R3WDI	

4) Download and print file using the download button.