Completing a ULearn Course

Corporate card cardholders can use this tutorial to change the status of a
ULearn course from *In Progress* to *Completed*.
http://ulearn.miami.edu

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Confirm the ULearn Status Appears as *Completed*

Find and Launch the ULearn Course

1. Close all internet browsers. Then open Google Chrome, the preferred browser.

Important: Having ULearn open in two browsers may affect the test score and result in having to take the course a second time.

2. Log into ULearn.   https://ulearn.miami.edu
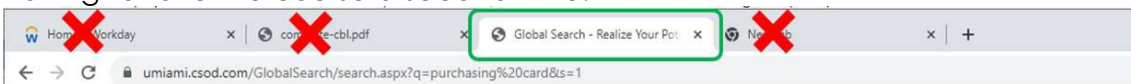
3. Find the class:
   - If the class was assigned to you, click **My Transcript.** and choose the filter **Active**.

My Transcript

Filter by Training Status	Sort by	Filter by Training Type
Active ▼	Date Added ▼	All Types ▼

   - If the class was not assigned to you, use the search to find it.

Examples include:

Purchasing Card (PCard) Training
Online Class | University of Miami | $0.00
The purpose of this module is to provide curre
Purchasing Card policies, procedures, and oth

Purchasing Card (PCard) Refresher Training
Online Class | University of Miami | $0.00
The purpose of this module is to provide current cardholders
Purchasing Card policies, procedures, and other important i

University Travel Card Program (US Bank)
Online Class | University of Miami ILT | $0.00
The purpose of this module is to provide new cardholders and their supervisors
other important information.

University Travel Card Program Refresher (US Bank)
Online Class | University of Miami | $0.00
The purpose of this module is to provide current cardholders and their supervise
procedures, and other important information.

4. Click **Launch**.
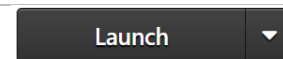
Launch ▼

Email the Score and Print the Certificate

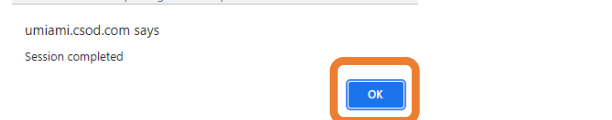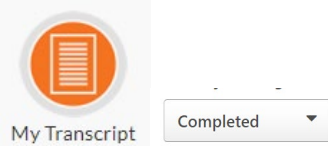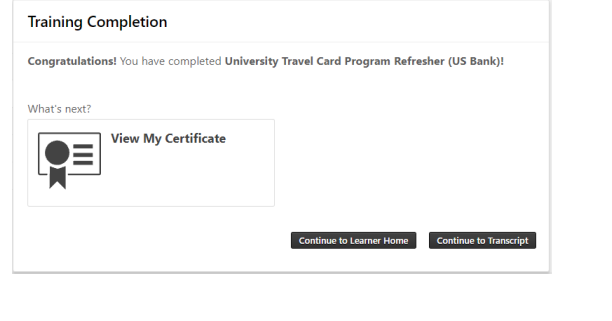|	
5. Type your name and click **Email Score**.	After finishing this lesson, complete the form below: Type your name or identifier: Michelle Roy **Email Score** Print Certificate Print Score Summary Finish
6. A confirmation will appear. Click **Go Back**.	**Your score has been sent!** Go Back
7. Type your name and click **Print Certificate**.	After finishing this lesson, complete the form below: Type your name or identifier: Michelle Roy Email Score **Print Certificate** Print Score Summary Finish
8. **Right click** on the certificate, choose **Save As**. Save a copy for your records. Close only the certificate window.	**Certificate of Completion** **Michelle Roy** has completed **University Travel Card Program Refresher (US Bank)** offered by **University of Miami** September 29, 2021
9. Click **Finish** and close the internet browser. The course is now complete. *TIP:* Results may take 15 minutes to appear.	Type your name or identifier: Michelle Roy Email Score Print Certificate Print Score Summary Finish

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10. Click **Ok**. This pop up may not appear for some end users and is not mandatory for completion.	umiami.csod.com says Session completed **OK**

<div style="background:orange;color:white">

Confirm the ULearn Status Appears as *Completed*

</div>

11. In ULearn the training status will be updated to *Completed*. **TIP:** Results in **My Transcript** (*Completed* drop-down) may take 15 minutes to appear. My Transcript [Completed ▼]	**Training Completion** **Congratulations!** You have completed **University Travel Card Program Refresher (US Bank)!** What's next? View My Certificate Continue to Learner Home Continue to Transcript
12. Email the certificate to the corresponding area:	Pcard.ap@miami.edu or Travelcard.ap@miami.edu

Filter by Training Status [Active ▼]   **Sort by** [Date Added ▼]   **Filter by Training Type** [All Types ▼]