

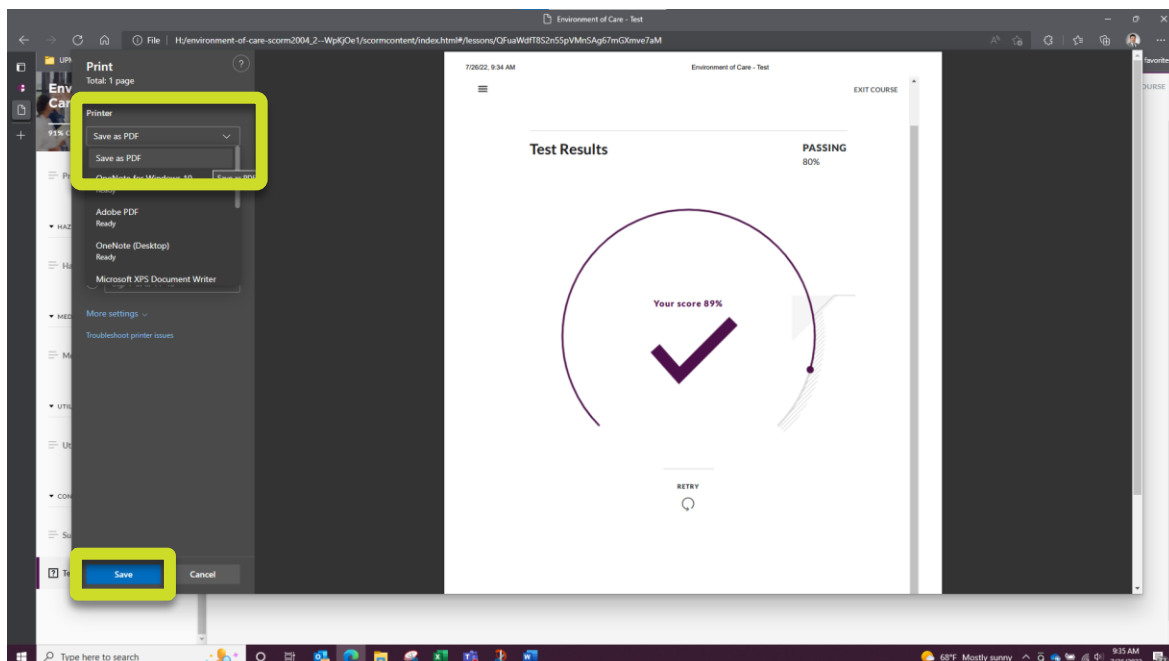
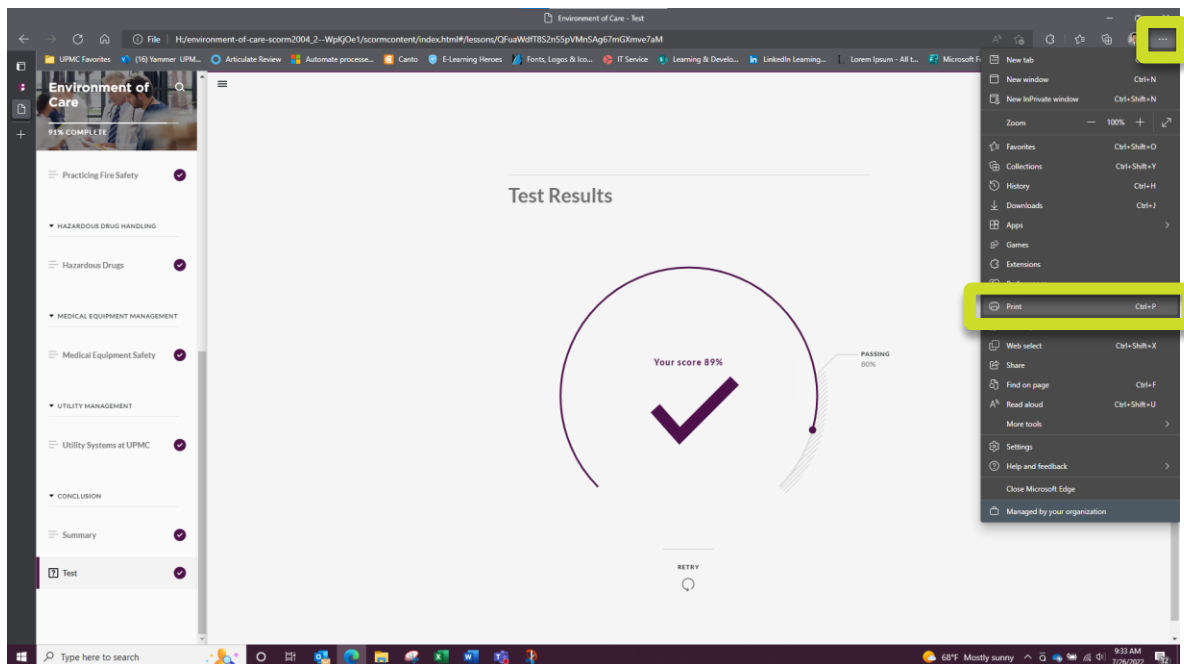
## INSTRUCTIONS:

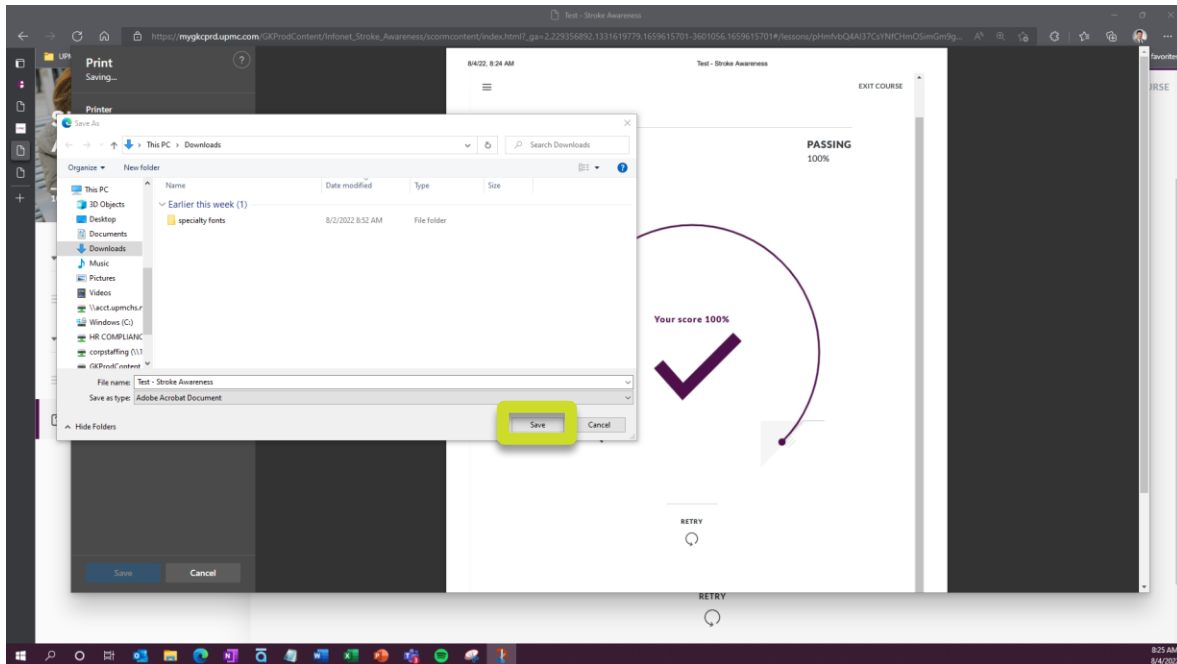
### Providing Proof of Mandatory Education Completion

There are **TWO** ways to print/save proof of completion to provide your UPMC supervisor.

#### First Option: Saving the webpage as a PDF.

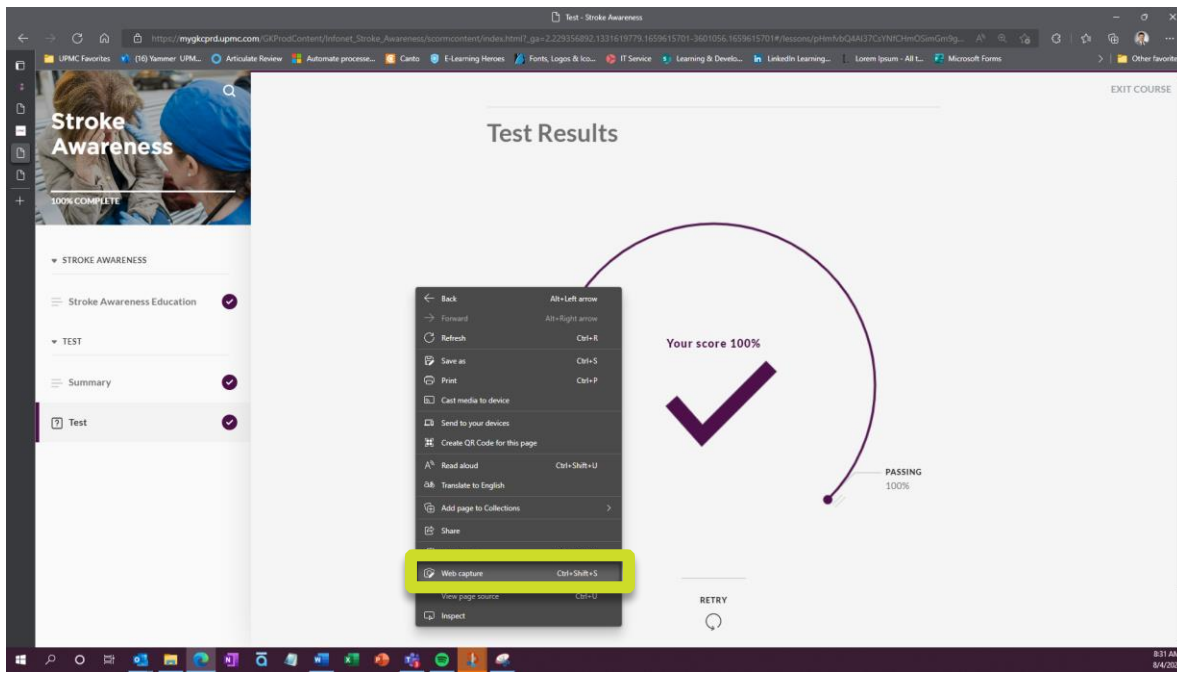
1. Select the “...” in the top right corner of your webpage.
2. Select “Print.”
3. Under the “Printer” drop down menu, select “Save as a PDF.”
4. Select “Save”
5. Save the PDF to a folder that you will remember and be able to access later.





## Second Option: Taking a screenshot.

1. Right Click on the webpage and select "Web Capture."
2. Select "Capture Full Page."
3. Select "Save."
4. The image will then be automatically saved to your "Downloads Folder."



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