

Confirming Receipt of Certificates

You must check you have received certificates for all learners listed on the Certificate Check List and acknowledge receipt within 10 working days.

To acknowledge receipt, you should:

1. Access the relevant course run via the [Your Course Runs](#) page
2. Click 'Manage' next to Programme Run Administration Events

Programme Run Administration Events

(Manage)

3. Under Progress (Step/Action), select Certificates Received from the dropdown

Progress (Steps/Actions) 2

Certificates Received

Date:

Notes:

Navigation icons: Home, Back, Forward, Refresh, Search, etc.
Spring

Submit

4. Enter the date you received the certificates
5. Click 'Submit'