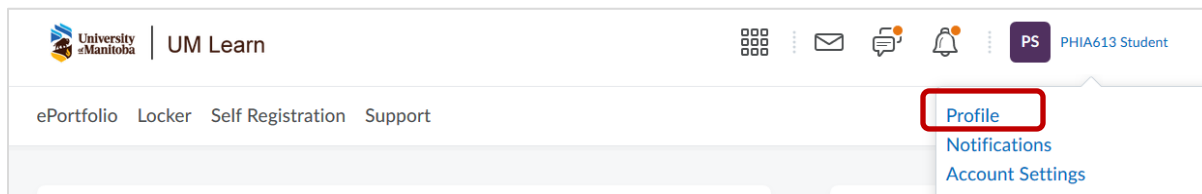


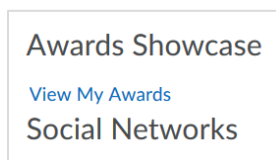


How to Generate your UM PHIA Certificate

1. Log into UM Learn and go into your UM Learn profile by clicking on your name and then “Profile”:



2. Once you have accessed your profile, select “View My Awards” under your Awards Showcase.



3. Select the “UM PHIA Certificate of Completion.” You will then be prompted to generate your certificate. If your certificate is not available to be generated and you’ve successfully completed all of the components of the training (the module and quiz), you may need to log out and then log back into the system to claim your certificate.



4. If you have any questions about the training and/or generating your certificate in UM Learn, please contact the Access and Privacy Office at fippa@umanitoba.ca or 204-474-7559.