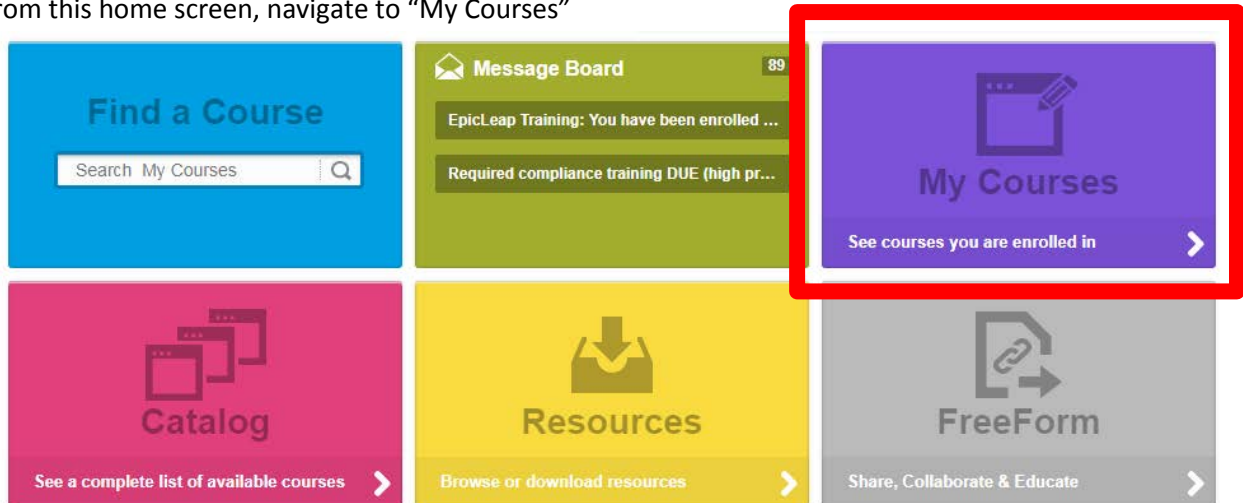


How to Download Your eStar Certificate in the Learning Exchange

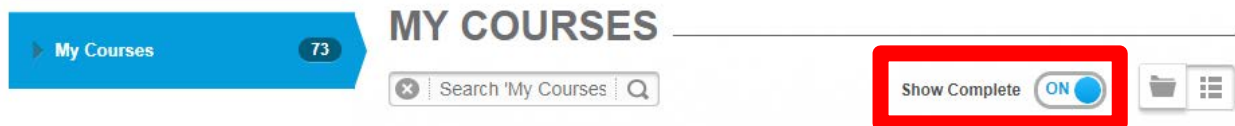
Vanderbilt University Medical Center – Student Placement

Nursing Student Guide

1. Use your **VUNet ID** to log into [The Learning Exchange \(https://learningexchange.vumc.org\)](https://learningexchange.vumc.org)
2. From this home screen, navigate to “My Courses”



3. At the top of the page, be sure that your Learning Exchange Portal is set to show completed courses, otherwise anything you have already completed will remain hidden.



4. Launch your completed eStar training from your Courses List. (Completed courses appear green.)



5. Select “Certificate” on the left hand side. Your certificate will open as a Pop-Up that you can print or download.

