

Certificate Templates

You can upload PDF certificates to your iSpring Learn account to deliver them to your students upon completion of the courses.

- [Adding Certificates](#)
- [Editing Certificates](#)
- [Deleting Certificates](#)

On the **Settings** page, choose the **Additional Options** tab and click **Certificate Templates**.

The screenshot shows the iSpring Settings page with the 'Additional Options' tab selected. The left sidebar contains navigation links: Dashboard, Learning Paths, Content, Discussions, Reports, Events, People, Settings (highlighted), and Messages. The main content area has a header 'Settings' and sub-tabs 'Main', 'Branding', and 'Additional Options'. Below the sub-tabs is a message: 'Here you can activate, deactivate and configure the extra options of your account.' A list of options follows, each with a green checkmark and a right arrow: 'User Portal' (Customize the User Portal settings), 'Self-registration' (Enable the self-registration option to let users register in the system without the administrator involved), 'E-Commerce' (Start selling your courses and customize payment options), 'Catalog' (The catalog stores materials which are available to all the users in your account), and 'Gamification' (Motivate and engage your learners with levels, badges, and points). Below this list is a section titled 'Extra Options' containing 'Reset Statistics' and 'Certificate Templates' (highlighted with a hand cursor and a right arrow).

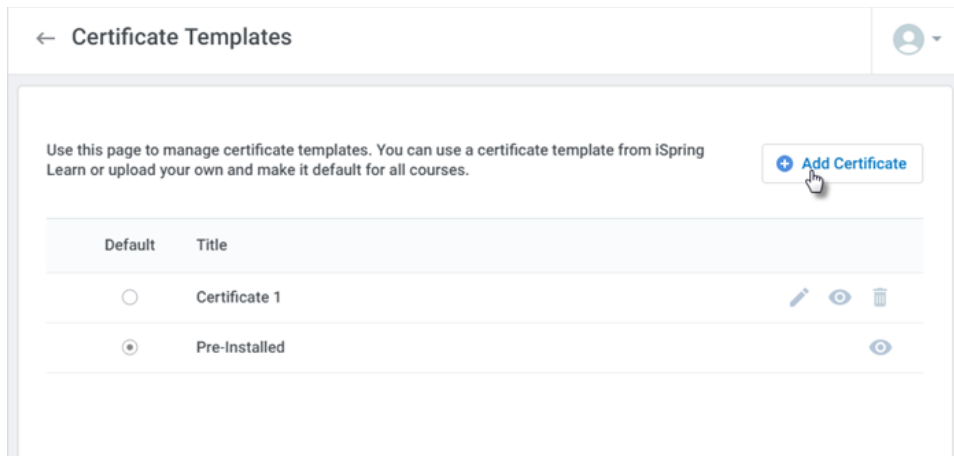
You will see the list of uploaded certificates. Here you can add, edit, and remove certificates.

The screenshot shows the iSpring Certificate Templates page. The left sidebar is the same as in the previous screenshot. The main content area has a header '← Certificate Templates' and a user profile icon. Below the header is a message: 'Use this page to manage certificate templates. You can use a certificate template from iSpring Learn or upload your own and make it default for all courses.' A button 'Add Certificate' is in the top right. Below the message is a table with two columns: 'Default' and 'Title'. The table has two rows: 'Completion Certificate' and 'Pre-Installed'. The 'Pre-Installed' row has a radio button selected. To the right of the table are icons for edit, view, and delete.

Default	Title	
<input type="radio"/>	Completion Certificate	
<input checked="" type="radio"/>	Pre-Installed	

Adding Certificates

1. Click **Add Certificate**.



2. Type a certificate name. It will appear in the list of certificates.
3. Click the **Browse** button and choose a pdf certificate.
4. Click the **Upload** button. The certificate will be uploaded to your iSpring Learn account.

×

Title:

Training Completion Certificate

File:

Training Completion Cert

Browse...

Expiration Period:

365

days after completion

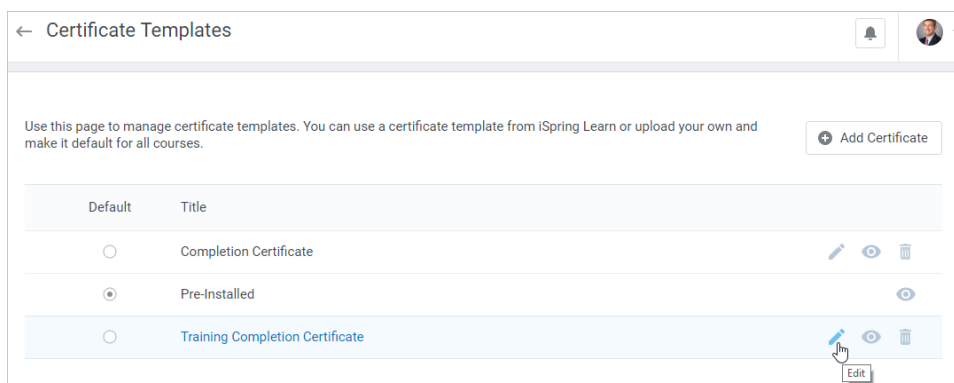
i [Learn how to create a custom certificate template](#)

Upload

Cancel

Editing Certificates

1. Click the **Edit** icon.



2. Edit the title of the certificate.
3. Upload a new certificate if you need to.

- Click the **Update** button to apply the changes.

Edit Custom Template

Title:

Training Certificate

File:


Training Completion Cert

Browse...

Expiration Period:

365

days after completion

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Update

Cancel


Deleting Certificates








- Click the **Delete** icon.

← Certificate Templates



Use this page to manage certificate templates. You can use a certificate template from iSpring Learn or upload your own and make it default for all courses.

 Add Certificate

Default	Title	
<input type="radio"/>	Completion Certificate	  
<input checked="" type="radio"/>	Pre-Installed	
<input type="radio"/>	Training Completion Certificate	  

Delete

- In the **Delete Certificate** pop-up click **Delete**.

Delete certificate

Do you really want to delete selected certificate?

Delete

Cancel