



To print your CPE Certificate, please take the following steps:

- Log into [KPMG Executive Education](#)
- Enter your **Username**, which is the email address you used when attending the webcast
- Enter your **Password**:
 1. *Returning Users to KPMG Executive Education*: Your password will be the same as the last time you visited KPMG Executive Education.
 1. To reset your password:
 1. Click on the [Reset/Forgot Password](#) link
 2. Enter your email address and a notification will be sent with a link to reset your password.
 2. *New Users to KPMG Executive Education*: Please set your password for KPMG Executive Education.
 1. To set your password:
 1. Click on the [Reset/Forgot Password](#) link
 2. Enter your email address and a notification will be sent with a link to reset your password.
 - Ensure you have checked the “Terms of Use” checkbox in order for the **Login** arrow button to become active.
 - From the Home Page, select [Access My Transcript](#) link.
 - Click the *Active* drop down and select *Completed*.
 - Locate the course for which you'd like to print a certificate.

By clicking on the check box, you acknowledge that you have read and agree to the KPMG Learning [Terms of Use and Privacy Policy](#).

LOGIN

Transcript:

Use the Transcript page to manage all training for which you registered. For more information on archiving Transcript items, please visit the [FAQs](#).

To print a [Certificate of Completion](#):

- Click the *Active* dropdown and select *Completed*.
- Locate the course for which you'd like a certificate printed.
- Click on the [View Certificate](#) button to the right of the course title.
 - If the course is *Inactive*, click on the [drop down arrow](#) next to *Inactive* and select [View Certificate](#).
- The certificate will open in Adobe Acrobat.
- Click the [Print](#) icon.

Print a Transcript Report for a download or print in your transcript.

The screenshot shows the 'Transcript' page interface. At the top, there are three filter buttons: 'Completed', 'By Completion Date', and 'All Types'. A blue callout bubble with an arrow points to the 'Completed' button, containing the text 'Select Completed from the drop down'. To the right is a search bar labeled 'Search for training'. Below the filters, it says 'Search Results (16)'. Two course entries are visible: 1. 'Feb'2020 Post-Release Onsite Event (Starts 1/27/2020)' with 'Completed: 2/8/2020' and 'Status: Completed', featuring an 'Inactive' dropdown menu. 2. 'Ethics for New York CPAs' with 'Completed: 12/17/2019' and 'Status: Completed', featuring a 'View Certificate' dropdown menu.

- Click on the [View Certificate](#) button to the right of the course title.
 - If the course is *Inactive*, click on the [drop down arrow](#) next to *Inactive* and select [View Certificate](#).

The screenshot shows a list of three completed courses. The first course is 'Quarterly Outlook for Accounting and Financial Reporting (Q1 2019) (Expires 8/12/2020)' with a 'View Certificate' button. The second course is 'Feb 2017 Post-Release Event (Starts 1/2/2017)' with an 'Inactive' button. A blue oval annotation with an arrow points to the 'Inactive' button, containing the text: 'Click on the drop down arrow next to Inactive and select View Certificate'. The dropdown menu for 'Inactive' is open, showing options: 'View Certificate', 'Inactive', 'View Training Details', and 'Move to Archived Transcript'.

Course Title	Completed Date	Status	Action
Quarterly Outlook for Accounting and Financial Reporting (Q1 2019) (Expires 8/12/2020)	8/12/2019	Completed	View Certificate
Feb 2017 Post-Release Event (Starts 1/2/2017)	2/4/2017	Completed	Inactive
Oct16 Post Release Event (Starts 10/3/2016)	10/29/2016	Completed	Inactive

- The certificate will open in Adobe Acrobat
- Click the *Print* icon