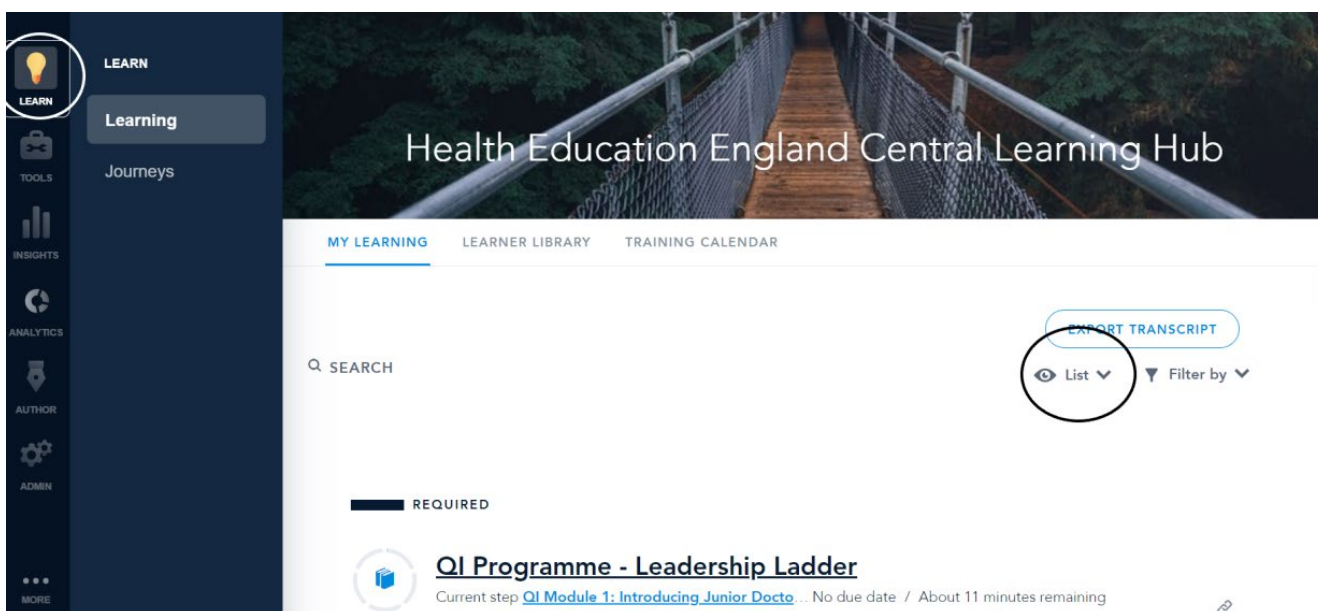


How to access and download a certificate on Bridge

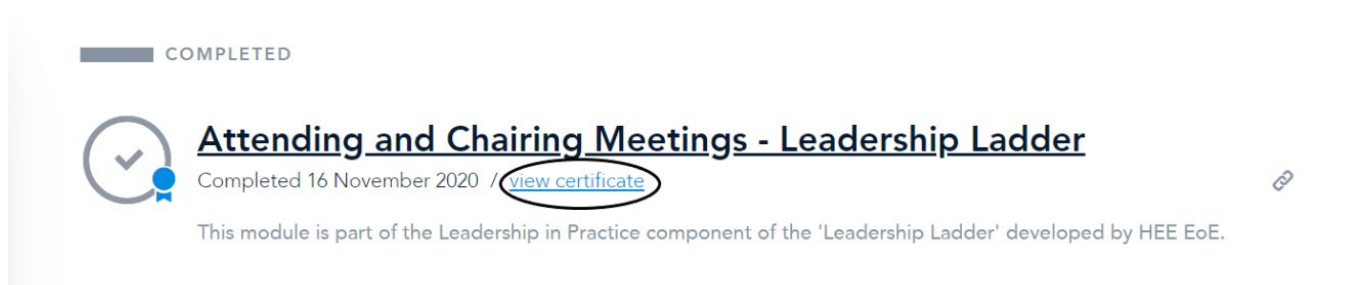
Certificates are created automatically in Bridge after you attend a live training day via Bridge. This should be available immediately after the session finishes.

1. Log into your Bridge account: <https://heeo.bridgeapp.com/> (this link will be dependant on your speciality) If you are already in Bridge, click on the 'Learn' side tab (the lightbulb)



The screen should look like the above photo. If it does not, ensure that you are looking at the LIST view which is controlled by the eye icon on the right-hand side of the screen.

2. The training days that you have completed are under the 'completed' section – If you have attended a few days, you may have to scroll down the page. Click on 'view certificate'.



3. Your certificate will be displayed. To save it to your computer, click on 'Print' and then in the resulting pop-up box, change the 'Destination' drop-down to 'Print to PDF'.

4. Select 'Save' at the bottom of the pop-up and you will then be able to choose where to save the document.

Developing people for health and healthcare

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April 2022

CERTIFICATE OF ACHIEVEMENT

AWARDED TO
casey.sears@hee.nhs.uk

FOR COMPLETING
**Attending and Chairing Meetings -
Leadership Ladder**

COMPLETION DATE: 16 November 2020
SCORE: 100%

Print 1 page
Destination: Save as PDF
Pages: All
Layout: Portrait
More settings

Save Cancel

Repeat with any further certificates.

FAQs:

- 1) **I can't see my certificate**
If your certificate is not available to view, it could be that you joined directly via the teams/zoom link, joined 15 minutes late or the session took place in person. You will need to contact your local school administrator to check you in manually on Bridge.
- 2) **My name is spelled incorrectly on the certificate**
If you notice any spelling errors on your account or certificate, please contact BlendedLearning.eoe@hee.nhs.uk
- 3) **I am having other problems with Bridge**
If you are experiencing any other problems with Bridge, please contact BlendedLearning.eoe@hee.nhs.uk in the first instance.

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