



TeenEagle

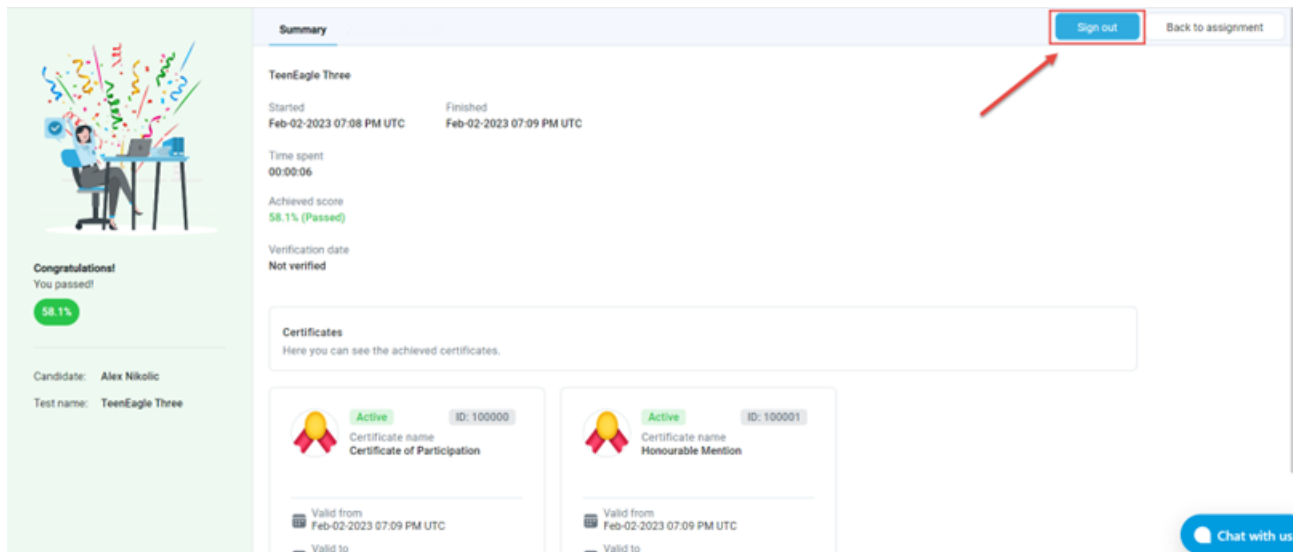
Accessing Certificates as a Teacher/Partner

1 Accessing Your Students' Certificates

IMPORTANT: Do not open multiple students' certificates at the same time!

When accessing your students' certificates, you are doing so from the students' perspective, so follow these steps:

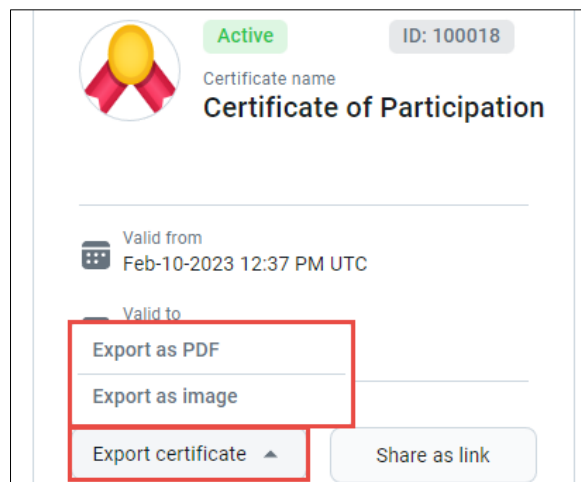
1. Click the certificate link for a **single** student
2. Examine their personal report / Download the certificate
3. **Click the sign out button**
4. Repeat this process for each student.



The screenshot displays a student's certificate page. On the left, there is a congratulatory message: "Congratulations! You passed! 58.1%". Below this, the candidate's name "Alex Nikolic" and the test name "TeenEagle Three" are listed. The main content area is titled "Summary" and shows the test details: "TeenEagle Three", "Started Feb-02-2023 07:08 PM UTC", "Finished Feb-02-2023 07:09 PM UTC", "Time spent 00:00:06", "Achieved score 58.1% (Passed)", and "Verification date Not verified". A "Sign out" button is highlighted with a red box and a red arrow in the top right corner. Below the summary, there is a section for "Certificates" with two certificates listed: "Certificate of Participation" (ID: 100000) and "Honourable Mention" (ID: 100001). Both certificates are marked as "Active" and have a "Valid from" date of Feb-02-2023 07:09 PM UTC. A "Chat with us" button is visible in the bottom right corner.

1.1 Downloading a Student's Certificate

To download a student's certificate, simply click **Export certificate**. You can save it as a PDF or image.



The screenshot shows a detailed view of a certificate. At the top, there is a yellow ribbon icon, the status "Active", and the ID "100018". The certificate name is "Certificate of Participation". Below this, there is a "Valid from" date of "Feb-10-2023 12:37 PM UTC" and a "Valid to" date. A red box highlights the "Export certificate" dropdown menu, which is open to show options: "Export as PDF", "Export as image", and "Export certificate". A "Share as link" button is visible to the right of the dropdown menu.

2 Accessing and Downloading Your Own Certificate

No username or password is required.

1. Click the link from the email

Dear [REDACTED]

On behalf of the TeenEagle Team, we would like to congratulate all of our students for their outstanding participation in the TeenEagle Online Session 2.

If your students have earned any of the following achievement certificates: **Honourable Mention**, **Bronze Medal**, **Silver Medal** or **Gold Medal Certificate**, they have qualified for the 2023 Global Finals in Malaysia, the United Kingdom and Italy.

We are so glad to be working with you and we appreciate your help a lot. You can find instructions on how to download your certificate below:

- [2-Page Step-by-step Instructions on Accessing Certificates as a Teacher/Partner](#)
- [TeenEagle Online - 2 Certificate](#)

If they have won a gold medal or if they are in the top 3 internationally, their discount is automatically applied when they register for the Global Finals through the link [here](#). This offer is valid until **11 March, 2023**. Register as soon as possible to avoid disappointment as space is limited.

Your comments are invaluable to us. Please join our survey [here](#) to help us improve your experience.

Please join us on Saturday, 18 February, at 10:00 UK time, on Zoom for another LIVE session, where we will walk you through **THE ROAD TO THE GLOBAL FINALS**.

JOIN OUR ZOOM SESSION [HERE](#).

Join Zoom Meeting:

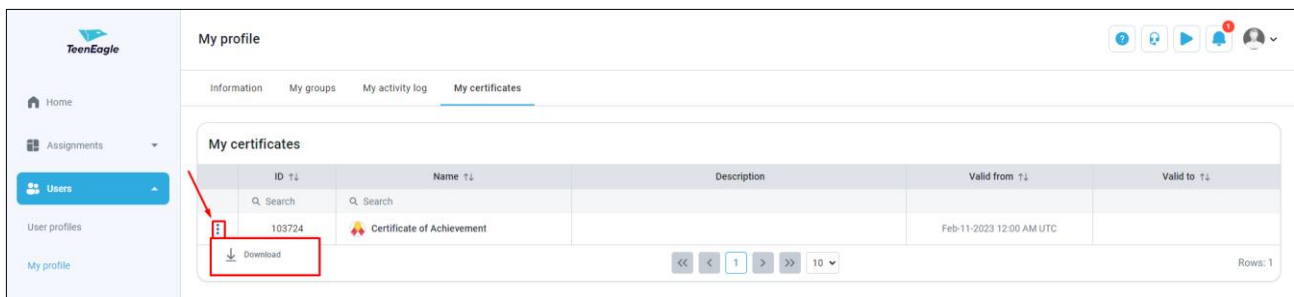
<https://zoom.us/j/96656212296>

Meeting ID: 96656212296

Best wishes,

TeenEagle Team

2. Select **My certificates**
3. Select **three dots** (options)
4. Click **Download**



The screenshot shows the 'My profile' page with the 'My certificates' tab selected. A table displays the following data:

ID	Name	Description	Valid from	Valid to
103724	Certificate of Achievement		Feb-11-2023 12:00 AM UTC	

A red box highlights the 'Download' button for the first certificate, and a red arrow points to the three-dot menu icon next to it.