

HOW TO DOWNLOAD/PRINT CERTIFICATES

When your staff member completes all their assigned courses you receive an email notification. This article will guide you on how to access, download and print the issued certificates.

To access the certificates, make sure you have the following:

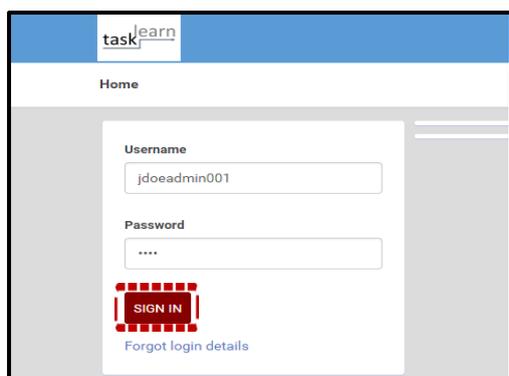
- Branch Admin login details
- laptop/desktop
- internet connection

If you do not have your site's Branch Admin login details, send your request by email to support@tasklearn.co.za

NB: You can only access your Branch Admin profile through a computer or a laptop

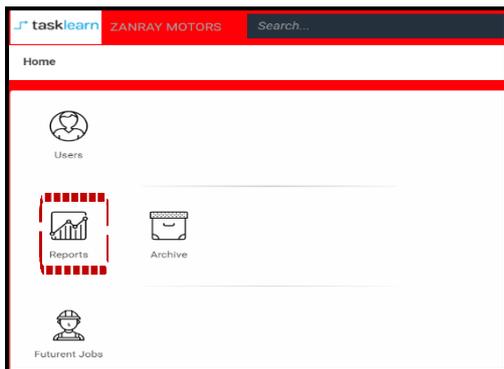
Below is a list of all 'tasklearn' web links, choose the link that belongs to your oil company to access your 'tasklearn' home page:

- AFGRI - <https://afgriretail.futurent.efrontlearning.com>
- ASTRON ENERGY - <https://astronenergy.futurent.efrontlearning.com>
- BP - <https://bp.futurent.efrontlearning.com>
- ENGEN - <https://engine.futurent.efrontlearning.com>
- HINTERLAND FUELS - <https://hinterlandfuels.futurent.efrontlearning.com>
- HINTERLAND RETAIL - <https://hinterlandretail.futurent.efrontlearning.com>
- MBT - <https://mbt.futurent.efrontlearning.com>
- SASOL - <https://sasol.futurent.efrontlearning.com>
- SHELL - <https://shell.futurent.efrontlearning.com>
- TOTAL ENERGIES - <https://total.futurent.efrontlearning.com>
- UNBRANDED SITES - <https://tasklearn.futurent.efrontlearning.com>
- VIVA - <https://viva.futurent.efrontlearning.com>
- ZANRAY - <https://zanray.futurent.efrontlearning.com>



The screenshot shows the tasklearn login interface. At the top left is the 'tasklearn' logo. Below it, the word 'Home' is displayed. The main content area contains a login form with two input fields: 'Username' with the value 'jdoeadmin001' and 'Password' with masked characters '....'. Below the password field is a red 'SIGN IN' button with a dashed border. At the bottom of the form is a link that says 'Forgot login details'.

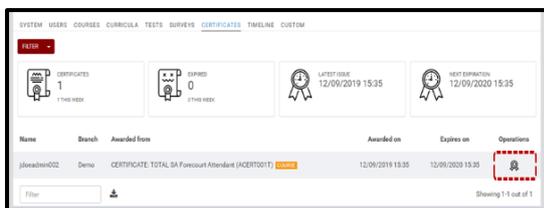
1. Enter your Branch Admin username and password. Click on "SIGN IN"



The "HOME" page will open

2. Click on "REPORTS"

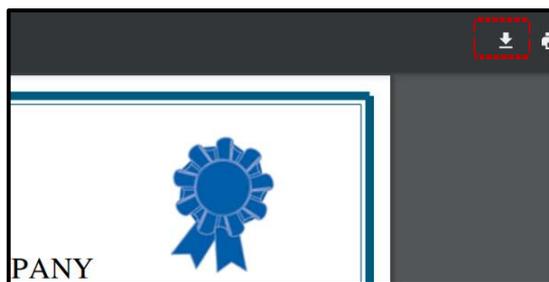
The "SYSTEM" home page tab will open . Click on "CERTIFICATES"



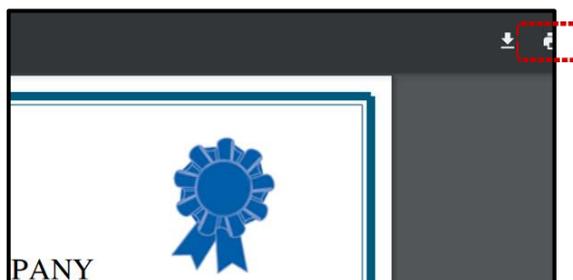
3. To view/open the certificate, click on the "REWARD" icon under "OPERATIONS"



The certificate will appear in a new tab



4. To download the PDF certificate to your computer, click on the "DOWNLOAD" icon



5. To print the certificate directly from your browser, click on the "PRINTER" icon

If you require any assistance, please contact us on:

	Call +27 76 621 2571	Need Support? Call Us
	support@tasklearn.co.za support@tasksafe.co.za	Need Support? Email Us
	WhatsApp +27 12 804 5066	Need Support? WhatsApp Us
    		