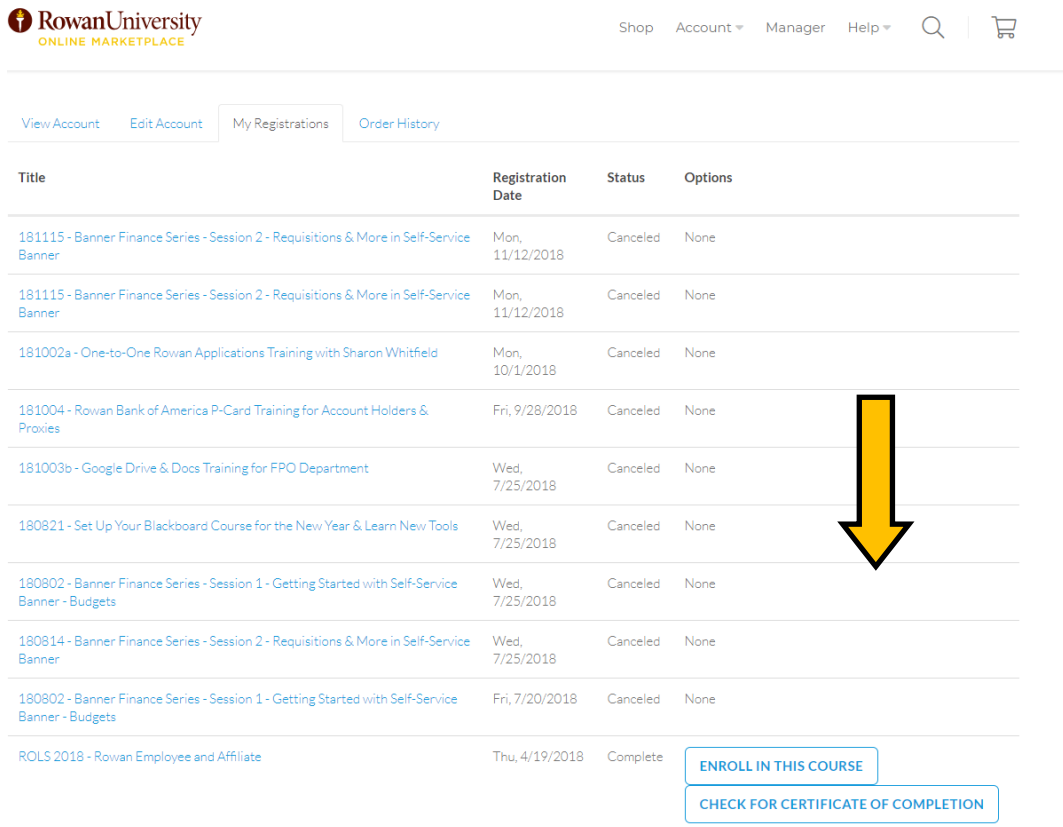


## Marketplace: Download Certificate of Completion

IRT Training and Instructional Support (TIS) uses Rowan University's Online Marketplace as an easy, convenient way to sign up for training sessions that are offered by IRT. Employees can log into the Rowan Online Marketplace to view and download their certificate of completion following a training session.

### Download Certificate of Completion

1. If you attended a training session you will be able to download your completion certificate the day after the training.
2. Go to <https://marketplace.rowanonline.com/irt>. **Note:** Google Chrome is the recommended browser.
3. Click the **Login** at the top of the Navigation bar. Then, enter your email address and click **Continue**. Log into the Rowan University CAS login page with your Rowan University network username and password.
4. Hover your mouse over account at the top of the Navigation bar and click **Profile**.
5. Select the **My Registrations** tab.
6. Locate the title of the training session you want to download your certificate from and click **Download Certificate of Completion**.



Rowan University ONLINE MARKETPLACE

Shop Account Manager Help

View Account Edit Account My Registrations Order History

| Title   | Registration Date | Status   | Options  |
|---|-------------------|----------|--|
| 181115 - Banner Finance Series - Session 2 - Requisitions & More in Self-Service Banner         | Mon, 11/12/2018   | Canceled | None   |
| 181115 - Banner Finance Series - Session 2 - Requisitions & More in Self-Service Banner         | Mon, 11/12/2018   | Canceled | None   |
| 181002a - One-to-One Rowan Applications Training with Sharon Whitfield                          | Mon, 10/1/2018    | Canceled | None   |
| 181004 - Rowan Bank of America P-Card Training for Account Holders & Proxies                    | Fri, 9/28/2018    | Canceled | None   |
| 181003b - Google Drive & Docs Training for FPO Department                                       | Wed, 7/25/2018    | Canceled | None   |
| 180821 - Set Up Your Blackboard Course for the New Year & Learn New Tools                       | Wed, 7/25/2018    | Canceled | None   |
| 180802 - Banner Finance Series - Session 1 - Getting Started with Self-Service Banner - Budgets | Wed, 7/25/2018    | Canceled | None   |
| 180814 - Banner Finance Series - Session 2 - Requisitions & More in Self-Service Banner         | Wed, 7/25/2018    | Canceled | None   |
| 180802 - Banner Finance Series - Session 1 - Getting Started with Self-Service Banner - Budgets | Fri, 7/20/2018    | Canceled | None   |
| ROLS 2018 - Rowan Employee and Affiliate  | Thu, 4/19/2018    | Complete | <a href="#">ENROLL IN THIS COURSE</a><br><a href="#">CHECK FOR CERTIFICATE OF COMPLETION</a> |