How to send Authenticated Digital Transcript of Certifications

- 1. Login to your Certiport account
- 2. Click on MY TRANSCRIPTS

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4. Download and save your Certificate. Make sure it has a verification code like below.

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	Microsoft Office Specialist Tarya Bohanana Tarya Bohanana Microsoft Office Specialist Microsoft Office Specialist Microsoft Office Specialist	Microsoft Office Speci	alist
		Name has successfully completed the requirements to be recognized as a PowerPoint Associate Microsoft 365 Apps	Microsoft
		Date of achievement: December 16, 2024 verify.certiport.com dKQy-uT4k Crief Evaluate Crief Evaluate Crief Evaluate Crief	

5. Email the Certificate to <u>SBUMOS@tcu.edu</u> and <u>include your TCU student ID number</u> in the email.