



## **CERTIFICATE LOOKUP QUICK GUIDE**

**Please note:** If this is your first-time logging into the site since June 27, 2025, click on <u>REGISTER</u> <u>ON NEW PLATFORM</u> and follow the steps. Otherwise, proceed as indicated below.

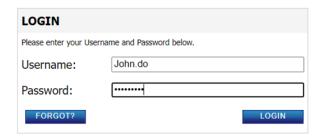
a. Go to <u>vaned.com</u> and click **Log In** at the top of the page.



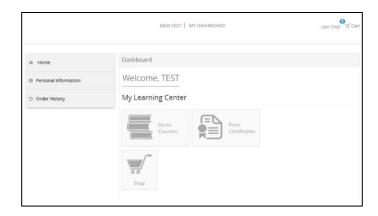
b. Enter your Username and Password, then click **Login**.



c. Or you can also login through <a href="https://lms.360training.com/lms/login.do">https://lms.360training.com/lms/login.do</a>. Enter your Username and Password, then click **LOGIN**.



 d. Once you have logged in with your credential, you will see your Dashboard. Click Go to Courses.



e. Under **My Courses**, show **Completed Courses**.



Continuing Education

Course Status

- f. To view and print your certificate(s), click **Print Certificate** under the title of the completed course.
- g. A new window will open, allowing you to save or print a copy of your certificate and wallet card. Close the window when finished.
- h. When you are finished, at the top of the page, you may return to My Dashboard to access your courses or SIGN OUT.



If you're not able to find your certificate, reach out to our Support Team with the chat at the bottom of the page or visit the <u>Contact Us</u> page for more information.

**Disclaimer:** If you did not use VanEd for your training needs, we cannot help you find your certificate. However, if you purchase online training from us, we will make every effort to keep copies of all your certificates available for you to access in the future.