

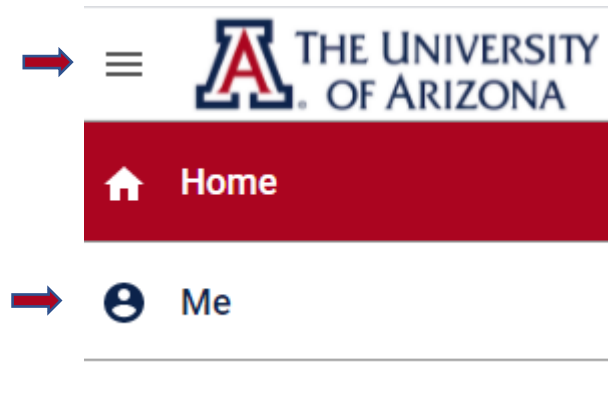
How to View Completed & Pending Learning

Access EDGE

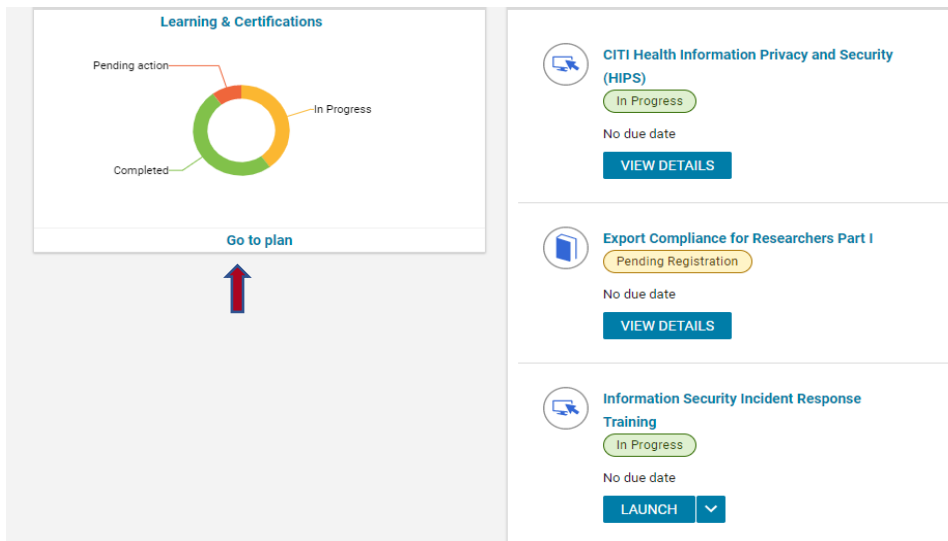
1. Go to: <http://arizona.sabacloud.com/>
2. Login with your UArizona NetID and password.

Find Your Learning

1. Open the hamburger navigation icon next to the University of Arizona logo in the upper left of the home screen. Select **Me**.



2. The learning you have in progress, and any courses you have selected for your future learning plan, automatically appear on the page.



3. Select **Go to Plan** to open a set of filters. You can view learning by **Type** (course, curriculum, etc.), **Due Date**, and **Status**. If you wish to view your completed learning, check **Completed** under Status.

Learning & Certifications | [Filters](#) ^

TYPE	STATUS	SOURCE	DUE DATE ON OR AFTER
<input type="text" value="All"/>	<input type="text" value="In Progress, Pending action"/>	<input type="text"/>	<input type="text"/>
DUE DATE ON OR BEFORE	<input checked="" type="checkbox"/> In Progress		
<input type="text"/>	<input type="checkbox"/> Completed		
	<input checked="" type="checkbox"/> Pending action		

4. Select the **Apply Filters** button to the right.



5. Completed courses are marked with a green oval reading **Acquired** or **Successful**. You can select the **Print Certificate** button on the far right to make a paper copy for your records. To download a PDF copy, open the drop-down menu next to the button and select **Export Certificate**.
6. The drop-down menu also has options to **View details** of the course or **Delete it from your plan**.

