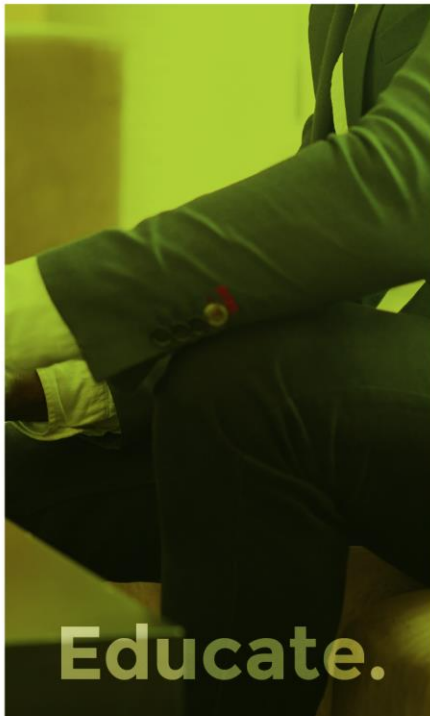


Innovate.



Educate.



Empower.

USER MANUAL

How to view and access your certificates

How to view and access your certificates

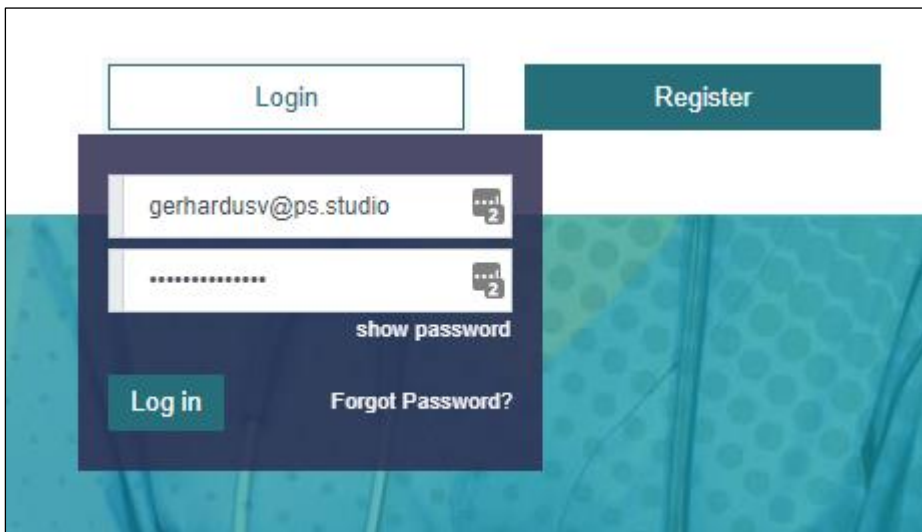
As an **MPC** member, you are able to view, download and print your certificates.

Step 1

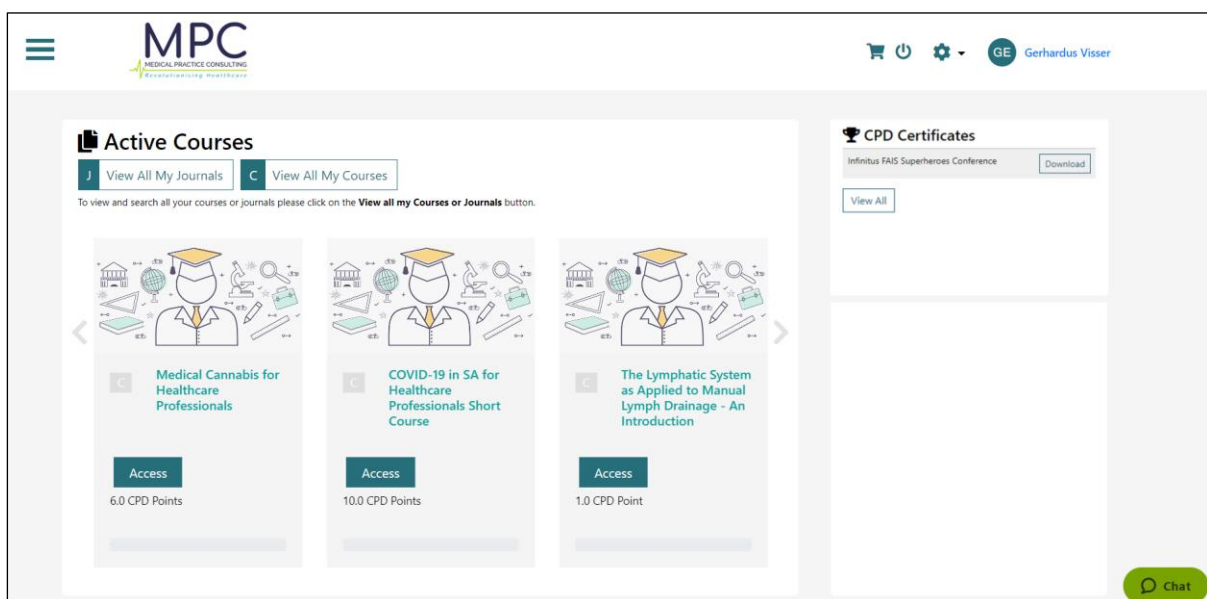
Login to your MPC profile.

To do so:

- Visit the **MPC platform** at <https://www.mpconsulting.co.za/>.
- Click on **Login** in the top right corner.
- Enter your **username** and **password** and click on **Log in**.

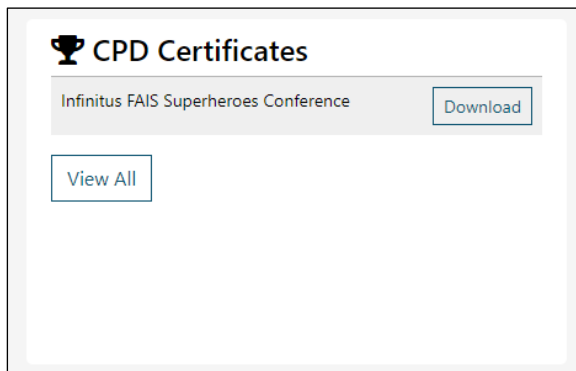


You will be directed to your **Dashboard** once logged in.



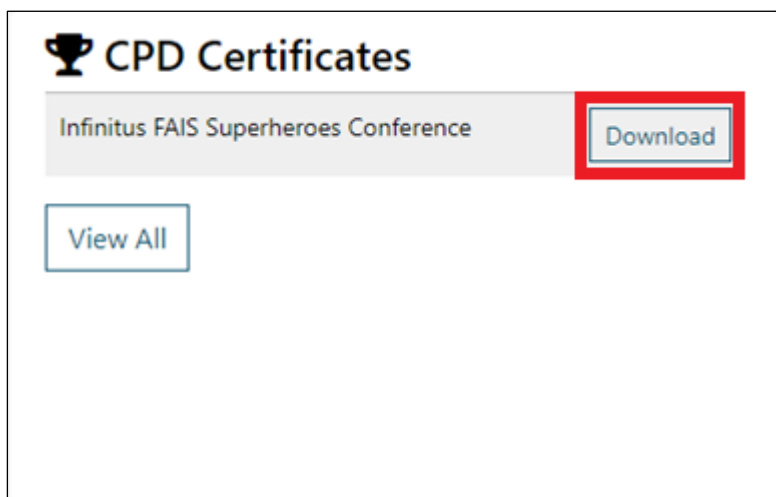
Step 2

On the *Dashboard* you will find a **CPD Certificates** section

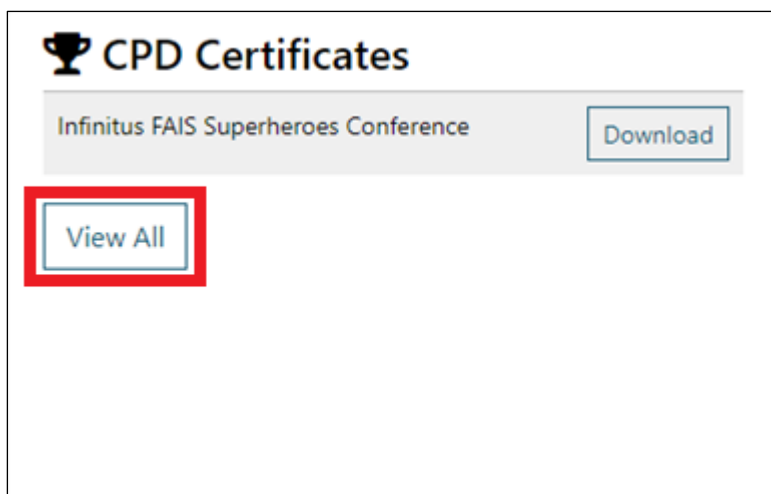


Step 3

Click on **Download** to view and download a respective certificate listed.



Click on **View All** to access all your certificates in your CPD Manager.



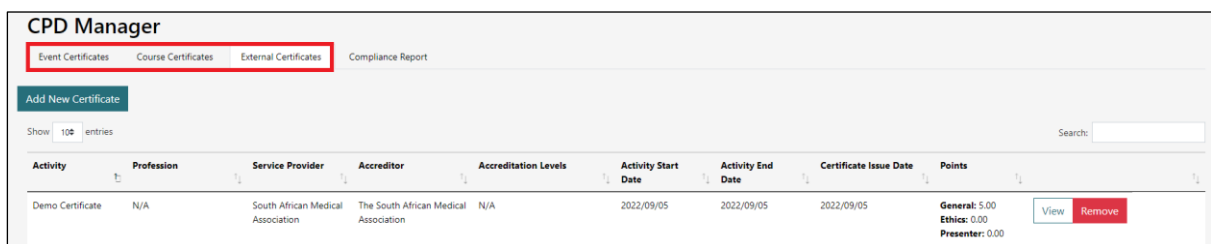
Alternatively, click on the **Menu bar** (3 stripes) on the top left-hand side and select **Certificates** on the side menu



Step 4

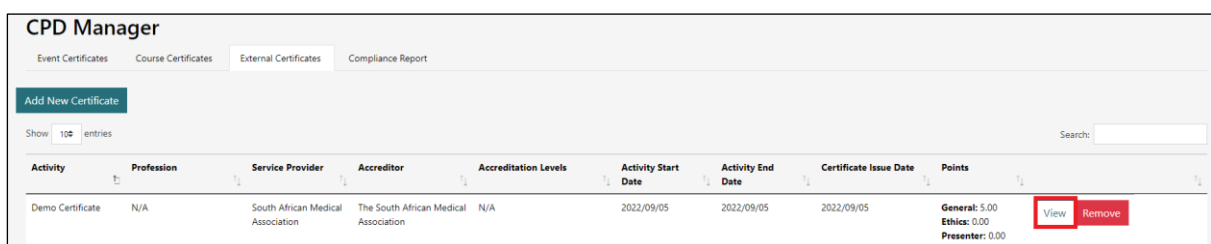
In your CPD Manager, you can select to view certificates achieved on the MPC platform for Events and Online Classes attended, Courses and Journals completed or Externally uploaded.

Click on the **respective tab** to view your certificates.



Step 5

Click on the **View** button next to the respective certificate to view and download it if needed.



Contact our support team for any additional assistance:

Tel: +27 12 111 7001

Email: support@ps.studio

