**Instructions for Obtaining General Laboratory and Fire Extinguisher Safety Training Certificates**

**Option 1 (p*referred*):** Go to [comply.nd.edu](http://comply.nd.edu/) and log in. Under Training / My Trainings, click on Reports: Course Completion. Scroll all the way to the right (use slide bar at bottom of page) and find the column entitled “Print Certificates.” From there, download the desired certificates and send via email to [bvillaro@nd.edu](mailto:bvillaro@nd.edu).

**Option 2:** Forward email confirmations or a screenshot of the courses completed and completion dates to [bvillaro@nd.edu](mailto:bvillaro@nd.edu).