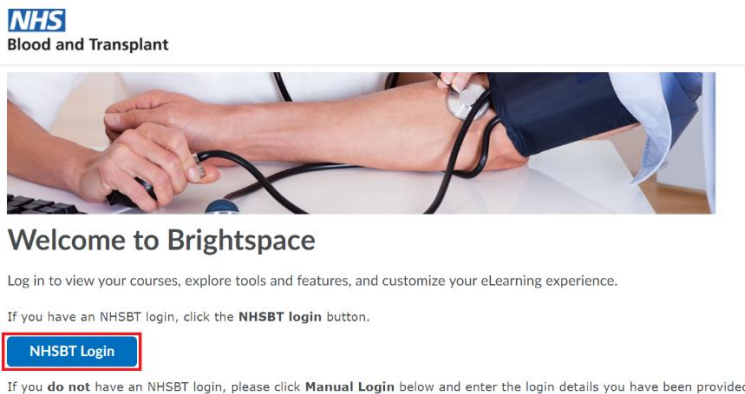
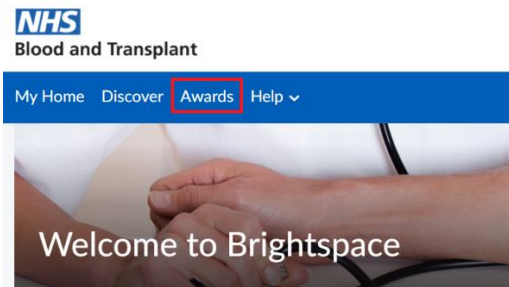


How to Download a Certificate in Brightspace

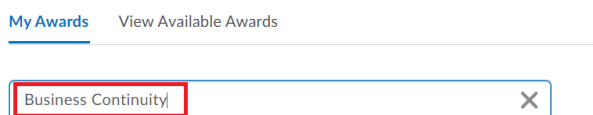
1. Navigate to Brightspace at <https://nhsbt.brightspace.com/>
2. Use the **NHSBT Login** button to login to your account.



3. Select **Awards** from the navigation menu.



4. Here you will find all the awards you have earned in Brightspace. You can either search for the specific award you wish to download the certificate for using the search box or scroll through your awards to find the relevant one.



5. Once you have found the award you want to access the certificate for, click on the icon for the award.

Certificates



6. A pop-up window will appear with the details of the award. Click **Generate Certificate**



NHSBT (M) Business Continuity - 1 Year

Compliance awarded upon the successful completion of NHSBT (M) Business Continuity - 1 Year

Course Name: Business Continuity (2021)

Expiry Date:

Wednesday, 2 February 2022 3:09 PM

Issue Date:

Tuesday, 2 February 2021 3:09 PM

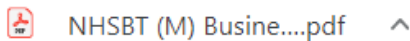
Issuer: NHS Blood and Transplant

Evidence:

Receives greater than or equal to 80 % on grade item: Business Continuity - 1 Year

[Close](#) [Generate Certificate](#)

7. The certificate will begin to download and will be available within your downloads. Click on the file to open the document.



8. From the PDF viewer you will be able to choose whether to print a copy of your certificate or save it to your computer.

