

HOW TO DOWNLOAD A CERTIFICATE FROM HSELAND ON THE PHONE

The only mandatory certificates that need to be uploaded to LearnUpon are HSEland online modules' certificates (downloadable from <https://www.hseland.ie/dash/Account/Login>)

HSEland Online Mandatory Training

<https://www.hseland.ie/dash/Account/Login>

- Safeguarding Adults at Risk of Abuse
- An Introduction to Children First
- The Fundamentals of GDPR
- Manual Handling and People Handling E-Learning Theory Module
- HSE Open Disclosure: Module 1 - Communicating Effectively through Open Disclosure
- AMRIC Hand Hygiene

Note: if HSE guidelines change, this list will be updated and changes communicated

1. To download/save a certificate from HSEland go to <https://www.hseland.ie> in a browser on your phone. Press the "Sign In" button

2. Enter the email you registered with and click on "Sign In"

3. You will then have to go through authentication and email validation steps

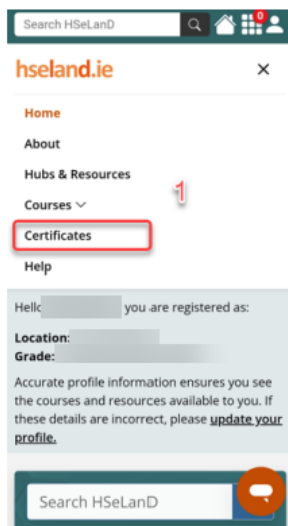
4. When you are signed in, you will either land on

- a) the **main** page
- b) **profile** page (if your profile requires updating, or if you haven't accessed the app/website before or for awhile)
- c) **Mandatory Training status** page (if you are due to complete any mandatory courses)

4a

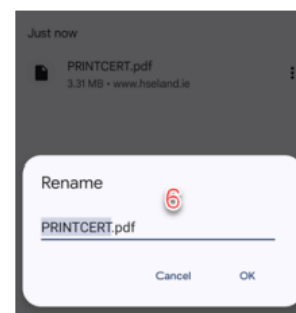
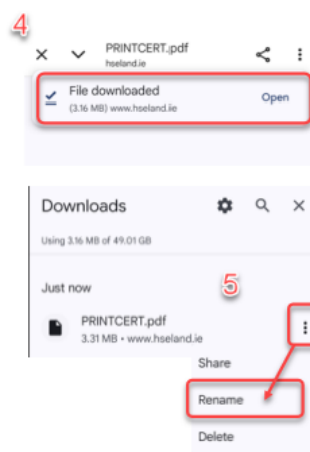
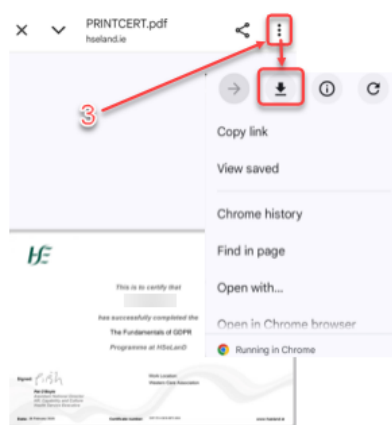
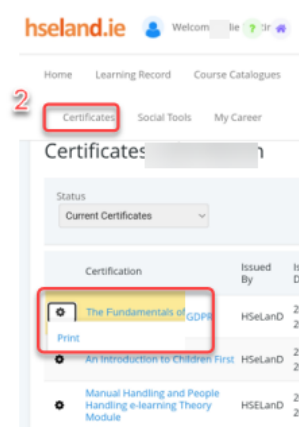
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1. If you are on the home page, press 'Certificates', if you are on the Mandatory Training status page - you can scroll down to the link "View your active courses" which will take you to your learning page
 2. Under 'Certificates' you can either press the name of the certificate you wish to save/download, it will open (or press the little cog icon on the left of the name and then press 'Print'
 3. Click on the 3 dots on top of the page and click on download link
 4. You will see a "File Downloaded" message
 5. If you press 'Open' you can rename the file right away by clicking on the 3 dots next to the file name and choosing 'Rename'
- (otherwise this can be done in downloads or Recent / My files)



Note: When you save/download a certificate from a website or email it is generally recommended (but not mandatory) to name/rename it in format Course name + Your name (or initials) + date of completion, like this "AMRIC Hand Hygiene Joe Bloggs 13-1-2026" or "Hand hygiene JB 13-Jan-2026", or any other style with this information.

These instructions and other LearnUpon "How to" guides are also available on the Intranet under "Training" - <https://intranet.westerncare.com/training/>