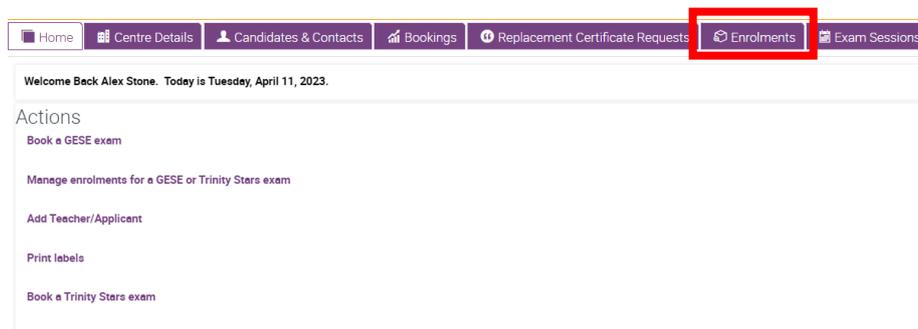


ISE module digital certificates

Accessing ISE module digital certificates

To access your learners' ISE module digital certificates, go to your Trinity centre portal and follow the steps below:

- 1) Go to the **Enrolments** tab



- 2) Click the **Order Number** for the relevant booking (*tip: the exam date is listed in the Requested Start Date column*)

The screenshot shows the 'My Orders' table in the Trinity Centre Portal. The 'Order #' column is highlighted with a red box. The table contains the following data:

Order #	Subject Area	Candidates	Delivery Method	Requested Start Date	Venue
1-4603885316	INT ESOL	12	Online	05/04/2023 10:00	
1-4603884473	INT ESOL	2	Online	12/04/2023 13:00	
1-4603861255	INT ESOL	4	Online	12/04/2023 13:00	
1-4603858826	INT ESOL	12	Online	04/04/2023 10:00	
1-4603858199	INT ESOL	12	Online	03/04/2023 10:00	
1-4603826091	INT ESOL	1	Default	03/04/2023 10:00	

3) Go to the **Attachments** tab

The screenshot shows the 'Enrolments' page with a navigation bar at the top containing: Home, Centre Details, Candidates & Contacts, Bookings, Replacement Certificate Requests, and Enrolments. Below the navigation bar, the 'Enrolments' section is active. The page is divided into two main columns: 'Order Information' on the left and 'Pricing Data' on the right. The 'Order Information' section includes fields for Centre Number, Subject Area (INT ESOL), Venue, Venue Number, Status (Processed), and Delivery Method (Online). The 'Pricing Data' section includes Total Gross Price, Centre Admin Fee, and Total Net Price. A bottom navigation bar contains: Orders, Candidate Enrolment, Enrolment Details, Attachments (highlighted in red), Examiner Visits, Written Exam Events, Tasks, and Commission %.

4) Your learners' ISE module digital certificates will be listed here; each learner will have an digital certificate file for each module passed. Click on each file and follow the on-screen instruction to download and save the file

The screenshot shows the 'Attachments' tab with a list of digital certificates. The list is highlighted with a red box. The table has two columns: 'Attachment Name' and 'Type'. The first row is '1-2451D1V Invoice Order (Base)' with type 'Invoice' and 'pdf'. The following seven rows are 'Module Certificate' files with 'pdf' type, each corresponding to a different ISE module (Foundation, Level I, Level II, and Level III for both Reading and Writing and Speaking and Listening).

Attachment Name	Type
1-2451D1V Invoice Order (Base)	Invoice pdf
1-38493295071_ISE Foundation Reading and Writing (Online)	Module Certificate pdf
1-38493295071_ISE Foundation Speaking and Listening (Online)	Module Certificate pdf
1-38493295075_ISE Level I Reading and Writing (Online)	Module Certificate pdf
1-38493295075_ISE Level I Speaking and Listening (Online)	Module Certificate pdf
1-38493295079_ISE Level II Reading and Writing (Online)	Module Certificate pdf
1-38493295079_ISE Level II Speaking and Listening (Online)	Module Certificate pdf
1-38493295083_ISE Level III Reading and Writing (Online)	Module Certificate pdf
1-38493295083_ISE Level III Speaking and Listening (Online)	Module Certificate pdf