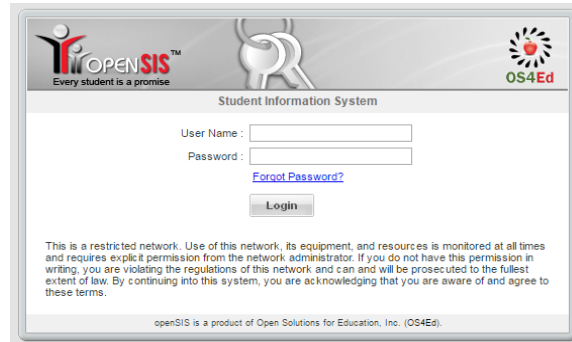


## Retrieving Renewal Certificates

Congratulations on completing your online course! Please follow the steps below to retrieve your certificate(s) of completion.

**Step 1:** [Login to your OpenSIS account here](#)

**Step 2:** You will login to your account with the same information you used to get into your course(s)

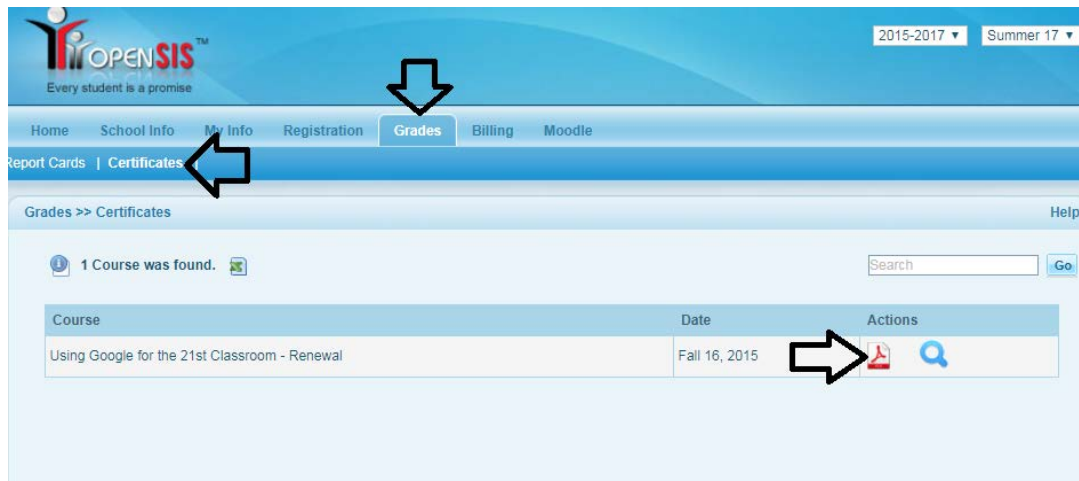


The image shows the OpenSIS Student Information System login page. It features the OpenSIS logo with the tagline "Every student is a promise" and the OS4Ed logo. The page has a "User Name" and "Password" input field, a "Forgot Password?" link, and a "Login" button. Below the login fields is a disclaimer: "This is a restricted network. Use of this network, its equipment, and resources is monitored at all times and requires explicit permission from the network administrator. If you do not have this permission in writing, you are violating the regulations of this network and can and will be prosecuted to the fullest extent of law. By continuing into this system, you are acknowledging that you are aware of and agree to these terms." At the bottom, it states "openSIS is a product of Open Solutions for Education, Inc. (OS4Ed)".



**Step 3:** Make sure you are in the correct session in the top right corner




**Step 4:** Click on “Grades” and then click on “Certificates” to retrieve your certificate of completion



The image shows the OpenSIS "Grades >> Certificates" page. The top navigation bar includes "Home", "School Info", "My Info", "Registration", "Grades", "Billing", and "Moodle". Below this, there are "Report Cards" and "Certificates" links. The "Grades" link is highlighted with a black arrow. The "Certificates" link is also highlighted with a black arrow. The page title is "Grades >> Certificates". Below the title, there is a message: "1 Course was found." and a search box with a "Go" button. A table lists the course details:

Course	Date	Actions
Using Google for the 21st Classroom - Renewal	Fall 16, 2015	 

A black arrow points to the "Actions" column of the table, specifically to the download icon.

**Step 5:** Click on the PDF icon 

**Step 6:** Your certificate will open in a new window

**Step 7:** You will need to save your certificate to your computer

**Step 8:** Click “File” → “Save As” → PDF → Name Document File name → Click where you want to save document → then click “Save”

### **Directions for Submitting your Renewal Certificate**

If **you are employed** in a school district you will need to submit certificate(s) to your renewal coordinator.

If **you are not currently employed** by a school district, you will need to submit your certificate(s) to The Office of Educator Services via mail or fax 803-734-2873.

Office of Educator Services  
South Carolina Department of Education  
8301 Parklane Rd.  
Columbia, SC 29223

**Please note:** When sending certificates to the Office of Educator Services you must also complete [the Request for Change Action Form](#).