## Downloading your Digital Award Certificate to share with CSCSE

Follow the steps below to download your Digital Award Certificate to share with CSCSE.

1. Log in to your Gradintelligence account and click My Documents.

## UNIVERSITY SERVICES



2. Your Award Certificate (and any other Digital Documents if you have them) will show on this page. Click the **View** button on your Award Certificate tile.



3. Click the download icon (top right hand side of your screen – it is an underlined arrow symbol).

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4. Save your Digital Award Certificate.

You can now upload this Digital Award Certificate when completing the CSCSE application process.