

How to download a certificate of service

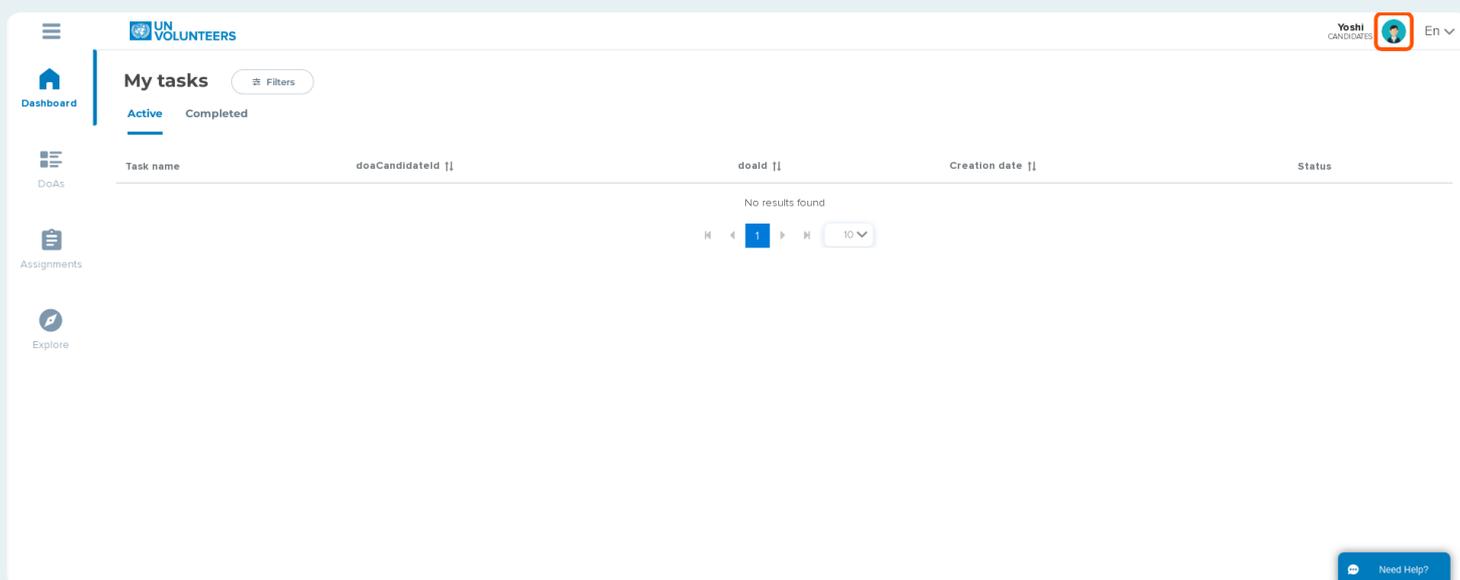
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Downloading your certificate of service

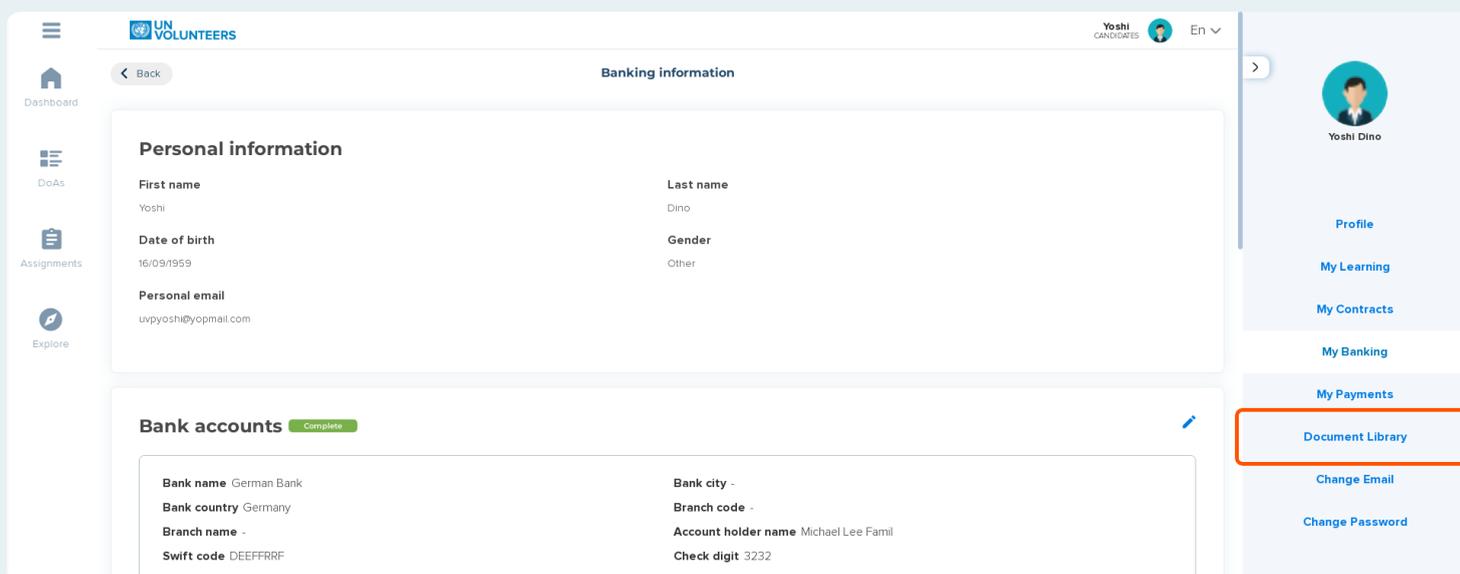
This guide will show you how to download your UNV certificate of service.

Click your profile icon



The screenshot shows the 'My tasks' page in the UN Volunteers system. The top right corner features the user's profile information, including the name 'Yoshi CANDIDATES', a profile icon, and the language 'En'. The profile icon is highlighted with a red box. The main content area shows a table with columns for 'Task name', 'doacandidateid', 'doald', and 'Creation date'. Below the table, it indicates 'No results found' with a pagination control showing '1' of '10' items. A 'Need Help?' button is located in the bottom right corner.

Open the Document Library



The screenshot shows the 'Banking information' page in the UN Volunteers system. The page is divided into two main sections: 'Personal information' and 'Bank accounts'. The 'Personal information' section includes fields for 'First name' (Yoshi), 'Last name' (Dino), 'Date of birth' (16/09/1959), and 'Personal email' (uvpyoshi@opmail.com). The 'Bank accounts' section is marked as 'Complete' and includes fields for 'Bank name' (German Bank), 'Bank city', 'Bank country' (Germany), 'Branch name', 'Swift code' (DEEFFFFF), 'Bank city', 'Branch code', 'Account holder name' (Michael Lee Famil), and 'Check digit' (3232). On the right side, there is a navigation menu with a profile icon and the name 'Yoshi Dino'. The 'Document Library' link in the menu is highlighted with a red box. Other links in the menu include 'Profile', 'My Learning', 'My Contracts', 'My Banking', 'My Payments', 'Change Email', and 'Change Password'.

Click 'Assignment'

The screenshot shows the 'Yoshi, Document library' interface. On the left, there is a navigation menu with 'Assignments' selected. The main content area displays a table with columns: Name, Description, File type, Last updated, Updated by, Size, and IsVerified. Under the 'Academic qualifications' folder, the 'Assignment' item is highlighted with a red box. Other items include 'Academic qualifications' and 'Dependents'. On the right, there is a user profile for 'Yoshi Dino' with links for Profile, My Learning, My Contracts, My Banking, My Payments, Document Library, Change Email, and Change Password. An 'Upload file' button is visible in the top right of the document library area.

Choose the assignment

If you have served in multiple assignments, choose the one for the certificate you want to download.

The screenshot shows the 'Yoshi, Document library' interface. The 'Assignments' menu item is selected on the left. The main content area displays a table with columns: Name, Description, File type, Last updated, Updated by, Size, and IsVerified. Under the '..' folder, the 'Assignment 1667781850231040' item is highlighted with a red box. On the right, there is a user profile for 'Yoshi Dino' with links for Profile, My Learning, My Contracts, My Banking, My Payments, Document Library, Change Email, and Change Password. An 'Upload file' button is visible in the top right of the document library area.

Double click on the file to download

The screenshot shows a user interface with a sidebar on the left containing navigation icons for Dashboard, DoAs, Assignments, and Explore. The main content area displays assignment details and a file list. The assignment details include:

- Assignment number:** 1667781850231040
- Country:** Venezuela
- DoA title:** 2 Serving Volunteers Demo
- Host entity:** Mushroom Kingdom

An **Upload file** button is visible in the top right of the details section. Below the details is a file list table with 7 columns selected:

Name	Description	File type	Last updated	Updated by	Size	isVerified	
..							
COA							
Contract							
End of assignment							
08/11/2021 15:00:10.pdf	-	Offer letter	11/08/2021	Event	1.344 MB	<input type="checkbox"/>	...
08/11/2021 15:04:48.pdf	-	Offer letter	11/08/2021	Event	1.345 MB	<input type="checkbox"/>	...
08/11/2021 15:28:52.pdf	-	Contract	11/08/2021	Event	1.342 MB	<input type="checkbox"/>	...
08/17/2021 08:56:18.pdf	-	Certificate (Onsite)	17/08/2021	Event	58.584 KB	<input type="checkbox"/>	...

The file '08/17/2021 08:56:18.pdf' is highlighted with a red box. On the right side, there is a user profile for 'Yoshi Dino' with links for Profile, My Learning, My Contracts, My Banking, My Payments, Document Library, Change Email, and Change Password.

Or click here to download or share via a link

This screenshot is identical to the one above, showing the same file list and user interface. However, a red box is now placed around the download/share icon (three dots) in the row for the file '08/17/2021 08:56:18.pdf', indicating that clicking this icon is the alternative method for downloading or sharing the file.