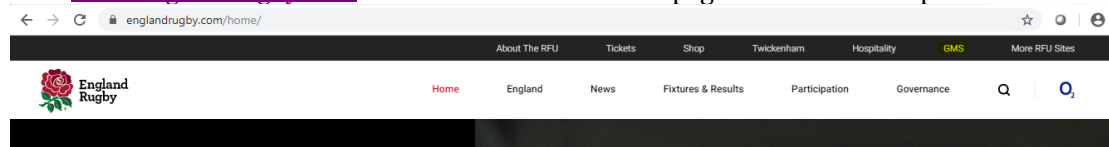## Accessing Qualifications and Course Bookings in GMS

All individuals that have booked onto an RFU course will have a profile in GMS. In order to view your course attendance history and qualifications, you should log in to GMS and follow the steps below:
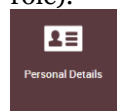
Logging into GMS-

Visit www.englandrugby.com and select 'GMS' from the page banner at the top of the screen.
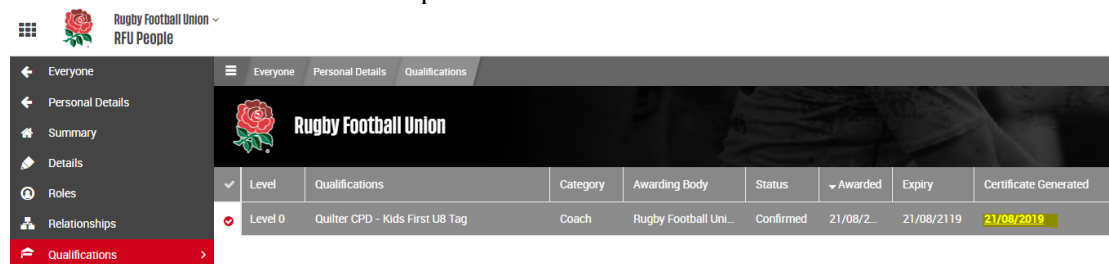

Viewing 'Personal Profile'-

Once logged into GMS, ensure you are viewing your 'Personal Profile' (most users will land on this page automatically; however administrators have the ability to choose a variety of modules depending on their role).

Accessing qualifications you have been awarded or added to your profile-

Select the 'Qualifications' menu item on the left hand side of the page. This page will display all qualifications that you have been awarded. Also within this page, you are able to generate a certificate for a qualification that you have been awarded, select the button on the left hand side next to the qualification and click on the date the certificate was generated. This will open a pdf version of the certificate. This certificate will be available for you to view once the course tutor has generated certificates for attendees that have passed the course.

Individuals that have completed a qualification that has not been awarded by the RFU can manually add this to their profile by using the 'Self Service' icon in the top right corner of this page. Select this icon and choose the type of qualification you wish to add based upon whether this is an externally recognised qualification or not. This will appear on your qualifications tab once added but will not generate a certificate.

Viewing your course booking attendance history-

By selecting the 'Education' menu item within 'Personal Profile' individuals will be able to view all courses that you have booked onto, either in the future or in the past.

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