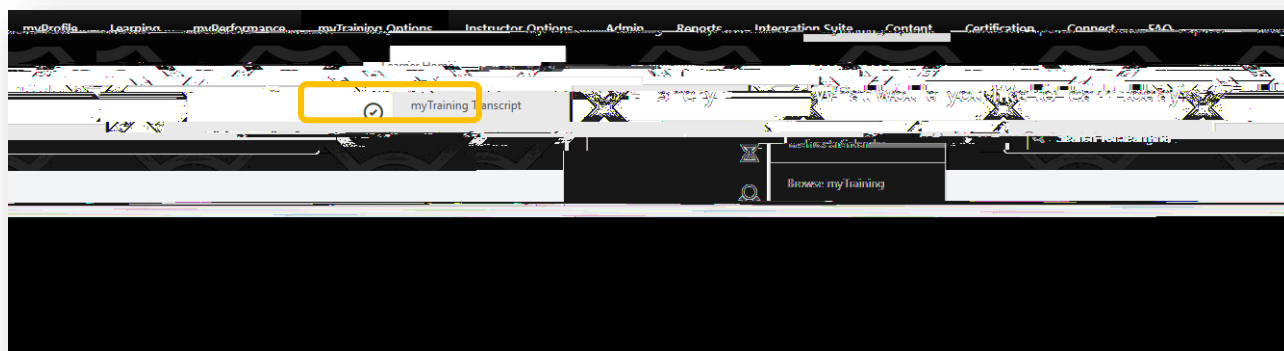


# MYTRAINING: HOW TO ACCESS AND VIEW

<b>ACCESS AND VIEW A TRANSCRIPT .....</b>	<b>1</b>
<b>ACTIVE TRANSCRIPT .....</b>	<b>2</b>
<b>COMPLETED TRANSCRIPT .....</b>	<b>3</b>
<b>ARCHIVED TRANSCRIPT .....</b>	<b>3</b>
<b>SHORTCUTS TO ACCESS A TRANSCRIPT .....</b>	<b>4</b>

*Document links may not work in Firefox. Scroll down to view guide information.*

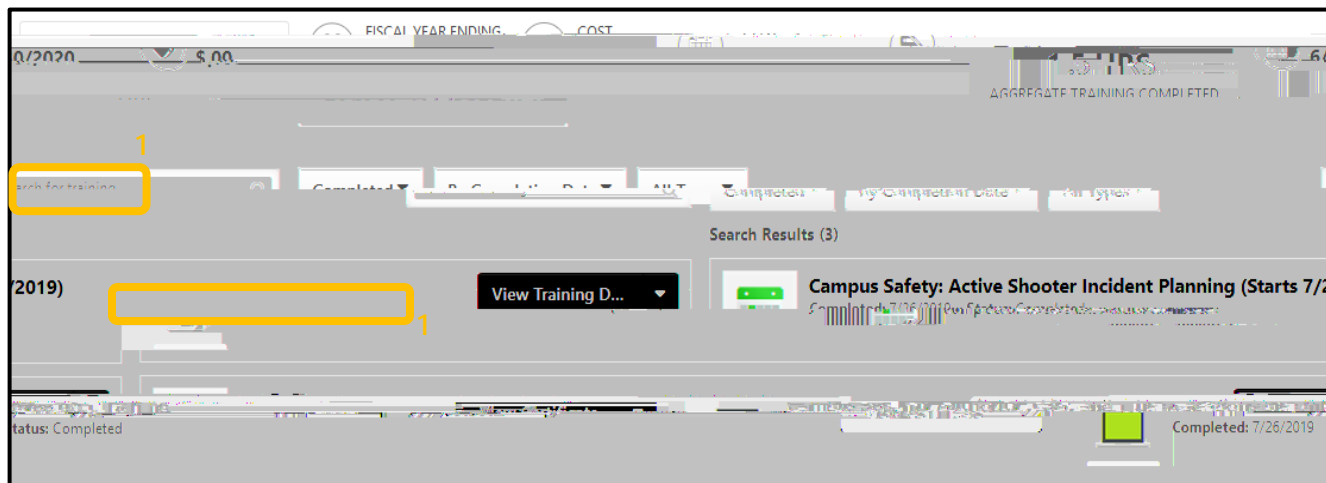
## ACCESS AND VIEW A TRANSCRIPT



1. Select **myTraining Transcript** under the **myTraining Options** list on the Learner Homepage.

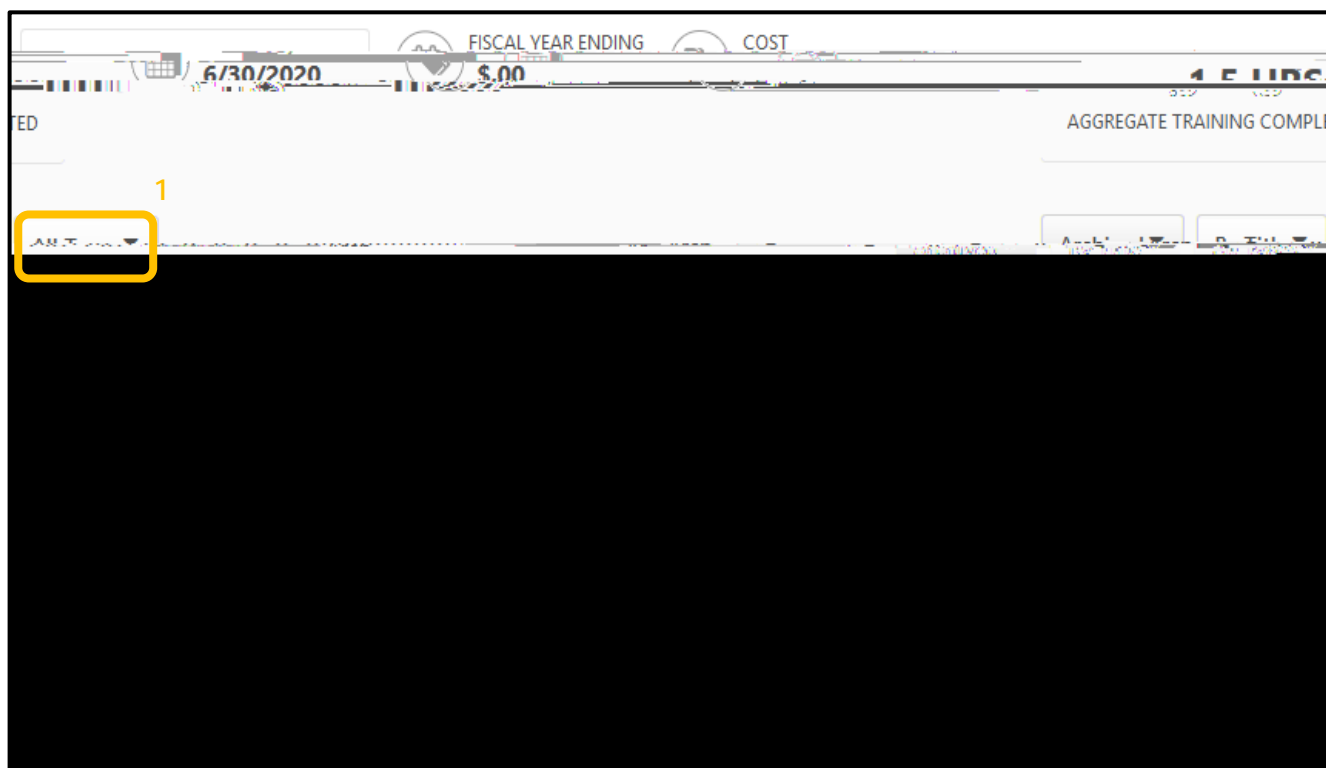


## COMPLETED TRANSCRIPT



1. Select **Completed** transcript option to view all completed online modules and classroom sessions.

## ARCHIVED TRANSCRIPT



1. Select **Archived** transcript option to view all training that has been moved to Archived transcript.



# SHORTCUTS TO ACCESS A TRANSCRIPT

1. Select **Completions** link on the Homepage to view Completed Training Courses (online and classroom) on your transcript.
2. Select **View** to go to your Active TransTT2 1 Tf00L (m)J0c Q25 07 Q(2.)TJT2 1 Tj.0-0.06499.66 297 Tm(.)TJMC P K