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ACCESS AND VIEW A TRANSCRIPT



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

myTraining





COMPLETED TRANSCRIPT

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

ARCHIVED TRANSCRIPT

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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 Tf Or OL (m) J OF C 025 037 0(2.) TJ T2 1 TB.O-03.86499.66 297 Tm() TEMC P &