MYTRAINING: HOW TO ACCESS AND V

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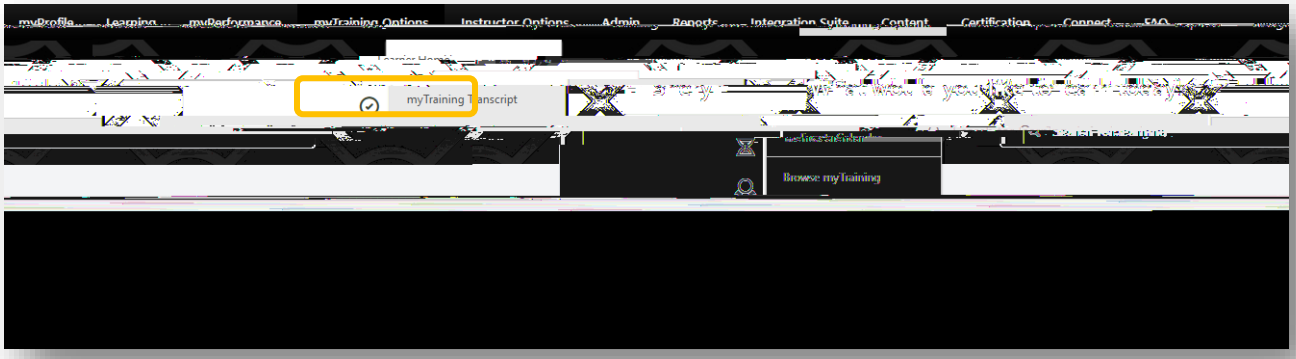
Document links may not work in Firefox. Scroll down to view guide information.

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 TfOTOrL (m)]TJTc 025 0387 0((2.)TjTT2 1 TJ3.4 -08.86499.66 297 Tm( )TJEMC P K