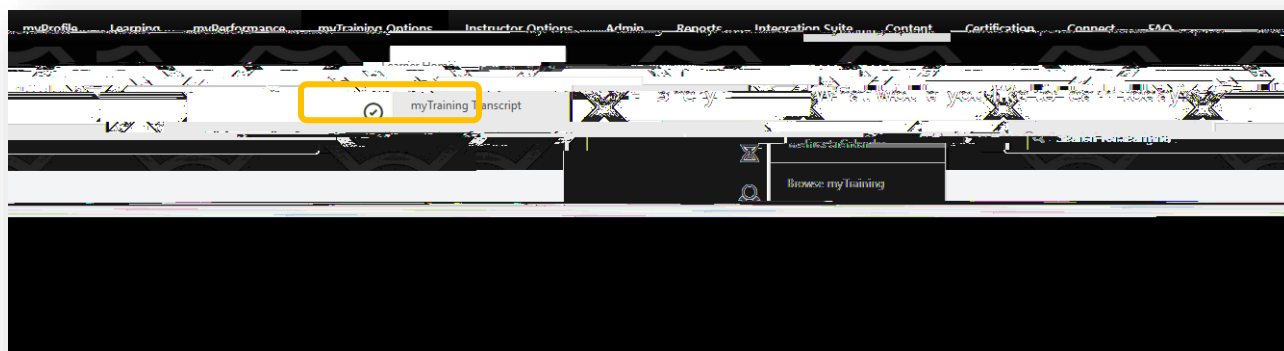


MYTRAINING: HOW TO ACCESS AND VIEW

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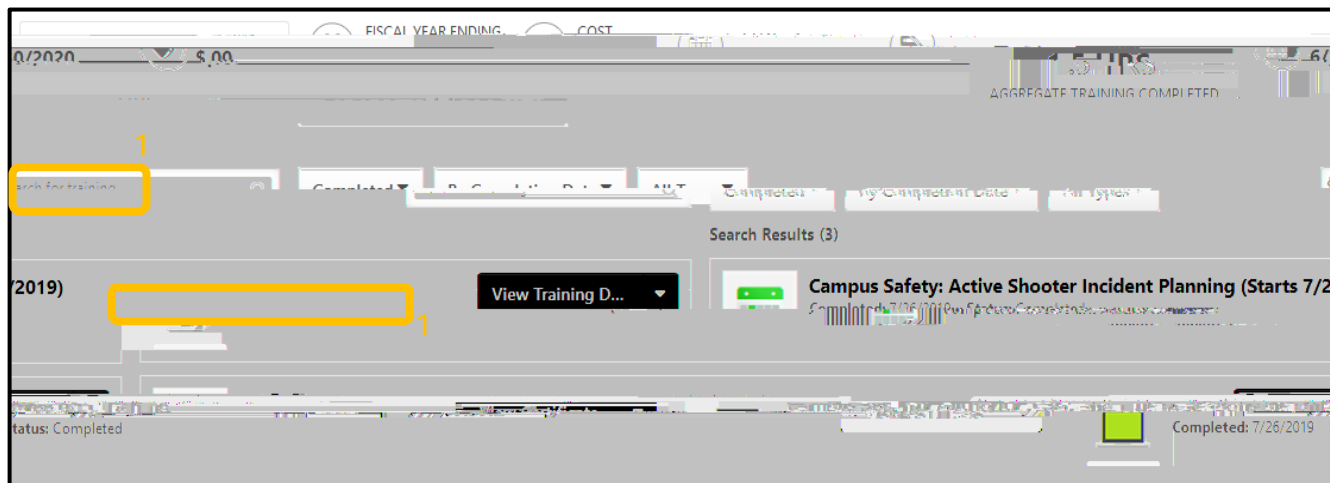
Document links may not work in Firefox. Scroll down to view guide information.

ACCESS AND VIEW A TRANSCRIPT



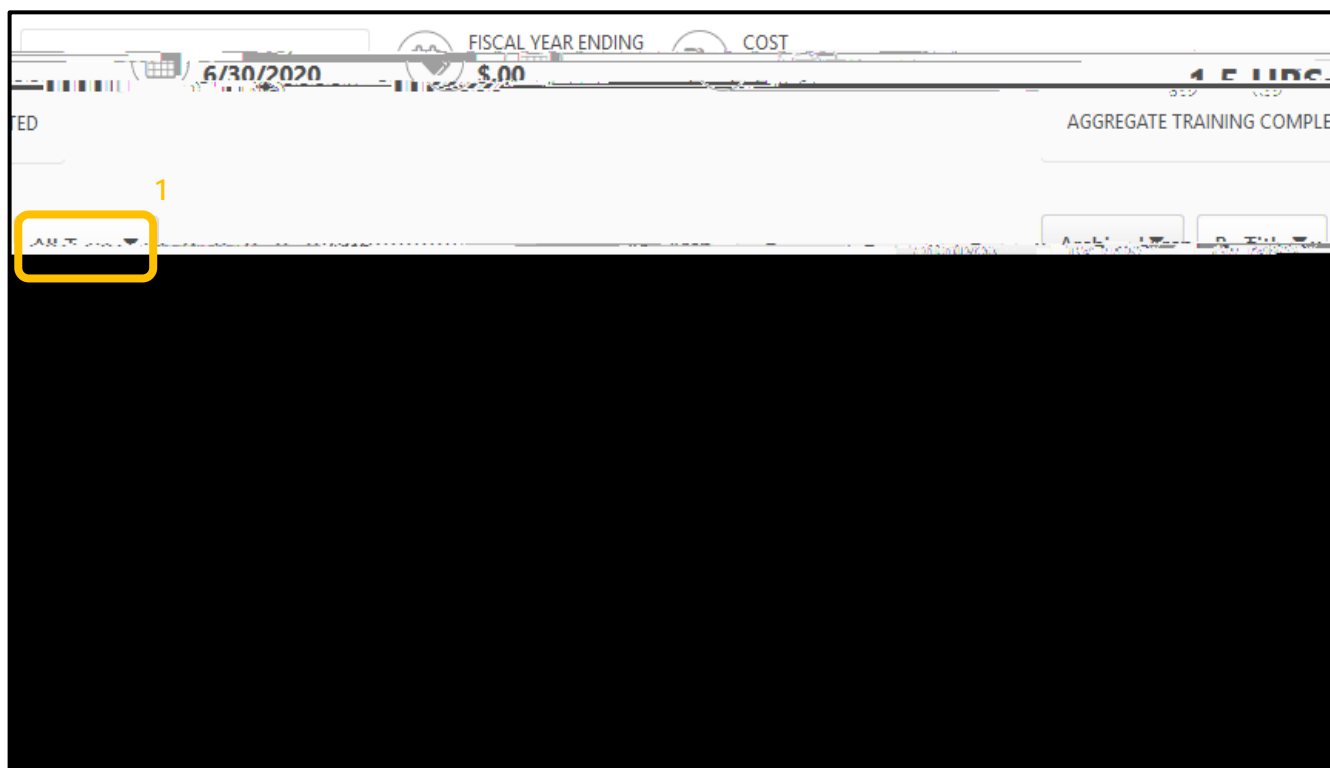
1. Select **myTraining Transcript** under the **myTraining Options** list on the Learner Homepage.

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 Tf00L (m)J0c Q25 07 Q(2.)TJT2 1 Tj.0-0.06499.66 297 Tm(.)TEMC P K