

Step-by-Step Instructions

For Phase I, learn transcripts are only applicable for craft related trainings.

View Completed Trainings

Performed by: Employee

1. From the Homepage, navigate to the Me section and click on Learning under the App section.

Me	Tools Others				
QUICK	ACTIONS	APPS			
Å	Personal Details		G	tů	
₽	Identification Info	Pay	Time and Absences	Career and Performance	Personal Information
\bowtie	Contact Info				
•22 11	Emergency Contacts	\odot	٢		+
2/	Employment Info	Learning	Web Clock	Roles and Delegations	

2. From the Learning page, click on View Transcript.

Overdue Learning	0 Required Learning	O Hours of Learning This Year
Current Learning View all overdue, in-progress, upcoming and pending enrollments.	View Transcript View all my learning enrollments.	What to Learn Explore and discover interesting learning.

3. After clicking on View Transcript, the page below appears allowing you to view completed trainings.

Search by learning item title Q Hide Fil	ters >>>
Filters Reset 🚭	Sort Completed en Mast Base
Expand All Collapse All	FRONT END LOADER TRAINING HEAVY EQUIPMENT OPERATOR HEO
Completed Date	Completed on 1/30/23 2:00 PM
m/d/yy 📸 - [m/d/yy 📸 ОК	Enrolled by Learning Department, Due 2/3/23
 Enrolled Date 	
m/d/yy 📸 - m/d/yy 📸 ОК	TTT Demo Course 2
↑ Due Date	Completed on 1/2/23 9:00 AM
m/d/yy 📸 - m/d/yy 📸 OK	Enrolled by Learning Department, Due 2/3/23
Clear Clear	
Completed	TTT Demo Course 1
Bypass Completed	Course
Completion Request Rejected	Completed on 1/1/23 8:00 AM
Pending Required Evaluation	Enrolled by Learning Department,
In Progress	Due 2/3/23