

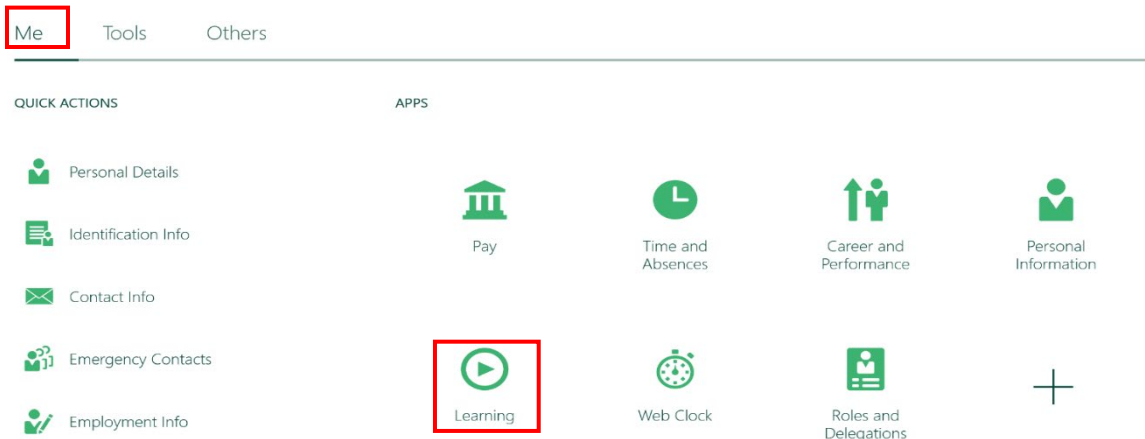
Step-by-Step Instructions

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

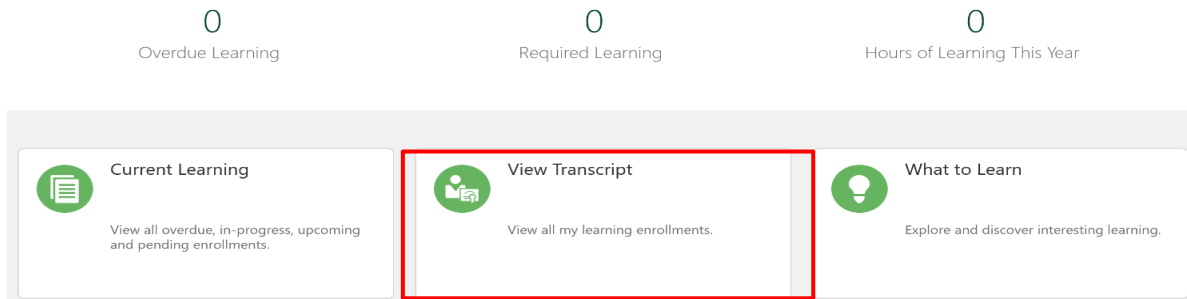
View Completed Trainings

Performed by: Employee

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



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



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

