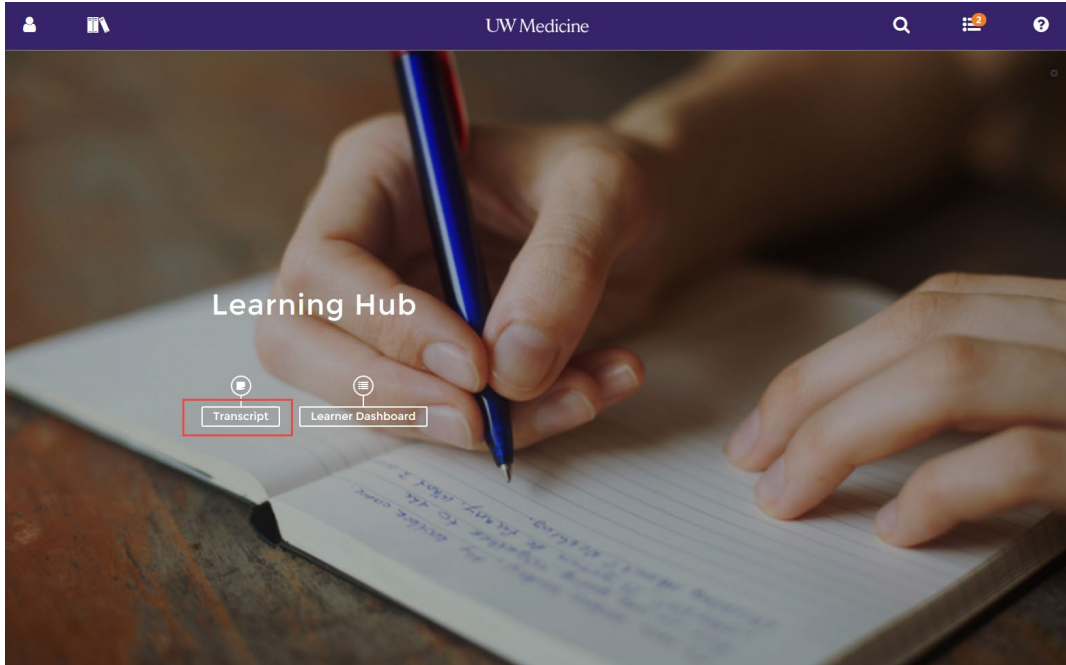


**Purpose**

Steps to print a transcript as a learner.

**Procedure**

1. Login to the Learning Hub.
2. Go to your training transcript by clicking on the **My Transcript** button on the home page



3. From here the training transcript will appear.  
You can enter specific date ranges to narrow your search.  
If you'd like a copy of your entire transcript, select ALL in the Date Range drop down.

**TRAINING TRANSCRIPT** PRINT EXPORT

Select a year or date range to filter completed training records.

Date Range

Start Date  End Date

10/4/2017 12:00am  5/7/2019 12:00am  REFRESH

List of completed activities from 10/4/2017 to 5/7/2019

Username:

User number:

Primary organization: UWMITS ENT BUS SYS

E-mail: null@sumtotalsystems.com

Primary job: Analyst (E S 10)

**ACTIVITIES**

Activity	Start Date	Completion Date	Estimated Credit Hours	Attended Duration	Expiration Date	Score
Online Course: 2018 Annual Refresher Training	1/16/2018	1/16/2018		Days: 0, Hours: 0, Minutes: 20, Seconds: 15		

4. In the right hand corner you can **Print or Export to PDF**

**TRAINING TRANSCRIPT**

Select a year or date range to filter completed training records.

Date Range: [v]  
Start Date: 7/8/2015 12:00am | End Date: 5/7/2019 12:00am | REFRESH

**User Information:**  
 Username: [redacted] | User number: [redacted]  
 Primary organization: UWMITS ENT BUS SYS | E-mail: null@sumtotalsystems.com  
 Primary job: Analyst (E S 10)

Activity	Start Date	Completion Date	Estimated Credit Hours	Attended Duration	Expiration Date	Score
Online Course: 2018 Annual Refresher Training	1/16/2018	1/16/2018		Days: 0, Hours: 0, Minutes: 20, Seconds: 15		
Online Course: UWM 2017 CMS Medicare Parts C and D General Compliance Training	8/22/2017	8/22/2017		Days: 0, Hours: 0, Minutes: 4, Seconds: 53		90
Online Course: BusinessObjects User Training	5/30/2017	5/30/2017		Days: 0, Hours: 0, Minutes: 28, Seconds: 36		
Online Course: 2017 Annual Refresher Training	3/2/2017	3/2/2017		Days: 0, Hours: 0, Minutes: 16, Seconds: 45		
Online Course: UWM Safeguarding Confidential Information 2016	11/30/2016	11/30/2016		Days: 0, Hours: 0, Minutes: 5, Seconds: 51		
Online Course: NO LONGER IN USE: Kronos 160 - My Requests Self-Service Options WTK 6.2	8/25/2016	8/25/2016		Days: 0, Hours: 0, Minutes: 3, Seconds: 46		
Online Course: NO LONGER IN USE: Kronos 130 - Entering Time for Time Stamp	8/25/2016	8/25/2016		Days: 0, Hours: 0, Minutes: 3, Seconds: 46		

5. A Pop-Up will appear saying “Generating PDF Document Please Wait.”

**TRAINING TRANSCRIPT**

Select a year or date range to filter completed training records.

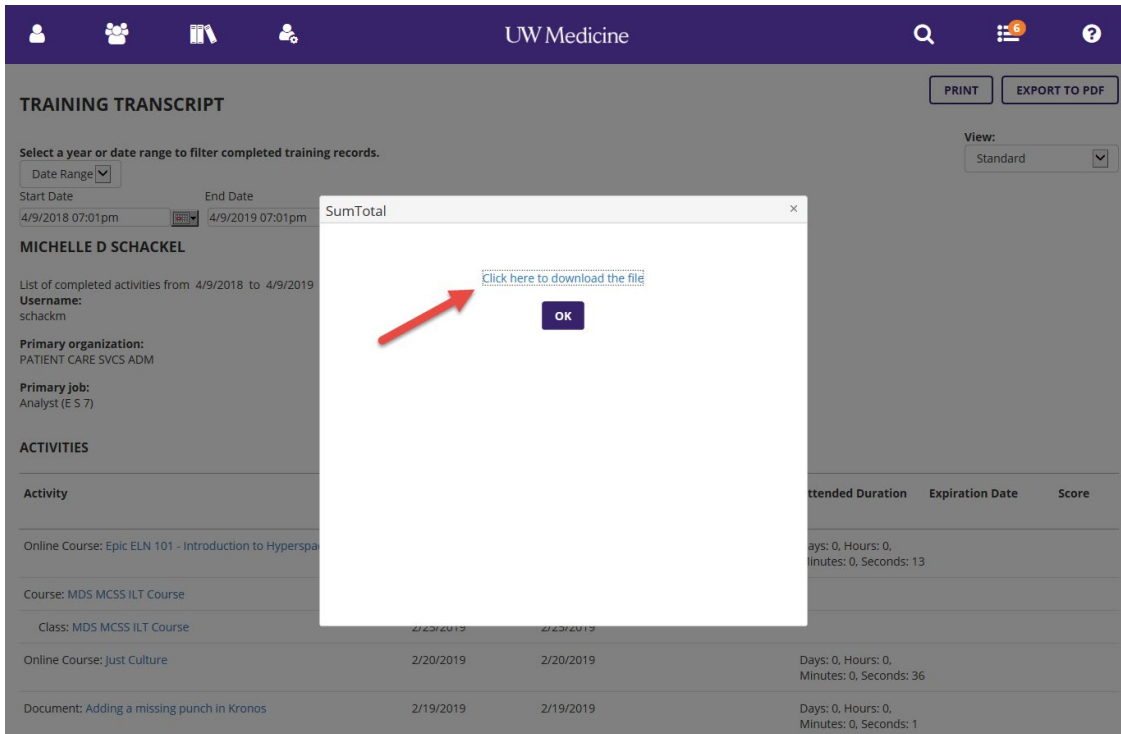
Date Range: [v] | View: Standard [v]  
Start Date: 4/9/2018 07:01pm | End Date: 4/9/2019 07:01pm

**MICHELLE D SCHACKEL**  
 Username: schackm | Primary organization: PATIENT CARE SVCS ADM | Primary job: Analyst (E S 7)

**Generating PDF document. Please wait...**

Activity	Start Date	Completion Date	Estimated Credit Hours	Attended Duration	Expiration Date	Score
Online Course: Epic ELN 101 - Introduction to Hyperspace	2/20/2019	2/20/2019		Days: 0, Hours: 0, Minutes: 0, Seconds: 13		
Course: MDS MCSS ILT Course						
Class: MDS MCSS ILT Course	2/20/2019	2/20/2019		Days: 0, Hours: 0, Minutes: 0, Seconds: 36		
Online Course: Just Culture	2/20/2019	2/20/2019		Days: 0, Hours: 0, Minutes: 0, Seconds: 36		
Document: Adding a missing punch in Kronos	2/19/2019	2/19/2019		Days: 0, Hours: 0, Minutes: 0, Seconds: 1		

6. When complete the pop-up will show a link for File.



7. Click on the link and a PDF webpage will open.

**TRAINING TRANSCRIPT FOR MICHELLE D SCHACKEL**

List of completed activities from 4/9/2018 to 4/9/2019

**Username:** schackm      **User number:** [REDACTED]

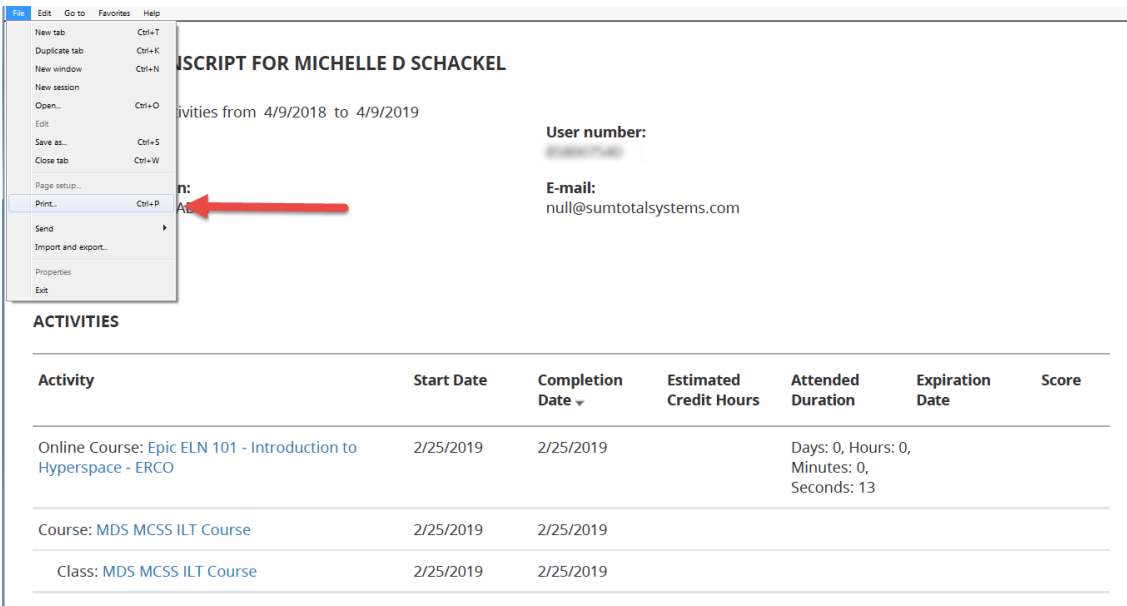
**Primary organization:** PATIENT CARE SVCS ADM      **E-mail:** null@sumtotalsystems.com

**Primary job:** Analyst (E S 7)

**ACTIVITIES**

Activity	Start Date	Completion Date	Estimated Credit Hours	Attended Duration	Expiration Date	Score
Online Course: <a href="#">Epic ELN 101 - Introduction to Hyperspace - ERCO</a>	2/25/2019	2/25/2019		Days: 0, Hours: 0, Minutes: 0, Seconds: 13		
Course: <a href="#">MDS MCSS ILT Course</a>	2/25/2019	2/25/2019				
Class: <a href="#">MDS MCSS ILT Course</a>	2/25/2019	2/25/2019				
Online Course: <a href="#">Just Culture</a>	2/20/2019	2/20/2019		Days: 0, Hours: 0, Minutes: 0, Seconds: 36		
Document: <a href="#">Adding a missing punch in Kronos</a>	2/19/2019	2/19/2019		Days: 0, Hours: 0, Minutes: 0, Seconds: 1		
Online Course: <a href="#">Epic ELN 101 - Introduction to</a>	2/19/2019	2/19/2019		Days: 0, Hours: 0		

8. From here you can print your transcript. By going to File>Print



9. Once finished and back in the Learning Hub, click OK to close the pop-up.

