

## VIEWING YOUR TRANSCRIPT

Every successfully completed offering is tracked in your Learner transcript. At any time, you may access your transcript in order to view your training history and print a certificate of completion for your record, or as a proof of completion.

1. Log on to the LMS.

**NOTE:** For instructions about logging on, refer to the Log-On Instructions (TS02-L) tip sheet.

### Accessing Transcript form Navigational Links

2. From the LMS *Home Page*, scroll down to view the **Navigational Links Portlet**.
3. Select **View Completed Learning** link

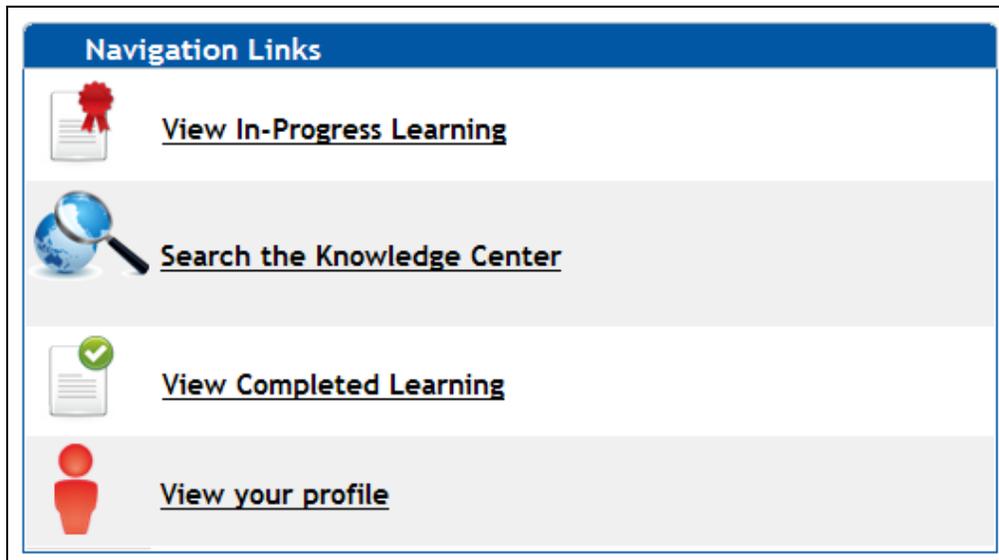


Figure 1: Navigational Links Portlet

**IMPORTANT:** By default, the transcript displays the past 90 days of learning events only. To view learning events that took place more than 90 days ago, change the Completion Date after and Completion Date before fields.

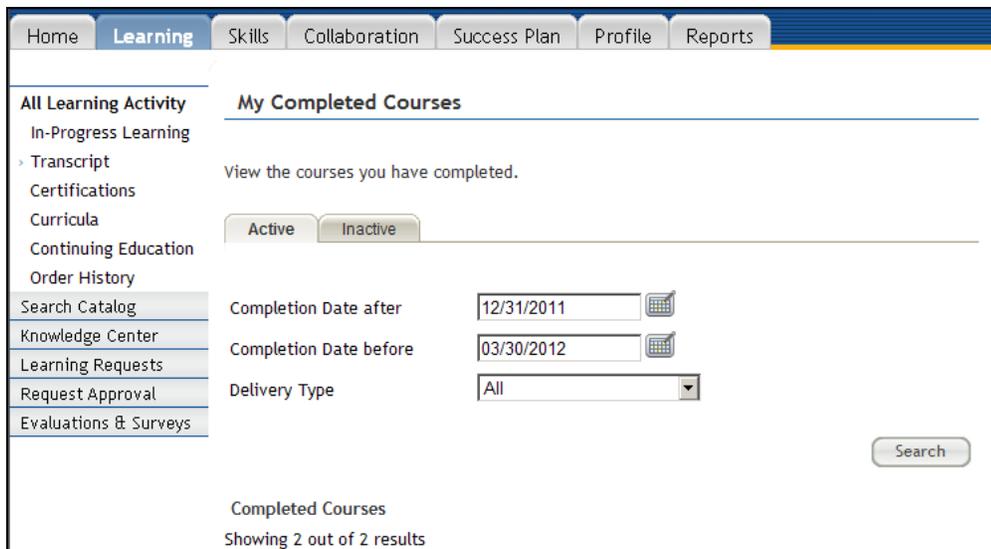


Figure 2: My Transcript page

**NOTE:** To print a learning event's completion certificate, from the Completion Status column of the Transcripts table, click the Print Certificate of Completion link.

### Accessing Transcript form the Learning Tab

4. From the LMS *Home Page*, click the *Learning tab* to view the *In Progress Learning page*.
5. Click the **Transcript link** on the left-hand sidebar.

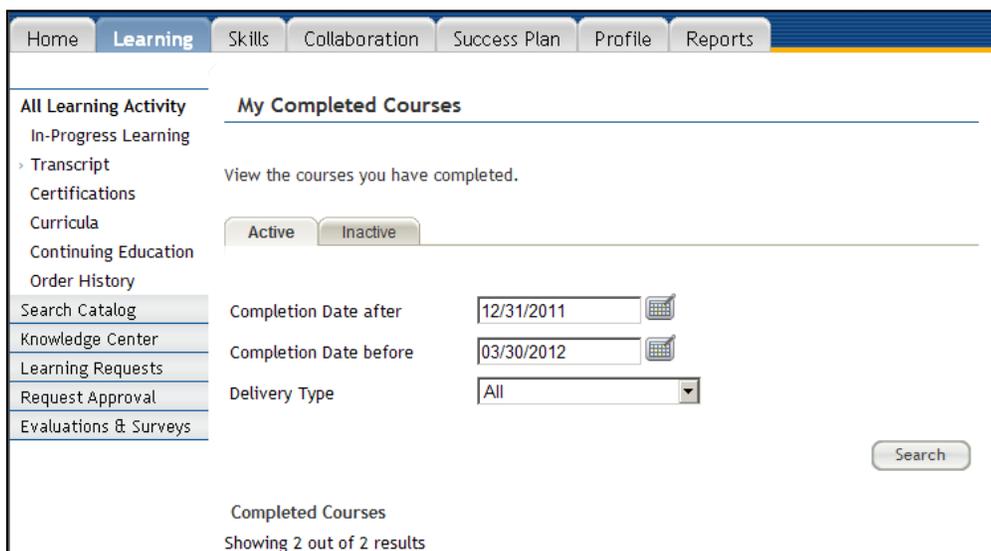


Figure 3: My Transcript page

**If you experience trouble with this process, please contact the helpdesk for support at [LMSSupport@mail.nih.gov](mailto:LMSSupport@mail.nih.gov).**