

## Printing Records/Transcript:

14. Click '**Records/Transcript**' from *Home Page* to review course completions (see Figure 8, above).

15. Scroll to the bottom of the page and click on **Print Records/Transcript Report**

16. Click on "Select learning modules/programs" (figure 8).

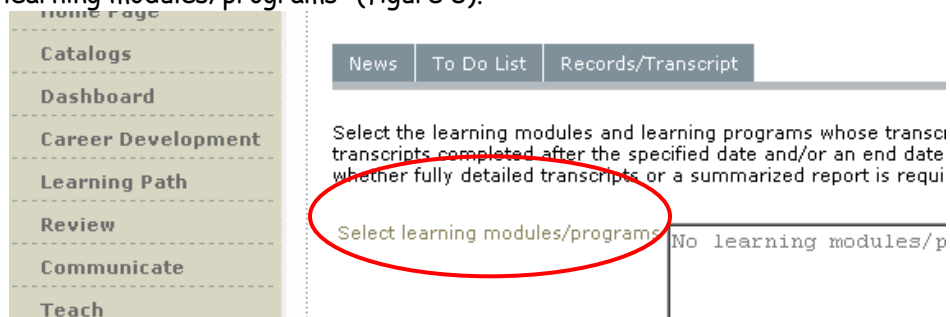

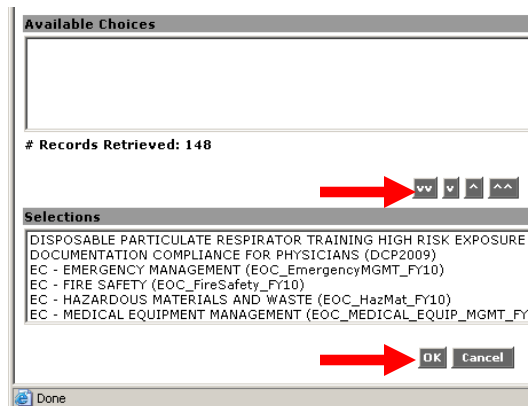


Figure 8

17. Click on the  button (in the middle of the screen) to select all courses; click on "OK".



18. Check the box "Include External Training Records", Change "Summarized Report" to "Yes"; click Print Preview. (Figure 9)

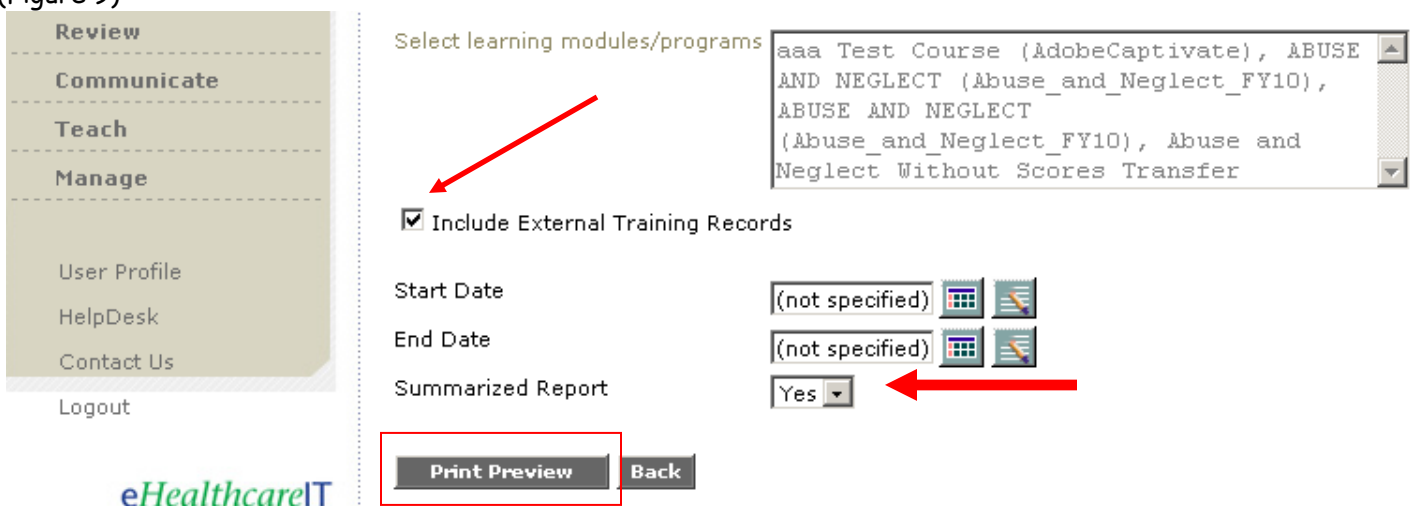


Figure 9

19. Click Print to print your transcript.